

# Eastchurch C of E Primary School

## Minutes of the Full Governing Body Meeting Held at the school on Tuesday 21<sup>st</sup> March 2017

**Present:** Andy Booth (Chair), Aaron Janes (Vice Chair), John Stanford, 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)

**Apologies:** Yvette Gutheil

**Absent:** Barbara Conroy (Interim Executive Head)

Meeting commenced 5.30pm

**Action**

<b>1.</b>	<b>Welcome and Apologies for absence</b> The Chair welcomed all, apologies had not been received from Barbara Conroy, Yvette Gutheil was attending a family function, Governors did not accept the apologies.																					
<b>2.</b>	<b>Declarations of Business Interests</b> Any declarations would be made if required as per the dictates of the agenda.																					
<b>3.</b>	<b>Data Presentation</b> This item would be covered by content in the Headteachers report.																					
<b>4.</b>	<b>Minutes of the meeting 7<sup>th</sup> February 2017</b> Governors had reviewed the minutes and agreed the document for content and accuracy, the Chair signed the minutes. Actions: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <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;">160507 – 6c</td> <td>Complete PREVENT training and DBS process to confirm at next FGB</td> <td style="text-align: center;">All</td> <td>DBS completed for all present, closed</td> </tr> <tr> <td style="text-align: center;">161110 – 06d</td> <td>Re-circulate NGA 20 questions self review document to all for completion and return by next FGB meeting</td> <td style="text-align: center;">Clerk</td> <td>Circulated, some to be completed and returned, ongoing</td> </tr> <tr> <td style="text-align: center;">160612 – 04d</td> <td>KCSIE central document to complete and sign</td> <td style="text-align: center;">Head/All</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">160612 – 04f</td> <td>Governor Self Review to next agenda</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed – x1 skills audit outstanding YG</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	160507 – 6c	Complete PREVENT training and DBS process to confirm at next FGB	All	DBS completed for all present, closed	161110 – 06d	Re-circulate NGA 20 questions self review document to all for completion and return by next FGB meeting	Clerk	Circulated, some to be completed and returned, ongoing	160612 – 04d	KCSIE central document to complete and sign	Head/All	Completed, closed	160612 – 04f	Governor Self Review to next agenda	Clerk	Completed, closed – x1 skills audit outstanding YG	
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160612- 06	Data presentation for next FGB agenda	Clerk	Completed, closed
170702 – 04a	Make sure new Governor details with LA for CPD access	Clerk	Completed, closed
170702- 04b	Send Hays link for Safeguarding training to all	Head	Ongoing
170702- 05a	Send PPG training info to JS	Head	Completed, closed – finance training attended, toolkit purchased, meeting with Alison Drayson scheduled.
170702 – 05b	Letter of complaint from GB to KCC re KIER	Vice Chair/JS	Sue Barlow aware and taken over, JS and AJ to monitor, closed
170702 – 05c	To liaise with contact at Salvation Army and Rural Deacon to arrange regular school visits	YG	Ongoing
170702 – 06a	School to address and resolve issues raised following Governors safeguarding visit before the end of term 10/02/2017	Head/Sylvi Bishop	Meticulous review process in place, closed
170702 -06b	Governors to monitor SCR before every FGB meeting	Chair/TR	Completed, closed
170792 - 08	To send data summary information to all.	Head	Completed, closed
170702 - 09	Circulate minutes of Strategy meeting 10/02/2017 and agenda for EFGB 20/02/2017 to Governors	Clerk	Completed, closed
170702 – 10a	Approach Caterers for school meals to provide 1 free portion for quality control purposes	Head	Completed, closed

