

Eastchurch C of E Primary School

Minutes of the Full Governing Body Meeting Held at the school on Tuesday 6th December 2016

Present: Andy Booth (Chair), Aaron Janes (Vice Chair), John Stanford, Yvette Gutheil, Sharon McNaboe, Jill Stevenson-Irons, Tracy Ryan, Lee- Anne Moore, Ashlee Brawn.

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Barbara Conroy (Interim Executive Head), Alison Abery (Schools Business Manager Queenborough Primary School)

Apologies: None

		Action
	Meeting commenced 5.30pm	
1.	<p>Welcome and Apologies for absence The Chair welcomed all AJ and JS would arrive at 6.00pm</p>	
2.	<p>Declarations of Business Interests None</p>	
3.	<p>Minutes of the meeting 11th October 2016 Governors had reviewed the minutes on circulation and agreed the document for content and accuracy, the Chair signed the minutes. There were no matters arising and actions would be discussed through the meeting. The Chair took this opportunity to welcome 2 new Parent Governors and all attendees completed self introduction.</p>	
4.	<p>Governance</p> <ul style="list-style-type: none"> • Code of Conduct – Deferred to next FGB, document would be reviewed and signed at the next FGB. • Governors’ Action Plan/Visits – There were visits planned for Data monitoring 09/12/16 and Curriculum monitoring 15/12/16. All other visits had been completed as per the plan and reports circulated and filed these included Health and Safety, Pupil Premium Grant (PPG) Safeguarding, Collective Worship and SEN&D (aspects were shared). • Governor Training – MC and AJ had attended SFVS training, YG and TR would attend Finance and Governance Training, SM to attend Governors Strategic Role Training 07/02/2017 and YG to attend Christian Distinctiveness Training. The IEHT advised Governors of the Island Collaboration and opportunities of bespoke training. • DBS - This was required for new Governors, outstanding DBS would be completed by the next FGB. • Self Review – Governors discussed requirements at length, Financial Skills Review, GB Skills Audit and Self review were all part of the GB role to monitor strengths and weaknesses and identify future training requirements, the Financial Skills Review documents had been returned and would be reviewed, and GB Skills audit forms would be completed by Monday 12th December with the exception of new Parent Governors who were to receive the information following the meeting. • Business Continuity Plan – There was no update to the Plan a review was scheduled for January 2017 and this was also discussed at the Finance and Resources meeting, Governors discussed if the plan was robust for SFVS purposes. • Health and Safety – Update on arrival of AJ and JS • Headteachers Performance Review – to be discussed at later agenda item • Chairs Actions – Completed <p>Governors also discussed Keeping Children Safe in Education (KCSIE) and agreed in addition to all Governors completing awareness a central register would be created for Governors to sign as evidence, this would be kept by the school. Children Missing in Education (CMIE) – Safeguarding Governors (YG and SM) would meet with staff responsible for monitoring and</p>	

	<p>feedback at next FGB.</p> <p>Actions Scan PDF Code of Conduct document and email to Clerk in editable format, next agenda Business Continuity Plan to next FGB agenda Housekeeping forms to new Parent Governors KCSIE central document to complete and sign CMIE Safeguarding Governors to meet staff and discuss, feedback at next FGB to be added to agenda Governor Self Review to next agenda</p>	<p>Head Clerk Clerk Head/All YG/SM/ Clerk Clerk</p>
<p>5.</p>	<p>Safeguarding Governors had reviewed the Annual Review report and produced a summary document. Actions from the review were shared and Governors were satisfied and recommended the report for approval, the review report was approved.</p>	
<p>6.</p>	<p>Head Teachers Report (previously circulated) (JS and AJ 6.00pm) The report had been previously circulated and questions had been presented to the Heads of School in advance and Heads of School provided responses to questions posed. Governors further discussed absence and were advised of the attendance policy and introduction of the process introduced (summary provided). The illustration showed an increase in absence on the previous year, overall attendance and persistent absence was poor.</p> <ul style="list-style-type: none"> ❖ Governors asked what measures were in place to monitor increasing poor attendance and were advised attendance tracker had been introduced and an independent Local Authority (LA) adviser was supporting the school, fines had been given where required. ❖ Governors asked if fines were an effective measure of improving attendance and were advised that this had not been considered an active deterrent, there were also difficulties in sustaining good attendance that were as a result of other local schools scheduling holidays at different times. ❖ Governors sought clarification of the number of pupils that had taken holidays taken during term time and were advised 22 pupils had holidays. ❖ Governors discussed pupil progress feedback and challenged what processes would be introduced to improve reading, writing and maths predicted outcomes for July 2017 and were advised of additional factors that had impacted on current predictions; good quality teaching was in place. <p>Data to remove and illustrate vulnerable groups separately would be available to Governors, this would allow effective interrogation and monitoring of “diminishing the difference” between the national expectation and vulnerable group pupils outcomes. The Head explained better understanding of the new measures of progress were in place, targeted interventions were more precise.</p> <ul style="list-style-type: none"> ❖ Governors questioned school confidence in the effectiveness of existing interventions and the new process to be introduced in January 2017 was shared. ❖ Governors questioned the significant difference between sites in Yr 1 July 2017 predictions and were advised that this was indicative of the different cohorts; interventions were in place to support. ❖ Governors questioned the colour coding applied the report and the Head explained that this was based against the previous years’ national expectation figures. ❖ Governors asked what percentage of the Pupil Premium Grant (PPG) spend had been spent on year 6 and were advised that further breakdown of funds was not available. ❖ Governors requested future illustrations provide the separation of data for vulnerable groups’; the Interim Executive Head suggested a data presentation at the next FGB meeting. <p>Governors discussed pupil’s feedback following the recent visit to All Saints Church (shared). Governors were advised that there were no current plans to include 30mins per day PE from September 2017.</p> <ul style="list-style-type: none"> ❖ Governors sought clarity of the terminology in the report referring to the 	

