

Eastchurch C of E Primary School

Minutes of the Full Governing Body Meeting Held at the school on Tuesday 11th October 2016

Present: Andy Booth (Chair), Aaron Janes (Vice Chair) Sarah Hunt (Head of School), Michelle Crowe (Head of School), Barbara Conroy (Interim Executive Head) John Stanford, Yvette Gutheil, Sharon McNaboe, Jill Stevenson-Irons, Tracy Ryan

In Attendance: Lynette Elliston (Clerk), Nick Morgan (Diocese Representative) Kim Evans (Attendance Officer)

Apologies: None

		Action
	Meeting commenced 5.35pm	
1.	<p>Welcome and Apologies for absence The Chair welcomed all and there were no apologies</p>	
2.	<p>Declarations of Business Interests None</p>	
3.	<p>Farewell Presentation The Chair thanked Sue Hopper on behalf of the Governing Body for the dedication and support she had shown to the school whilst a Foundation Governor. Sue Hopper expressed her intention to continue to support the school in many areas including Religious Education, Sue had thoroughly enjoyed time spent as a Governor and thanked the Governing Body for the opportunity, Sue offered to make a donation to school and the school and Governors were thankful. Tracy Ryan expressed Governors thanks and appreciation to Bex Ratchford for her role within the Governing Body and as Chair of Governors, the School and Governors recognised Bexs' hard work and dedication whilst with the Governing Body. (BR and SH left 5.45pm)</p>	
4.	<p>Introduction of the Attendance Officer (Kim Evans) The Head introduced Kim Evans as the Attendance Officer and explained the supporting role to the school; KE explained her role as a liaison officer for Swale supporting 29 schools across the Isle of Sheppey (IOS) and Sittingbourne. The Attendance Officer made regular visits to the school to conduct consultations which would focus on many factors including persistent absenteeism. KE explained the Island wide challenge of holidays taken by parents and pupils during term-time and the impact on this following the recent high profile case from the Isle of Wight. Governors were advised of the Attendance Matters project undertaken by schools across the IOS, schools focussed on attendance where below 90% and strategies were introduced to support pupils in this criteria with a new tracking system also introduced.</p> <ul style="list-style-type: none"> ❖ Governors asked what percentage of pupil's absenteeism was owing to truancy and were advised that truancy sweeps regularly took place and in some instances parents had also been discovered in the truancy situation along with the pupils. ❖ Governors asked if Reception pupils were included in the attendance data and were advised that attendance tracking took place in the first instance which included the Nursery although consideration was given to factors that contributed to absence owing to the age of the children. ❖ Governors asked where Eastchurch school factored within the quintiles of attendance and were advised of the attendance figure of 94.3% which would be in the lowest quintile <p>Governors were reassured that the difficulties experienced in achieving required attendance were not specific to the school and that every measure was being taken to promote and support good attendance, immediate action had been pursued with pupils who had early indication of poor attendance.</p> <ul style="list-style-type: none"> ❖ Governors questioned the ongoing impact from families housed in summer 	

	<p>accommodation on the local caravan sites and were advised that this was expected to be more of a factor in December at Camp closure time.</p> <ul style="list-style-type: none"> ❖ Governors asked of the best monitoring process to track attendance progress and were advised that an improvement could be seen on the previous year's figures. <p>Governors thanked KE for the presentation. (KE left 6.05pm)</p>	
5.	<p>Minutes of the meetings FGB 5th July 2016, EFGB 21st July 2016, Pay Committee 20th May 2016, Pay Committee 20th July 2016</p> <p>Governors had reviewed the minutes on circulation including Pt 2 confidential elements and agreed the minutes of all for content and accuracy, the Chair signed the minutes</p>	
6.	<p>Governance</p> <ul style="list-style-type: none"> • Housekeeping – (circulated)The annual housekeeping requirements were discussed and forms dispatched any outstanding forms would be completed and returned by the next FGB • Governors Action Plan – (circulated) Governors reviewed the draft plan which had been created in association with the key priorities of the school improvement plan and Governance monitoring schedule, following amendments agreed the plan was agreed, the Chair would circulate the final plan. • Training and Development Governor – Aaron Janes agreed to continue as Training and Development Governor. • Agree school trips – Trips to Arethusa and PGL were scheduled for the upcoming year, these were trips taken annually by pupils which included an overnight stay, Governors were satisfied with the regular processes applied and costs incurred, there would be further monitoring as part of the Governors schedule and all Risk Assessment requirements would be met. JS offered to accommodate the school with trips to his ECO centre and Woodland and the school would liaise further. • DBS - Governors were reminded of the absolute necessity of the completion of the DBS process and possible outcomes from failure to comply, Governors would ensure that this process was completed as a matter of absolute urgency by the end of the week • Review and agree SDP/SIP (circulated) – The document had been reviewed for the previous year and the new plan circulated, Governors were satisfied with the content. ❖ Governors asked how the key priorities had been identified and the Head explained how the document was compiled including the use of SATs results and PPG data feedback. <p>Governors had attended the SIP planning meeting and were invited to attend review meetings; Governors would also continue to review the document at Strategy meetings.</p> <ul style="list-style-type: none"> • Self review – The Clerk explained the 20 questions self review document and Nick Morgan shared the benefits of the completion and function of the document. The Clerk would re- circulate the document to all for completion and return at the next FGB meeting. • Statement of use PE and Sport Premium – The document had been reviewed at the Finance and Resources group meeting, Governors had agreed both documents and feedback would be contained in the minutes to be circulated to all. • Chairs Actions – Governors discussed the actions from the previous FGB, there were no Chairs actions. <p>Actions:</p>	

