

## Eastchurch C of E Primary School

### Minutes of the Full Governing Body Meeting Held at the school on Tuesday 7<sup>th</sup> July 2015

**Present:** Bex Ratchford (Chair), Andy Booth (Vice Chair), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Chris Shipley (Ex Officio), John Stanford, Mike Brown, Yvette Gutheil, Steph Gill (arrived 6.20pm), Tracy Ryan.

**In Attendance:** Lynette Elliston (Clerk), Sue Huzzy, Helena Evans (Observer)

**Apologies:** Pauline Shipley, Sarah Jeffery, Debra Hines (Acting Executive Headteacher), Nick Morgan (Diocese Representative), Joe Gregory.

**Absent:** Lee Dunne

|             |   | Action          |           |           |           |    |   |       |           |    |   |       |           |  |
|-------------|---|-----------------|-----------|-----------|-----------|----|---|-------|-----------|----|---|-------|-----------|--|
| 1.          | <p><b>Prayer</b><br/>Governors opened the meeting with a prayer</p>   |                 |           |           |           |    |   |       |           |    |   |       |           |  |
| 2.          | <p><b>Welcome and apologies for absence</b><br/>The Chair welcomed all to the meeting and introduced a prospective new Governor Sue Huzzy. All present introduced themselves. Governors were notified of the planned late arrival of Steph Gill and apologies received above were accepted. There was one absence as listed where apologies had not been received. Governors discussed the importance of attendance of all Governors moving forward. The Clerk would contact absent Governors.</p> <p><b>Action</b><br/>To provide correspondence for absent Governors and forward to Chair.</p>  | Clerk/<br>Chair |           |           |           |    |   |       |           |    |   |       |           |  |
| 3.          | <p><b>Declaration of Business Interests</b><br/>None</p>  |                 |           |           |           |    |   |       |           |    |   |       |           |  |
| 4.          | <p><b>Minutes of the FGB meeting 12th May 2015 and Pt 2 Confidential Minutes 12th May 2015</b><br/>Governors agreed the minutes for content and accuracy and the Chair signed the documents.<br/>Actions:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Agenda item</th> <th style="width: 30%;">Item</th> <th style="width: 20%;">Action by</th> <th style="width: 35%;">Completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4.</td> <td>To check all housekeeping forms and chase receipt of any outstanding before next FGB, add to FGB agenda</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>To send paperwork for Associate Members</td> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Completed</td> </tr> </tbody> </table> | Agenda item     | Item      | Action by | Completed | 4. | To check all housekeeping forms and chase receipt of any outstanding before next FGB, add to FGB agenda | Clerk | Completed | 4. | To send paperwork for Associate Members | Clerk | Completed |  |
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| 4.          | To check all housekeeping forms and chase receipt of any outstanding before next FGB, add to FGB agenda   | Clerk           | Completed |           |           |    |   |       |           |    |   |       |           |  |
| 4.          | To send paperwork for Associate Members   | Clerk           | Completed |           |           |    |   |       |           |    |   |       |           |  |