	<p>transition of SEN Yr 5 and were advised it applied to the smoother process encountered this year for that year group (All Saints).</p> <ul style="list-style-type: none"> ❖ Management, Behaviour and Student Safety – Governors challenged further feedback and update and the Heads of School explained processes that were in place. ❖ Governors questioned estimated time for the claw-back of funds, concern focussed on the action for completion of required process of application and if this would meet the required deadline and were advised the process was under way. <p>Action Data presentation for next FGB agenda</p>	Clerk
7.	<p>Team Reports</p> <p>Strategy Group – The next Strategy Group meeting was scheduled for 20/01/2017 and Governors were reassured of transparency and ongoing communication between meeting dates.</p> <p>Finance Group – The 6 month monitoring had been scrutinised and aspects shared, minutes would be circulated which included details of severe budget implications discussed.</p> <p>The Financial Skills Audit had been completed partially with remaining forms to be completed and returned to the Chair of Finance Group by 09/12/16.</p> <p>Governors discussed the recommendations and outcomes of the Finance and Resources Group meeting and approved the 6 month monitoring.</p>	
8.	<p>Policies</p> <ul style="list-style-type: none"> • Admissions Policy – Governors suggested amendments and agreed policy subject to changes • Visits Policy – Governors suggested amendments and agreed policy subject to changes. • Health and safety Policy – Governors suggested amendments and agreed policy subject to changes 	
9.	<p>Any other urgent business (LAM and AB left the room)</p> <p>Governors discussed best options for new Governor induction process.</p> <p>(LAM and AB returned)</p> <p>The Chair and Vice Chair arranged to meet with new Governors to discuss the roles and requirements of Governance and provide guidance and support. An induction process would be agreed for new Governors with input from all.</p> <p>The Chair shared concerns of the processes of Financial Management and suggested that a full external audit take place. Governors agreed that the process would be beneficial if completed with consideration to the school, the request was substantiated with examples from the Finance and Resources Group feedback shared and discussed (contained in the F&R minutes). The audit process would be strictly objective and would not compromise the process of Headteacher recruitment. The IEHT felt that the process would support further understanding of procedures and requirements. Governors' responsibilities to ensure the best outcomes for pupils and impact from financial outcomes were discussed and agreed.</p> <p>Governors considered the cost implications but agreed that these would be cost effective. The recommendation for a full audit was made by the Chair seconded by YG and unanimously agreed.</p> <p>The Chair advised Governors of the position of scrutiny from the Local Authority of the GB. The Chair had defended incorrect factors levied at the school from previous communication and the Pre-Warning notice received. The Chair expressed thanks to the IEHT and the dynamism the appointment had brought to the school. Governors were also advised of the current position of the Inter-regnum, the journey of the GB and the effectiveness of Governance. The IEHT clarified the position of dedication with Eastchurch School and agreed that the challenge and impact of Governance would remain a priority in securing the best outcomes for pupils.</p> <p>The Head requested communication to the Staff and Parents to clarify the position of the IEHT and Governors agreed a full staff meeting followed by a letter to parents before the Christmas break.</p> <p>The Chair was asked to formally respond to a previous request from a staff member for clarity of</p>	

	<p>use of the gates at both sites for all staff. Governors confirmed the use of the gates at both sites whilst at work but not for the collection of pupils, a letter would be sent in response to the individual</p> <p>Headteachers Performance Review – The School Improvement Partner (SIP) and IEHT had met, new targets were set for the Heads of School and both were receptive of new targets set. Governors realised and recognised the roles of the Heads of School.</p> <p>Health and Safety – The successful outcome of the recent visit was shared.</p> <p>The Staff audit was briefly discussed but agreed as not pertinent to Governors.</p> <p>Action Arrange full staff meeting to introduce and explain position of IEHT and letters to parents Response to individual staff to clarify use of gates across both sites.</p>	<p>Head/IEHT/ Chair</p>
<p>10.</p>	<p>Confidentiality None</p>	
<p>11.</p>	<p>Date of next meeting The date of the next meeting was agreed as Tuesday 7th February 2017 at 5.30pm at All Saints Meeting concluded at 7.45pm</p>	

Signed (Chair).....

Date.....