Agenda item	Item	Action by	Completed
160202 – 04b	Governors to approach any suitable contacts regarding GB vacancy opportunities	All	Vacancies continued and Governor would continue to review, closed
160202 – 07b	Email slides from exclusion training attended to all	Chair	Completed, closed
161005 – 10e	Arrange Pupil feedback regarding values and ethos (video clip) for next FGB	Head	Owing to resource difficulties, Governors were invited to view clip as part of monitoring and were happy to do so, completed closed
160507 – 6a	To forward Instrument of Government to NM at the Diocese and Governor Services to be amended to reflect reduction in the term of office for Foundation Governors to 2 years.	Clerk	Completed, closed
160507 – 6b	Governors to complete all monitoring visits in accordance with schedule and return to Clerk for circulation and filing.	All/Clerk	Completed, closed
160507 – 6c	Complete PREVENT training and DBS process to confirm at next FGB	All	DBS to be continued as matter of urgency, ongoing
160507 - 13	To contact Schools Personnel Services (SPS) regarding proposed changes and clarity of the points of contract.	Head	Completed, closed

	<p>JS shared feedback from PREVENT training and District Governors Briefing attended (evidenced).</p> <p>Actions</p> <p>Re –send NGA code of Conduct to all, Governors to complete and return all housekeeping forms by next FGB</p> <p>Circulate final Governors Action Plan</p> <p>Urgent action to complete all DBS checks by end of the week Friday 14/10/16</p> <p>Re-circulate NGA 20 questions self review document to all for completion and return by next FGB meeting</p> <p>Circulate Finance and Resources Group minutes to all</p>	<p>Clerk/All</p> <p>Chair</p> <p>All</p> <p>Clerk</p> <p>Clerk</p>
<p>7.</p>	<p>Safeguarding</p> <p>Deferred to next FGB meeting</p> <p>Action</p> <p>Add Safeguarding to next FGB agenda</p>	<p>Clerk</p>
<p>8.</p>	<p>Head Teachers Report (previously circulated)</p> <p>Questions had been submitted by Governors prior to the meeting (attached) these were shared and the Heads of school addressed the issues raised.</p> <ul style="list-style-type: none"> ❖ Governors further questioned the cost issues of staffing cover and were advised that there were no cost issues incurred. <p>Governors were advised of the process underway to recruit Teaching Assistants and current strategies to cover vacancies. The school had applied successfully for High Needs Funding which would contribute toward the staffing costs.</p> <p>Acronyms were explained to support understanding of the staff absence illustration. Governors were advised of impact seen following the introduction of the return to work interview process and the Head explained the “Bradford Factor” initiative also to be introduced.</p> <p>Explanations of target setting percentage milestones for pupil absence and attendance were explained, there was no holiday authorisation and factors from attendance had previously been discussed as an agenda item.</p> <p>Governors requested an in depth analysis of attendance data.</p> <p>The Head spoke through methods to be introduced to support and up skill teachers following observation feedback. BC advised teachers were no longer graded as part of the Ofsted framework.</p> <ul style="list-style-type: none"> ❖ Governors asked how Teachers performance was managed and were advised that graded observations, work scrutinies, data and classroom were all factors (triangulation) <p>Results of the 11+ test could not be shared at this stage. Governors were advised that teaching sessions for parents had been attended by 12 parents at St Clements and this had a positive outcome and was well received.</p> <ul style="list-style-type: none"> ❖ Governors questioned financial impact on the budget of SEN re-assessment and were advised that there was no financial impact, these were not high needs funding. ❖ Governors were challenged that reading, writing and maths were below the national expected figure and questioned the outcomes and what steps were being taken by the school to diminish the difference between disadvantaged pupils. Governors were advised key pupils had been identified for support and external support was in place for additional interventions. <p>Twilight training for Teachers would focus on moving learning on for pupils; disadvantaged pupils were internally easily identified by teachers to receive good quality marking.</p> <ul style="list-style-type: none"> ❖ Governors asked what measure was used for Ofsted purposes and were advised the national figure was used. ❖ Governors challenged the reduction in the performance seen by boys in science and were advised that new science training had been introduced for teachers and a visit from a Scientist was planned with workshops for pupils. <p>Governors were advised that there was a fair distribution of staff across both sites, and of the feedback process for staff following CPD.</p> <p>Management, Behaviour and Safety</p> <ul style="list-style-type: none"> ❖ Governors questioned processes in place for Health and Safety items identified 	