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| 4.   | To liaise with school office to access resources to supply paperwork to Governors         | Clerk                | Completed  |
| 5.   | To circulate papers from Governor Self Review Meeting                                     | Chair                | Interim report circulated but final report pending                 |
| 5.   | Governors set date for second Governor Self Review meeting 5/6/15 at 10.00am (All Saints) | All                  | Completed  |
| 5.   | Governors to send Visits paperwork to Clerk, Clerk to circulate to GB                     | All/Clerk            | Agenda item  |
| 5.   | To email minutes containing Reconstitution detail to Governor Services                    | Clerk                | Completed  |
| 5.   | To send Election paperwork (staff) to HoS   | Clerk                | Completed  |
| 10.  | To meet and discuss Prospectus Policy 21/05/2015  | Chair/Vice Chair/HoS | Completed however this needs revisiting in the next academic year. |
| 12.  | Respond to letter of complaint from FOES  | Chair                | Completed, no further response                                     |
| <p>Matters arising:<br/>Governors discussed the Ofsted report and were delighted with the outcome; Governors suggested a formal letter of thanks to all Staff, from Governors, in recognition of continued hard work, dedication and support.</p> <p><b>Action</b><br/><b>To draft letter of thanks to all Staff</b></p> |   |                      |  |
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| <p>5.</p> | <p><b>Administration</b></p> <p>There were some outstanding forms to be received and some returned at the meeting, there would be a requirement to revisit housekeeping forms in September following Reconstitution and the new designation of Governors.</p> <p>Governors were advised that Sarah Jeffery would step down from the Governing Body owing to her recent return from Maternity Leave and increased commitments outside of Governance. Joe Gregory and Mike Brown would both be stepping down at the end of the current Academic Year and Long Service Certificates would be requested for both via the Clerk.</p> <p><b>Action</b><br/> <b>To request long service certificates for Mike Brown and Joe Gregory</b></p>   | <p>Clerk</p> |
| <p>6.</p> | <p><b>Budget</b></p> <p>There had been difficulties in submitting the budget in accordance with prescribed deadlines owing to the problematic introduction of the new Finance software package. The Governing Body had been unable to convene for an extra FGB meeting to agree the budget. The Finance and Personnel Committee had met and scrutinised the proposed budget and brought this forward for recommendation to the FGB. The FGB voted unanimously in support of the recommendation of the Finance Committee and the budget was agreed and ratified.</p>  |              |
| <p>7.</p> | <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>GB Structure</b></li> </ul> <p>The Chair had previously circulated different Models of Governance for consideration and Governors discussed the different options.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors sought clarification of suggested process of the Circle Model and it was agreed that if this were to become the chosen structure moving forward the GB would retain an additional Strategy group in addition to the monitoring pairs. The monitoring would be reactive to the plan and Governors would have a proactive role with the emphasis on challenge. The frequency of meetings would be 6 FGB meetings per year with an additional 6 Strategy meetings. Governors discussed how successful the model had been at other schools and the adaptations required for the successful implementation moving forward, the roles of Chair and Vice Chair would be highly involved and the benefits of pairings were also discussed. Some Governors were not keen to move away from the Committee Structure and expressed concerns of the disenfranchised purpose of members and the possibility of missing key processes. Governors were reassured through further discussion of diligence and adopting a more focused approach and increased scrutiny, the retention of a Strategy Group was considered vital.</b></li> </ul> <p>Governors voted in the majority to adopt the circle model, there was 1 vote against and 2 abstentions.<br/> (TR left 7.45pm)<br/> (TR returned 7.47pm)</p> <p>Governors discussed next steps and the meeting schedule, monitoring pairs would be decided based on the skills audit and expression of interest. There would be vacancies moving forward and elections for both staff and Parent Governors would take place in September. There would be a vacancy for a Co-opted Governor and a Foundation Governor to be identified by the Church Council in collaboration with the school and Governors.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors were unhappy with the “downgrade” of the Community Governors role.</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Governing Body Self Review</b></li> </ul> <p>The Chair shared the Post Ofsted summary of findings with Governors and highlighted areas for development for future focus, monitoring visits were a priority along with providing effective challenge and understanding data, further training would be required. The Chair and the Vice Chair had attended training and raising Governor profiles and providing a more strategic approach to recruitment and succession planning was also discussed.</p> |              |

