

Eastchurch C of E Primary School

Minutes of the Full Governing Body Meeting Held at the school on Tuesday 12th May 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, Joe Gregory, Yvette Gutheil, Steph Gill, Tracy Ryan

In Attendance: Lynette Elliston (Clerk), Nick Morgan (Diocese Representative/Adviser), Ian Goodwin (Ex-Chair), Debra Hines (Acting Executive Headteacher)

Apologies: Pauline Shipley, Sarah Jeffery

Absent: Lee Dunne

		Action																
	<p>Farewell to Ian Goodwin The Chair extended great thanks to Ian Goodwin (Ex Chair) on behalf of the Governing Body for the 14 years of service in his capacity as Chair. Ian Goodwin thanked all and expressed how impressed he was with the dedication and continued support all Governors and Associate Members. Ian Goodwin left 5.40pm</p>																	
1.	<p>Apologies for absence Apologies had been received as above, with absence also listed. Governors accepted apologies where they had been received and all Governors agreed that attendance of Governors, where possible, was crucial to the Governing Body moving forward, it was a requirement for Governors to note absence and accept/decline apologies.</p>																	
2.	<p>Declaration of Business Interests None</p>																	
3.	<p>Minutes of the FGB meeting 10th March 2015 and the EFGB 25th March 2015 The Minutes and Pt 2 Confidential Minutes from the Full Governing Body Meeting 10/03/2015 were agreed for accuracy by Governors and signed by the Chair. The Minutes and Pt 2 Confidential Minutes from the Extra-ordinary Full Governing Body Meeting 25/03/2015 were agreed for accuracy by Governors and signed by the Chair. Actions and Matters arising;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Agenda item</th> <th style="width: 35%;">Item</th> <th style="width: 20%;">Action by</th> <th style="width: 30%;">Completed</th> </tr> </thead> <tbody> <tr> <td>D1</td> <td>Strategy group to meet to discuss Ofsted requirements 19.03.2015</td> <td>BR/AB/MB/JS/ TR</td> <td>Completed and a Mock Ofsted took place over the Easter Break</td> </tr> <tr> <td>D7</td> <td>Complaints Committee to meet 20.03.2015 letter to be sent to parents notifying of delay</td> <td>BR</td> <td>Letter was sent to Parent and Penalty Notice paid</td> </tr> <tr> <td>R3</td> <td>Email Governor Monitoring Visits template and protocol</td> <td>Clerk</td> <td>Completed</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	D1	Strategy group to meet to discuss Ofsted requirements 19.03.2015	BR/AB/MB/JS/ TR	Completed and a Mock Ofsted took place over the Easter Break	D7	Complaints Committee to meet 20.03.2015 letter to be sent to parents notifying of delay	BR	Letter was sent to Parent and Penalty Notice paid	R3	Email Governor Monitoring Visits template and protocol	Clerk	Completed	
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	R3	Governors to agree Visits week date 23.03.2015	All	Visits had taken place although not on the week specified	
	C1	Joint SIP Meeting		Completed	
	<p>❖ Governors questioned the rise in attendance percentage to 94% and the what the expectation of attendance of Pupils was and were advised the expectation had always been 96%, the intervention of the Educational Welfare Officer (EWO) had an impact and further attendance information was detailed in the Headteachers report.</p> <p>There were no further matters arising.</p>				
4.	<p>Administration</p> <p>The Clerk advised Governors that a File Audit was scheduled which would identify any missing documentation, once complete the Clerk would notify Governors of the outcome and further requirements. The Governing Body were to further discuss Reconstitution and following this there would be additional changes to the designation of some Governors, in turn, there would be further administration requirements.</p> <p>❖ Governors discussed the necessary changes following reconstitution and identified vacancies; existing Parent Governors terms of Office were about to expire and Governors were keen to retain expertise, elections were suggested from September where required, and the recruitment following expiration of Parent Governor as Associate Member, agreed by all Governors, with immediate effect.</p> <p>Action To check outstanding documentation and notify Governors, to be returned by next FGB meeting. To send required Associate Member standing order</p>				Clerk Clerk
5.	<p>Governance</p> <ul style="list-style-type: none"> • Governing Body Self Review (update and set date for second session) – The Chair reported back to Governors on the successful meeting with Sharon Denney to assist the beginning of the Governor Self Review process. All Governors that had attended had found the session extremely beneficial and were impressed and re-energised by the flow of discussion and the user friendly focus. Next steps were to arrange a second session and all Governors were urged to attend, an action plan meeting was scheduled which would feed into the session. Governors had recognised the emphasis of the benefits of linking skills to the plan and in moving forward with the decision of which model of Governance to adopt following Reconstitution. The Chair explained briefly the various models of Governance to Governors and these were to be agreed at the next FGB meeting to implement from 1st September 2015. • Governing Body Action Plan – This would be formulated following the Self Review meeting. • Pupil Premium, EYFS, SCR check and Interviews with the School Council had been completed with SEN, Sports Premium and PE and Early Years scheduled following review. • Training Requirements – Governors were to attend Effective Monitoring of Visits Training scheduled for 20/05/2015, Governors were advised of methods of booking onto training. Governors were advised by the Chair that further Chairs training was also to be scheduled for the Chair and Vice Chair 				