	170702-10b	DDA report for pupil requirements to Governors	Head	Completed, closed	
	170702 - 11	Circulate Finance and Resources Agenda for upcoming meeting to Group members.	Clerk	Completed, closed	
	170702-12	Add Equal Opportunities Policy to next FGB agenda	Clerk	Completed, closed	
	170702 -13	Acknowledgement to staff for completion of Staff Survey	Head	Document in process from IEHT and Jason Howard - Ongoing	
	<p>Governors discussed establishing clarity of the level of support from Queenborough Primary School (QPS) as per the agreement which was in place until 31/03/17. Governors would refer to Memorandum of Understanding (MOU).</p> <p><b>Actions</b>  <b>Contact YG to complete and return Skills Audit</b>  <b>Review MOU and establish level of agreed support from QPS until 31/03/2017</b></p>				<b>Clerk Chair</b>
<b>5.</b>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Governors Action Plan – The plan had been reviewed at the Strategy meeting and visits had been completed with feedback returned and circulated, future visits had been agreed and the schedule had been circulated to all.</li> <li>• Monitoring and Visits – Health and Safety visits had been completed and were up to date, Pupil Premium Grant (PPG) Special Educational Needs (SEND) and Curriculum feedback had also been completed as per the plan. Outstanding visits would be completed by 31/03/2017. Key issues from the SEND visits were reviewed and SENCO responsibility would remain with the Heads of School in the absence of a SENCO until the end of the school year, Governors were advised that response to the advertised vacancy had been strong – Governors thanked the Heads of School for their ongoing dedication and support.</li> <li>• Governor Training – Finance Training had been completed by most Governors, YG was unable to attend. LM would complete New Governor Training 22/04/2017. Governors fed back that the training attended had been purposeful and that it had refreshed and re-affirmed Governors, the current process was robust and compliant.</li> <li>• DBS – Previously covered under actions.</li> <li>• Self Review – Previously covered under actions.</li> <li>• Health and Safety – Comprehensive visits had been carried out. Governors discussed the pending repair required to the drain in the car-park at St Clements; the process was with Sue Barlow. The broken window in the speech and language department at All Saints would be fixed. Governors shared identified trip hazard at All Saints caused by tree at entrance, the tree would require removal, Kent County Council (KCC) would take responsibility for removing the trip hazard element but the cost of the removal of the tree was the responsibility of the school, this would be accounted for within the capital budget.</li> <li>• Chairs Actions – None</li> </ul>				
<b>6.</b>	<p><b>Safeguarding</b>  Governors were satisfied and knowledgeable of the Children Missing in Education (CMIE) requirements and the process carried out by the school. Governors praised the efforts of the</p>				

	Attendance Officers and discussed the possibility of considering the introduction of a Family Liaison Officer (FLO).	
7.	<p><b>Staffing Structure</b> (Proposed future Staffing structure circulated)</p> <p>Governors were provided with illustrations of both the current and proposed Staffing structure with costs included, total minimum and maximum expenditure was shown for both. Governors had taken advice from Schools Personnel Services (SPS) regarding process to be applied and salary ranges for the type of school. Governors considered potential salary cost savings and any redundancy requirements; the slotting process was also discussed. The Heads were in support of the proposed structure which was considered effective in the support of fostering a “Whole school approach),</p> <ul style="list-style-type: none"> <li>❖ <b>Governors asked if the Heads of School individually supported the plan, the ongoing commitment of the Heads of school was recognised by the Governing Body and the retention of both members of staff remained a key focus, both Heads advised Governors that absolute clarification of employee rights including whether School/LA specific was required from a personal perspective, although they considered the proposed structure the most effective for the future success of the school.</b></li> </ul> <p>The Heads of school discussed the benefit of created a large robust management support structure within the school; “Head Hunting” was also discussed for identifying the right people to successfully recruit. Overlapping of roles and responsibilities were also discussed and the impact of Teaching and Learning Responsibility (TLR) pay and points.</p> <p>The Chair informed Governors that the Chair and Vice Chair had attended a meeting with the LA and Diocese, the confidential meeting had generated the requirement for an Extra Ordinary FGB meeting (EFGB) which had been scheduled for Tuesday 28<sup>th</sup> March 2017, the confidential agenda had been circulated to all Governors (not staff) as per the instruction of the LA/Diocese.</p> <p><b>Actions</b> <b>Investigate and clarify all Employee rights including redundancy for both Heads of school and report to Heads</b></p>	TR
8.	<p><b>Head Teachers Report</b> (previously circulated)</p> <p>The Head reviewed the focus points: Staffing – Staff resignations were shared and new applications had been received, some positions could be filled from within the current staff body, there were anxieties from staff as the personnel audit continued.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors discussed, at length, the implications of the internal audit on current redundancies and were advised that these were not related.</b></li> </ul> <p>The Chair had no prior knowledge of any “trigger points” for continued review and Governors and Heads remained committed to securing the best outcomes for pupils, Governors were supportive of staff and concluded that the Local Authority support was also to ensure the best outcomes for the school. A staff survey had taken place and Governors discussed at length the anxieties of losing good staff, continued support was with staff and Governors thanked the Heads of School and Teams for their performance under pressure.</p> <p>Attendance – Figures were shared; St Clement 93.4% All Saints; 93.3%, persistent absence had reduced and Attendance Officers had built good relationships with specific families with poor attendance. Holiday absence had an impact and was higher at All Saints than St Clements this was thought to be owing to the local demographic.</p> <p>Behaviour and Exclusions – Exclusions were shared and a further Exclusion was pending, Governors were advised that this may lead to a permanent Exclusion and therefore no further details were shared as not to compromise any potential Panel Hearing requirement, Governors would be kept informed.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors challenged the Heads of awareness of the detail of the school response to “closing the gap” and outdoor learning and were advised that training had began, however, owing to the departure of trained staff new staff would be trained.</b></li> <li>❖ <b>Governors discussed specific funding form PPG for outdoor learning for Early Learning and were advised that a spate cost centre had been created to enable</b></li> </ul>	