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|    | <ul style="list-style-type: none"> <li>• <b>Governing Body Action Plan</b><br/>A draft plan was discussed and all Governors required to read</li> <li>• <b>Governor Visits</b><br/>There had been a visit to focus on Sports Premium this had created some confusion with the aim of the visit and the response from staff who had raised some funding concerns, these concerns had been raised as an operational issue and addressed by the management team. The report and observation of pupils would follow</li> <li>• <b>Training Requirements</b><br/>Raise data training was identified as a key requirement and a bespoke session was discussed and training for Governor visits also requested. The Chair and Vice Chair had both attended the Aspiring Chairs training. The Chair and another governor had attended Monitoring training.</li> <li>• <b>Chairs Actions</b><br/>There were none</li> <li>• <b>Reconstitution</b><br/>This item had been completed, the Reconstitution had taken place and the new Instrument of Government received.</li> </ul> <p style="text-align: center;">❖ <b>Governors suggested the benefits of sharing good practice and shadowing other schools GB meetings.</b></p> <p><b>Action</b><br/>To drive recruitment of Foundation Governor<br/>Circulate draft of Governors Action Plan<br/>Focus on further training<br/>Identify training Governor and circulate plan<br/>Organise another GB to visit to share good practice<br/>Leader of Governance visit</p>  | CS<br>Chair<br>All<br>All<br>AB<br>AB |
| 8. | <b>SIAMS</b><br><br>The school had undertaken the Statutory Inspection of Anglican and Methodist Schools (SIAMS) and Governors extended thanks to all involved the outcome was a good report. Governors discussed the need to improve monitoring of Religious Education and collective worship.  |                                       |
| 9. | <b>Head Teachers' Report</b> (circulated)<br><br>Governors had read and considered the report and questions were invited. <ul style="list-style-type: none"> <li>❖ <b>Governors asked if the training needs of Teaching Assistants were identified as a result of the questionnaire and were advised that this was already part of the action plan.</b></li> <li>❖ <b>Governors asked what "Lego Training" involved and were advised that this was therapy delivered to small groups of pupils.</b></li> <li>❖ <b>Governors asked of the upper KS2 vacancy and vacancies in the Nursery and were advised that there had been no application for the upper KS2 opportunity and there had been recruitment of 2 Nursery Nurses to work alongside the Nursery Manager, the school were happy with the dynamic of the group. The loss of an existing TA had been offered to existing Staff who had declined and advertising of posts appeared in Kent Teach, Kent online and the Job Centre dependent on the position. Teaching recruitment was a country wide problem.</b></li> <li>❖ <b>Governors asked if the designation of Phase Leaders were based at St Clements in entirety and were advised that priorities had been identified and a plan had been made for cross site working.</b></li> <li>❖ <b>Governors questioned the schools confidence in pairings and were assured that in addition Phase Leaders would provide an extra layer of monitoring. Vacancies for an Upper Key Stage 2 Phase Leaders would be pursued.</b></li> <li>❖ <b>Governors challenged the attendance figure and with the priority to raise this above</b></li> </ul> |                                       |

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|     | <p>95% Governors asked what processes would be used to make improvements. In addition to processes already underway there had been a new initiative "Attendance Ted" who had visited the school this had been well received by the pupils and had offered attendance incentives, gaining parental support would be key and facts and figures had been detailed in information letters sent home. The school were taking reasonable steps to ensure good attendance and Governors were in support of the school.</p> <ul style="list-style-type: none"> <li>❖ Governors requested the Educational Welfare Officer (EWO) reports to present to Governors and future GB meetings and further specification of absence codes and a breakdown of persistent absentees this was agreed as reports were already provided for the collaboration.</li> <li>❖ 4.7% of the persistent absentees were absent for reasons beyond the schools control including (Churn) Churn is a separate matter to attendance. Churn is the number of pupils leaving and joining a school.</li> <li>❖ Governors asked what interventions were funded in addition to those on the normal budget and what was the effect of the EWO intervention, Governors were advised that reports were provided before and after interventions and families were monitored by attendance officers, the most improved attendees were entered for a prize drawer.</li> <li>❖ Governors asked what percentage of pupils were Pupil Premium Grant (PPG) and what the funding was used towards, examples of support including additional transport support were provided to Governors.</li> </ul> <p>Key points from the curriculum feedback were the increase in pupils at Lv3 Reading Lv2+ Writing Lv3 Maths Lv2+ Maths were up 10% and LV3 Reading was down 1%, all data had been rigorously scrutinised and questioned at the Curriculum Committee meeting and there had been focus groups introduced for part of the year.</p> <p>The Year 6 results were circulated and Governors were advised of two areas down on the previous year, the papers would be looked at for possible appeal.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors asked if there was any trend in the declining areas and were advised that the low grades in Maths were contributed by pupils joining the school late. Churn.</b></li> </ul> <p>All areas of development would be scrutinised against the School Development Plan. Improvement was considered 100% good or better and a large improvement had been noted between term 1 and term 5.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors' feedback had shown the enjoyment of Pupils undertaking school trips.</b></li> <li>❖ <b>Governors were keen not to be perceived that the school made pupils more religious and the emphasis would remain on the improvement for pupils, concerns were not to give the impression beyond Christian values and the quality of education</b></li> </ul> <p>(AB left 7.40pm)<br/>(AB returned 7.41pm)</p> <ul style="list-style-type: none"> <li>❖ <b>Governors discussed further concerns of the requirement to add Christian ethos and values to all policies and where topical relevance must be considered for instance, not for inclusion in the Home School Agreement. Although this wasn't changed as the Curriculum Committee had already ratified it.</b></li> <li>❖ <b>There were concerns of pressure following the SIAMS inspection.</b></li> </ul> <p>Governors were invited to Sports Day.</p> |  |
| 10. | <p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Finance and Personnel – The budget was the focus of the F&amp;P meeting and this had been subsequently agreed and ratified.</li> <li>• Curriculum Committee – Governors had enjoyed a good Subject Leaders Presentation (History), Governors had focussed on effectiveness and this was considered satisfactory</li> <li>• Premises Committee – There had been 2 visits by outside agencies and Kent County Council (KCC), minor areas had been identified and a Lettings Policy was required. The wind turbines required attention and this was in hand, and there was no further feedback regarding the school field KCC would cover costs at their expense dependent on what the expense was.</li> </ul>  |  |