- Chairs Actions – Correspondence previously covered in the action list item 3
- Reconstitution – Governors had discussed and unanimously agreed the structure for reconstitution which would begin 1st September 2015 and the Instrument to read as follows:

INSTRUMENT OF GOVERNMENT: VOLUNTARY CONTROLLED SCHOOLS

1. The name of the school is Eastchurch Church of England Primary School.
2. The school is a voluntary controlled school.
3. The name of the governing body is “The governing body of Eastchurch Church of England Primary School”.
4. The governing body shall consist of:
 - (a) 4 parent governors;
 - (b) 1 LEA governors;
 - (c) 2 staff governors;1 Headteacher 1 Staff
 - (d) 3 co-opted governors;
 - (e) 3 foundation governors.
5. Total number of governors 13.
6. The following are the Foundation Bodies, and if applicable, persons entitled to appoint foundation governors and the appointments are to be made on the following basis:
 - (a) One appointed by the Canterbury Diocesan Board of Education
 - (b) One appointed by the Parochial Church Council
7. (a) the holder of the following office shall be a foundation governor ex-officio:
The Principal Officiating Minister of the Parish in which the school is situated.
 - (b) the Archdeacon of Maidstone shall appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex-officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which his governorship exists, or has been removed from office under regulation 23 (2) of the Regulations.
8. The Archdeacon of the Archdeaconry in which the school is situated is entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
9. The Canterbury Diocesan Board of Education are Trustees of the school trust deed
10. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

11. This instrument of government comes into effect on 1 September 2015.
12. This instrument was made by order of Kent County Council as the Local Education
on

A copy of this instrument must be supplied to every member of the governing body (and the head teacher if not a governor), any trustees and to the appropriate religious body.

Signed: Chair of Governors

(PRINT NAME)

Signed: Kent County Council

	<p>Local Education Authority Nick Morgan, Diocese Representative/Adviser requested the minutes specified the support and agreement of the Diocese for the proposed structure following Reconstitution. S.Gill (Parent Governor) term of office ceased May 2015 therefore Governors had agreed unanimously to adopt as an Associate Member with immediate effect. Following the resignation of Ian Goodwin the position of LA Governor would be retained by Andy Booth. Staff Governor Elections were also discussed following the expiration of S.Jeffery and in the event that the Executive Headteacher did not wish to undertake Governor status. Governors were aware that they would carry forward 2 vacancies 1 for Parent Governor and 1 for Co-opted Governor and subsequently 2 vacancies for Staff Governors(1 Headteacher 1 Staff), Governors discussed forthcoming election requirements and the best way to schedule these to maximise effectiveness across the governing body. Community Governors would re-designate to Co-opted Governors effective as of 1st September 2015 for the statutory 4 year term and any future requirements for Foundation Governors would be met by the diocese.</p> <ul style="list-style-type: none"> ❖ Governors asked if there were any visits that could be scheduled to support key priorities and were advised of writing moderation and invited to attend. ❖ Governors voiced concerns of the removal of Community accountability within schools to manifest effectively local community input to governance. Governors were unhappy with the removal of Community Governors and stated as a point of importance. <p>Action Governors to set date for second self review meeting, 05/06/15, 10.00am at All Saints was agreed Send Governor visits reports to Clerk, Clerk to Circulate Send dates to Governors to attend moderation To email minutes to Governor Services and request new Instrument of Governance To send Staff Election guidance to HoS</p>	<p>All All/Clerk HoS Clerk Clerk</p>
<p>6.</p>	<p>Head Teachers Report(Circulated) Feedback received had been considered and a change of format applied to the report including the addition of data and persistent absence information, SIP priorities had been listed at the beginning of each section</p> <ul style="list-style-type: none"> ❖ Governors were happy with the new format and questioned the persistent absence figure illustrated at 4.5% with the highest measure suggested at 2.3% and challenged what strategies were in place to target the reduction of this. Governors were advised that strategies in place included “Can you climb” incentive process in addition to support from the Educational Welfare Officer (EWO). There had been instances of unauthorised holiday taken at the start of the Academic Year and as the process of quantifying absence was accumulative, this was expected to reduce over time ❖ Governors requested a breakdown report on cause of absence and were advised verbally of individual cases of families that had encountered housing adversity, higher levels of sickness and long term illness, illness had been clarified by the EWO and external support provided. ❖ Governors highlighted that in the instances of persistent absence discussed all were beyond Governor control, Governors were advised that certification of absence was a requirement for periods of sickness lasting longer than 3 days and that the majority of pupils affected were Pupil Premium pupils. Targeting effective attendance was part of the schools 2015/16 priorities. <p>The number of Exclusions was 1.</p> <ul style="list-style-type: none"> ❖ Governors queried the current Year 6 Lv4 writing at 77% with the predicted figure 90% and were advised that data was a snapshot from the end of term 4 and the figures were as to be expected for the time of year, therefore the predicted % remained correct. <p>The SEF and SIP along with Progress and Attainment, Behaviour, SEN and Premises were all covered in the report.</p>	

