

Eastchurch C of E Primary School

Minutes of the Full Governing Body Meeting Held at the school on Tuesday 7th February 2017

Present: Andy Booth (Chair), Aaron Janes (Vice Chair), John Stanford, Yvette Gutheil, 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: Barbara Conroy (Interim Executive Head)

		Action																
	Meeting commenced 5.30pm																	
1.	<p>Welcome and Apologies for absence The Chair welcomed all, apologies were received from Barbara Conroy who had a Governors meeting to attend at Queenborough School, Governors accepted the apologies</p>																	
2.	<p>Declarations of Business Interests The Chair would declare any Business Interests should they arise during the meeting.</p>																	
3.	<p>Data Presentation This item was deferred to the next FGB meeting due to Jason Howard from Queenborough not being in attendance.</p>																	
4.	<p>Minutes of the meeting 6th December 2016 Governors had reviewed the minutes on circulation and agreed the document for content and accuracy, the Chair signed the minutes. Actions:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <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>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 to be completed for New Governors - Ongoing</td> </tr> <tr> <td>161110 -06a</td> <td>Re –send NGA code of Conduct to all, Governors to complete and return all housekeeping forms by next FGB</td> <td style="text-align: center;">Clerk/All</td> <td>Completed, closed</td> </tr> <tr> <td>161110 – 06b</td> <td>Circulate final Governors Action Plan</td> <td style="text-align: center;">Chair</td> <td>Completed, closed</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 to be completed for New Governors - Ongoing	161110 -06a	Re –send NGA code of Conduct to all, Governors to complete and return all housekeeping forms by next FGB	Clerk/All	Completed, closed	161110 – 06b	Circulate final Governors Action Plan	Chair	Completed, closed	
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161110 – 06d	Re-circulate NGA 20 questions self review document to all for completion and return by next FGB meeting	Clerk	Circulated, to be completed and reviewed – Ongoing, Clerk to re-send
160612 – 04a	Scan PDF Code of Conduct document and email to Clerk in editable format, next agenda	Head/Clerk	Completed, closed
160612 – 04b	Business Continuity Plan to next FGB agenda	Clerk	Completed, closed
160612 – 04c	Housekeeping forms to new Parent Governors	Clerk	Completed, closed
160612 – 04d	KCSIE central document to complete and sign	Head/All	Re – send link to new Governors to completed before next FGB
160612 – 04e	CMIE Safeguarding Governors to meet staff and discuss, feedback at next FGB to be added to agenda	YG/SM/Clerk	Completed, closed
160612 – 04f	Governor Self Review to next agenda	Clerk	Ongoing
160612- 06	Data presentation for next FGB agenda	Clerk	Deferred to next FGB
<p>The Clerk would make sure that new Governor contact details were set up with Leadership and Governance to ensure access to CPD online. Governors discussed DBS process which would be completed by school as a matter of urgency. The Head advised of requirement for all Governors to complete the Hays online training for Safeguarding.</p> <p>Action Make sure new Governor details with LA for CPD access Send Hays link for Safeguarding training to all</p>			
			Clerk Head

