

Eastchurch C of E Primary School

Minutes of the Full Governing Body Meeting Held at the school on Tuesday 23rd May 2017

Present: Andy Booth (Chair), Aaron Janes (Vice Chair), John Stanford, Tracy Ryan, Lee-Anne Moore, Ashlee Brawn, Yvette Gutheil, Ivor Gough

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School) Anna Rowley (Academies Conversion Team Manager)

Apologies:

		Action
	Meeting commenced 5.30pm	
1.	<p>Welcome and Apologies for absence The Chair welcomed all, there were no apologies</p>	
2.	<p>Declarations of Business Interests AJ declared that his spouse was taking a position at the school.</p>	
3.	<p>Minutes of the meeting 21st March 2017 Governors had reviewed the minutes and agreed the document for content and accuracy, the Chair signed the minutes. The Chair took this opportunity to introduce and welcome Ivor Gough as Co-opted Governor nominee, IG addressed Governors and presented reasons for his nomination to the GB. The Chair proposed the nomination for IG and YG seconded, Governors voted unanimously in favour of IG joining the GB as Co-opted Governor effective immediately.</p>	
9.	<p>Conversion Presentation Anna Rowley KCC Academies Conversion Team Manager, presented to Governors. Governors enjoyed the opportunity to gain more information of Academy Conversion methods and processes and AR would make slides from the presentation available to Governors by request. The Chair thanked AR for the presentation.</p>	
4.	<p>Governance</p> <ul style="list-style-type: none"> • Governors Action Plan – Monitoring and visits for term 6 had been set at the previous Strategy meeting and circulated to all Governors. Governors were making good progress with the plan completing and providing feedback of visits completed in term 5. • Monitoring and Visits – <ol style="list-style-type: none"> I. Safeguarding Visit – This would be completed in term 6 – YG II. Health and Safety – Completed 23/05/17 with feedback to follow III. Data monitoring – Completed term 5, feedback to follow IV. SEN – Completed term 5 and previously circulated Upcoming Visits included: <ol style="list-style-type: none"> I. Christian Distinctiveness – Monitoring of the website would be completed in term 6 II. Data – Focus on SATs to be completed in term 6 III. Online Safety – To be completed term 6 IV. PPG – To be completed term 6 • Governor Training – AJ had prepared a training document which detailed all Governor training completed, Ofsted training was specified for upcoming training and the central document would be sent to the Clerk. Governors discussed methods of evidencing training where certification was not provided and AJ would liaise with the HoS regarding evidencing Hays and PREVENT training evidence. Governors agreed the target to attend 2 sessions of Governor training per year per Governor • DBS – Required for new Governors • Self Review – Governors discussed the assimilation of the 20 questions document and 	

	<p>the NGA self review documents as there was a level of repetition identified.</p> <ul style="list-style-type: none"> • Health and Safety – The H&S walk had been completed 23/05 and key points and actions from the previous walk had been completed, a new report was due and there were no H&S breaches identified, mostly maintenance issues and cost implications were raised owing to funding difficulties, a synopsis of H&S items reviewed was circulated • Chairs Actions – None <p>Actions Governors training document to Clerk</p>	AJ
5.	<p>Staffing Structure No longer relevant owing to current process of review.</p>	
6.	<p>Head Teachers Report (previously circulated) Governors had reviewed the report and questioned as follows:</p> <ul style="list-style-type: none"> ❖ Governors questioned if pupils with identified special medical requirements were accessing the mainstream curriculum successfully and were advised that this was the case where the curriculum allowed and specific activities including performing arts, PE and carpet time were all accessed with performance at a lower level, activities were completed over a shorter time. The HoS had visited a primary school with a similar needs pupil and were advised practices in place were satisfactory. ❖ Governors challenged the element of the role of the SENCO and the impact of this on the HoS role; concerns were raised in the recent monitoring reports. Governors were advised that agencies had been contacted and some feedback of potential availability of post holder from half term had been received. ❖ Governors extended sympathy and expressed sadness at the sudden death of a pupil in Year 5, there were concerns of direct communication requests of financial contributions for the family from the school, Governors felt that this would be inappropriate as there was no accountability element in these circumstances for schools. Friends of Eastchurch School (FOES) had organised a raffle in support and the school had extended condolences to the family. ❖ Governors challenged the impact of the new attendance target group and the HoS advised of the success of pupils within the group and the impact on peers within the group from incentives and rewards achieved by pupils. Staff had undertaken additional training and were providing further support. <p>Exclusions</p> <ul style="list-style-type: none"> ❖ Governors questioned the coping strategies of pupils returning following exclusions and were advised of some difficulties although planned work introduced during session time was having a positive impact. <p>Teaching and learning</p> <ul style="list-style-type: none"> ❖ Governors challenged if the 100% target for good teaching was realistic and were advised owing to staff movement this was unlikely and the HoS shared support work in place to improve outcomes, 90% was considered an achievable figure. <p>Health and Safety</p> <ul style="list-style-type: none"> ❖ Governors questioned the timeframe for the replacement of lead at All Saints (details contained in report) and were advised that the H&S walk feedback specified that class care was responsible for the replacement and no time scale was available at present, this was agreed as a structural issue with KCC responsibility, survey had taken place. <p>Governors discussed the schedule for a full report on the drainage problems at All Saints gulleys were required at specific sizes (discussed) and class care had this item programmed for the summer break.</p> <p>Boiler room work was scheduled although yet to begin owing to operative's non arrival to site at present.</p> <p>Tree removal had been completed (free of charge) the root trip hazard continued owing to the requirement of stump grinding, a price had been obtained for the required works of £150.00 approx there were further required works to access this which included tracing pipes, once of these aspects were complete KCC would repair the highway. The HoS would liaise with the site</p>	

	manager (Eastchurch) during half term. ❖ Approach Site Team regarding tree root removal during half term	HoS
7.	Team Reports Strategy Group – Monitoring and visits were shared and the future focus set for term 6 (previously shared) Finance Group – Governors shared points of the budget scrutinised during the meeting, further clarity had been provided by request which confirmed the special facilities code queried was mainly Breakfast Club costs and spend. Governors were satisfied with the income questioned into code I01 and catering supplies queries were also answered. Governors shared objective to review contracts at committee level which would be subsequently shared at FGB. Governors recommended the budget for approval. Governors agreed and ratified the 3 year budget (unanimous) <u>Actions</u> Review catering contracts and feedback to next FGB add to agenda	TR/Clerk
8.	Policies I. Confidentiality – Agreed, ratified II. Prospectus – Agreed, ratified III. Best Value – Agreed, ratified IV. Drug Education – Agreed, ratified, signed V. Sex and Relationships – Agreed, ratified VI. Internet and E-Safety - Agreed, ratified, signed Governors discussed the Pay Committee members and agreed the Committee as Andy Booth (Chair), John Stanford and Ashley Brawn, the next meeting was agreed as Monday 10 th July at 12.30pm at St Clements. <u>Action</u> Finance Policy to next FGB agenda	Clerk
9.	Any other business None	
10.	Confidentiality None	
11.	Date of next meeting The date of the next meeting was agreed as Tuesday 11 th July 2017 at 5.30pm	

Meeting concluded at 7.20pm

Signed (Chair).....

Date.....