7.	<p>Committee Reports</p> <ul style="list-style-type: none"> • Finance and Personnel Committee(Minutes were circulated) <p>Governors were advised that the function of the budget had been affected and the Island Heads Partnership had contacted the Local Authority to complain and voice concerns, a response had been received no further action could be taken by the school although it was minuted that the schools across the partnership had found the outcome unsatisfactory. The Premises Committee had reviewed the budget and brought it to the FGB for ratification, all Governors voted in agreement. Governors were also given the outturn figure.</p> <ul style="list-style-type: none"> ❖ Governors asked if there were concerns from budgeting from rollover previously and were advised that although the rollover was larger than had been expected the new budget had not yet been sent. ❖ Governors challenged if the rollover should be relied on for Capital rather than Revenue and were advised that in order to limit unforeseen circumstances (which would not continue in future instances) Capital budget could not be spent on revenue. <p>Governors were advised that once the new budget was available to the Finance and Personnel Committee, following consideration, it would be brought to the FGB. The requirement for the SIC had been questioned at the Finance and Personnel committee meeting but following consultation Governors were advised that this had been superseded by the Schools Financial Value Standard (SFVS).</p> <p>An action from the Finance and Personnel committee meeting to set a Pay Committee meeting was fulfilled and the meeting arranged for 21/07/2015 at 10.00am. (NM left 7.12pm)</p> <ul style="list-style-type: none"> • Curriculum Committee – There had been no meetings, the Chair suggested an agreed date to meet to look at new methods of assessments without levels and Governors requested a presentation at this meeting. The committee agreed to meet 02/07/2015 at 10.00am • Premises Committee – The previous meeting had been cancelled and there had been a recent KCC Health and safety visit, the Chair proposed the Premises Committee set a date to meet via email • SEN & Catering – No feedback at present 	
8.	<p>Staff Structure</p> <p>Governors were advised that a lack of Middle Leaders had been identified and the school were looking at increasing capacity (also in SIP) Phase Leaders in Early Years, KS1 Lower KS2 and Upper KS2 were suggested and staff had been approached to register interest in these opportunities, HoS had received letters of interest. Governors were advised that this change would have budgetary implications.</p>	
9.	<p>Safeguarding</p> <p>This item had been completed and presented at previous FGB meeting</p> <p>MB left 7.21pm</p>	
10.	<p>Policies</p> <ul style="list-style-type: none"> • Attendance and Punctuality – This had been previously agreed • Prospectus x2 – a few anomalies had been identified and further proof reading was required (a meeting had been scheduled),Governor feedback was requested • Governor Expenses (omitted from agenda & circulated) – The Chair explained to Governors that this was a new policy and a statutory requirement and that Governors were required to agree on specifications made. <ul style="list-style-type: none"> ❖ Governors discussed at great length the requirement and importance of making expenses claims although agreed the policy in essence. <p>The points of clarification for the first item were suggested as:</p> <ol style="list-style-type: none"> 1) “All mileage” 	