	<p>and were advised that “Class Care” had been consulted; a further Health and Safety visit was already scheduled.</p> <p>Clarity regarding the “claw back” of high needs funding was sought and Governors were advised that there had been no feedback to date with regard to the inability to appoint 1:1 staff in the first instance.</p> <p>The progress chart from “Making Figures Speak” data showed a positive picture, and concerns were shared of the current year 6 cohort and challenges recognised.</p> <p>Action Attendance Officers analysis for next FGB meeting agenda</p>	Clerk
9.	<p>Team Reports</p> <p>Strategy Group – Feedback from the minutes circulated Finance Group – Feedback from the minutes circulated</p>	
10.	<p>Finance and Budget</p> <ul style="list-style-type: none"> • Approve Annual Salaries and recommendations from Pay Committee – This had already been completed at the EFGB meeting 21/07/2016 • 6 Monthly Monitoring – This had been reviewed by the Finance and Resources and was recommended to the FGB for ratification, Governors approved and agreed the 6 monthly monitoring return. • Agree Banking Signatories – Michelle Crowe (Head of School), Sarah Hunt (Head of School) and Sylvia Bishop (Finance Officer) were existing banking signatories these were agreed by Governors. 	
11.	<p>Policies</p> <ul style="list-style-type: none"> • Finance Policy – Deferred to May 2017 • Review the school's charging policy and agree residential trips – Agreed subject to date amendment, approved • Curriculum (reading) – Agreed, approved • SEN (G&T) – Agreed, approved. • Bereavement – Agreed, approved • Child Protection/Safeguarding – Agreed, approved and signed by the Chair. • Governor Visits Policy – To be amended to include R.E. element, deferred to next FGB • Looked After Children - Agreed, approved • Staff Discipline, Conduct and Grievance – Governors requested change to specify “3 working days” further specifications were agreed and the policy approved subject to amendments. • Student Behaviour – Agreed, approved. • Professional Development – Agreed, approved. • Teacher Appraisal and Capability – Amendment identified, agreed and approved subject to amendment • Marking and Feedback – Agreed, approved. • Health and Safety – To review with H&S Governor, deferred to next FGB <p>Actions Health and Safety Policy to next FGB Agenda Governors visits policy to next FGB Agenda</p>	Clerk Clerk
12.	<p>Open Day</p> <p>The school did not operate an Open Day, Heads of School accommodated prospective pupils Parents on an individual basis, by request, Governors discussed possible attendance at pupil transition events</p>	
13.	<p>Any other urgent business</p> <p>Governors discussed the importance of awareness of changing roles and expectations of Governors and Governance. The Chair shared the benefits of resources and urged all Governors to familiarise with KELS1, BC shared experience of Ofsted requirements and what areas Governors would be expected to be knowledgeable in. The Clerk shared the benefits of</p>	

	<p>access to the NGA website as a support mechanism for Governance. Governors were urged to attend District Governors Briefings and further discussed the importance of making sure all Governors details were up to date and that the website information was compliant. The Chair had shared communication to the LA and was awaiting acknowledgement of receipt, 2 separate responses had been sent to the Governance Pre-Warning Notice 1 had reflected the Chairs views only. The Chair appealed to Governors to continue to work together to face upcoming challenges. The Appointment of an Executive Headteacher – Governors were advised that 3 applicants had been received over 2 rounds of advertising, however and suitable candidate had not been identified, further advice had been sought from Schools Personnel Services and a 3rd round of the recruitment process was scheduled. Governors discussed the possibilities of extending the advertising platform more widely and the best timeline to pursue to maximise the best possible outcome. Governors agreed for the recruitment panel to meet before the end of term (Monday 18th October). Correspondence would be sent to the Heads for consideration of management of the situation with acknowledgment of content from Governors. Governors were advised of updated KCSIE guidance. Governors discussed requirements highlighted following SIAMS inspection to include Christian Distinctiveness within school policies and agreed to address as a rolling programme; YG would be supporting the process. YG informed Governors of Lottery Funding links with local community to fund new church roof, booklets had been produced for pupils within the school attending Church. NM advised that Diocesan Foundation Governor Training had been scheduled for 31/10/16.</p> <p>Actions Send NGA Ofsted awareness link to all Investigate NGA membership for Governors Send KCSIE link to all</p>	<p>Clerk Head/Chair Clerk</p>
<p>14.</p>	<p>Confidentiality None</p>	
<p>15.</p>	<p>Date of next meeting The date of the next meeting was agreed as Tuesday 6th December 2016 at 5.30pm at St Clements.</p>	

Meeting concluded at 8.15pm

Signed (Chair).....

Date.....