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|     | <ul style="list-style-type: none"> <li>❖ <b>Governors expressed concerns following a recent media report and were advised that the school had referred the matter to the KCC Press Office.</b></li> <li>• AEN and Catering – Nothing to discuss</li> </ul>   |                    |
| 11. | <b>Staff Structure</b><br><br><u>Action</u><br><b>Re – Circulate Staff Structure</b>   | <b>Clerk</b>       |
| 12. | <b>Safeguarding</b><br><br>This item had been previously discussed   |                    |
| 13. | <b>Policies</b> (Circulated) <ul style="list-style-type: none"> <li>• <b>Collective Worship</b> – There was an amendment required to the wording from “Vicar” to “Rector”, subject to this the policy was approved</li> <li>• <b>RE Policy</b> – The policy was approved</li> <li>• <b>Staff Code of Conduct</b> – This item was deferred to March 2016</li> </ul> Governors discussed the number of Pupils who opted out of RE and were advised that Parents had sought to remove pupils from the study of Islam, there had been Head and Governors meetings but the decision remained unchanged, Governors were aware of the new policy requirement for extremism.<br><u>Action</u><br><b>Source and circulate Appendix 2 to Collective Worship Policy</b> | <b>Chair/ Head</b> |
| 14. | <b>Correspondence</b><br>Governors discussed the correspondence regarding Governor resignations (previously discussed). and correspondence had been received from St Georges School which had been resolved at the Finance and Personnel meeting. A letter of thanks had also been received from the previous Chair. <ul style="list-style-type: none"> <li>❖ <b>Governors commented that letters sent to parents regarding social media conduct had been found to be very vague, Governors were advised it was necessary to send the same message to all and therefore no detail could be entered.</b></li> </ul>   |                    |
| 15. | <b>Any other urgent business</b><br>Governors discussed the Woodpeckers visit to the Nature Reserve and the Drama Club performance scheduled 20/07/2015 @ 6.00pm at Oasis Academy West. Governors were invited to the FOES BBQ 07/07/2015 6.00pm-9.00pm which was at a cost £1.00 for adults and 50p for Children.<br>(Content of this item was included in the Pt 2 Confidential minutes)   |                    |
| 16. | <b>Confidentiality</b><br>As above   |                    |
| 17. | <b>Date of next meeting</b><br>Governors discussed the previously circulated meeting schedule and subject to amendments dates were agreed, the next FGB meeting would take place on Tuesday 6 <sup>th</sup> October at 5.30pm at All Saints.   |                    |

Meeting concluded at 8.07pm

Signed (Chair).....

Date.....