	<p>2) From home to furthest site 3) Off of the island</p> <p>The majority of Governors agreed to claim expenses for “all distances for attendance at events including all meetings” The second point of clarification was the amount to claim which was agreed by the majority of Governors at 45p per mile, Governors further agreed by majority that prior agreement and a maximum amount should also be specified when submitting an expenses claim. Governors also highlighted the required change in the document from “receipt” to “receipts”</p> <p>Action Prospectus proof reading meeting 21/06/2015</p>	
11.	<p>Ofsted The Chair thanked the HoS, the Strategy Group and all Governors present on the day of inspection. Governors were advised that of the Governors available to Ofsted on the day only 3 were allowed to represent and the feedback was that they had felt the meeting had been positive. Feedback had been sought and although the judgement could not be shared with the Governing Body at this stage, the Chair had felt that the judgement was fair and in that sense was happy, subsequent information would be fed back to Governors once available. Governors were advised that feedback of the judgement was subject to 3 stages of verification as change could occur during the process.</p> <ul style="list-style-type: none"> ❖ Governors were concerned that other parties may have been aware of the outcome of judgement and were also thoughtful of staff who would been keen to know, Governors asked what the process for notification would be and were advised that Ofsted had a duty of care to notify the LA in the first instance, the Chair would adhere to guidelines and staff were happy to observe this. The process was owing to the multisurface organisation involved, receipt of factual accuracy was expected within a week with a final result expected a week after that, the Chair would receive notification before the information was uploaded online. ❖ Governors asked if there was any specific feedback received regarding the VE celebrations held on the day of inspection and were advised that Modern British values were a big focus and positive feedback had been received. 	Chair/HoS
12.	<p>Chairs’ actions/correspondence A request for leave during term time had been received from an employee; the Chair had reviewed and had asked Governors to support the decision to grant leave on an unpaid basis from 13th to 17th May with a note to go into the employees’ personnel file, as had been the procedure adopted on previous occasions. There had been a positive response from the Staff questionnaire with a few items flagged for following up The response from the Parent Questionnaire had been extremely positive.</p> <p>Governors were advised of an incident focussed on in the local and national press where a SATs paper sourced from the TES website and circulated amongst pupils had caused offence to a family at the school. The incident had been referred to the press office and a response sent, the paper had only been distributed to 8 pupils and an apology had been sent. Following contact by the school the material had since been removed from the TES website and a request to remove comments had been made to a Parent. The vision for priorities and improvements document had generated 2 letters from the LA the first specifying a meeting which was unattended the second supplying feedback with guidance, this would now be covered by self review. A complaint had been received by the Chair of the FGB from Marion Moores regarding the legality of the procedure applied to the change in constitution and subsequent election of the new Chair of “FOES”. (Letter read to Governors). The Chair informed Governors that the constitution had been checked and the unanimous vote to adopt the new constitution made by FOES, both new and old had specified that all Parents were members of “FOES”.</p>	

	<p>Governors were reassured that the schedule of the meeting was public and the process applied was totally within the prescriptive requirements and legal. Governors were happy for the Chair to respond to the complaint.</p> <p>Action Respond to complaint regarding FOES</p>	Chair
13.	<p>Any Other Urgent Business not on the Agenda There was an upcoming SIAMS inspection. The SEF was to be finalised and discussed at weekly meeting. Following an enquiry by Governors, the sports field at Warden Bay could be used for the schools' sports day scheduled for the 15th July; the village hall would also be accessible for use of the facilities. Governor attendance at Sports Day and the school Prom are encouraged. Gardening Club invited the school pupils to enter a "Scarecrow Competition" and also for involvement in the Church flower event.</p> <p>Licence compliance was discussed and deemed operational and the responsibility of the school</p> <p>CS left 8.12pm</p> <p>Further content from this item was minuted in the PT 2 Confidential Minutes</p>	
14.	<p>Confidentiality Item 13 AOB</p>	
15.	<p>Date of Next Meeting The date of the next meeting was agreed as Tuesday 7th July at 5.30pm at All Saints</p>	

Meeting concluded at 8.15pm

Signed (Chair).....

Date.....