<p>5.</p>	<p>Governance</p> <ul style="list-style-type: none"> • Code of Conduct – Governors had signed the central document. • Finance Group Terms of Reference – Governors agreed that the current structure of 3 members left no flexibility and any Governor apologies would impact on the meeting quorum. Governors agreed unanimously for Ashley Brawn and Jill Stevenson –Irons to join the existing members which would take the membership to 5 quorum of 3. • New Governor Induction – Process ongoing, new Governors would fulfil monitoring foci with experienced Governors to provide support and guidance LM to join monitoring of Curriculum and ABr to join monitoring of SEND. • Governors Action Plan – The plan had been circulated and monitoring requirements for the upcoming term was agreed, the schedule would be updated at the next Strategy meeting. • Monitoring and Visits – Visits had been completed in accordance with the monitoring schedule some previously circulated and H&S verbally shared (discussed). Governors would further interrogate and challenge key items contained in the HT report. Governors discussed the importance of arranging weekly visits from the Church to support the school’s Christian ethos, some visits had taken place across both sites and regular Church representation was – considered important. • Governor Training – New Governors would attend LA new Governor Induction Training at earliest opportunity, the Clerk would make sure that all new Governors had required access to Kent CPD. The Vice Chair had recently attended x6 various training events and shared feedback, TR, JSI and YG would attend upcoming Finance Training and the Chair urged all to attend to support Governor understanding of school’s financial process. JS would attend Pupil Premium Grant Training (PPG) March 2017 but advised Governors of a potential cost implication, JS would liaise with the Head. • Self Review – Governors had previously discussed requirements at length some Self Review documents remained outstanding and the Clerk would re-circulate to all (as previous action). • DBS – Previously discussed under actions • Health and Safety – Visit feedback 25/01/2017 – JS and AJ had visited both sites and full reports would follow, Governors were advised of sinking drain at St Clements which was causing concern (discussed). Governors would continue to complete the H&S checklist. The Heads shared several ongoing premises issues which had been reported to KIER (LA contractor) KIER were aware of situation but continued with ongoing communication delays and items remained outstanding. Governors were advised that Thermostatic Valves previously highlighted as requiring replacing had been assessed, by a second Contractor and were now deemed fit for purpose with only a few issues found (shared). <p>❖ Governors asked what the contractual responsibility of the school was to KIER and the Head clarified KIERS position as the main contractor for Kent County Council (KCC).</p> <p>Governors decided to write a formal letter of complaint from the Governing Body, regarding KIER, to KCC itemising ongoing problems.</p> <ul style="list-style-type: none"> • Chairs Actions – None <p>Actions Send PPG training info to JS Letter of complaint from GB to KCC re KIER</p> <p>To liaise with contact at Salvation Army and Rural Deacon to arrange regular school visits</p>	<p>Head Vice Chair/ JS YG</p>
<p>13.</p>	<p>Any other Urgent Business Governors took this item next. Governors had scheduled an extra ordinary Strategy meeting scheduled for Friday 10th February; following the meeting the Chair would feedback outcomes to Governors. The Chair shared correspondence from the LA regarding the removal of the pre-warning notice, Governors were pleased with the progress and would maintain momentum and focus moving forward</p>	

	Governors reviewed the invoice received for services provided from Queenborough School, Governors approved the invoice and Chair and Vice Chair would sign.	
6.	<p>Safeguarding Children Missing in Education (CMIE) – The Chair and TR had met with school personnel responsible for the management of the school’s Single Central Register (SCR) to review, Governors discussed at length issues around safeguarding processes and SCR.</p> <p>❖ Governors requested school to address issues raised with immediate effect. Governors would continue to monitor the SCR before every FGB meeting. CMIE – Governors were aware of x2 pupils processed as CMIE, x1 had returned and had been re-entered according to process, x1 remained CMIE.</p> <p><u>Actions</u> School to address and resolve issues raised following Governors safeguarding visit before the end of term 10/02/2017 Governors to monitor SCR before every FGB meeting</p>	Head/Sylvi Bishop Chair/TR
7.	<p>Admissions The policy had been submitted to the LA, there were no changes and this was completed in advance of the deadline.</p>	
8.	<p>RAISE This item was deferred to the next FGB when the Data presentation would be rescheduled. Governors were advised of data summary information that could be shared.</p> <p><u>Action</u> To send data summary information to all.</p>	Head
9.	<p>Staffing Structure This item would be discussed at the upcoming Extra Ordinary Strategy meeting, Governors required an Extra Ordinary FGB to discuss and agree possible outcomes of the Strategy meeting this was agreed as Monday 20th February at 2.00pm at St Clements.</p> <p><u>Action</u> Circulate minutes of Strategy meeting 10/02/2017 and agenda for EFGB 20/02/2017 to Governors</p>	Clerk
10.	<p>Headteachers Report (Previously circulated) Governors had reviewed the document and further challenged:</p> <ul style="list-style-type: none"> ❖ Governors questioned the position of regaining any of the £26,289.66 claw back as a result of the unsatisfactory process applied to the application of High Needs Funding (HNF) and were advised that the school could not re-apply for funds until a complete cycle had been correctly completed, systems were in place for this ❖ Governors questioned the impact on the school and were advised of cut backs to resources to minimise the impact to pupils, there were no redundancy requirements but no further staff could be recruited to support Educational Healthcare Plan pupil currently without permanent support. ❖ Governors asked for the total number of outstanding applications for HNF and were advised x5 and the approx cost of the current loss was £10,000.00. ❖ Governors wanted reassurance that the process now being applied was compliant and satisfactory for pupils’ needs and were reassured that identified needs were being managed however this could have an impact on future outcomes which would be reflected in the data. <p>Supplying sufficient interventions was currently problematic as a direct result of the claw back.</p> <ul style="list-style-type: none"> ❖ Governors challenged if clear targets were in place to support staff responsible for the correct completion of the upcoming cycle and subsequent application of future funds and were advised that there was an action plan in place. <p>Governors analysed staff absence and interrogated the data further and challenged:</p> <ul style="list-style-type: none"> ❖ Governors challenged ongoing Teaching Assistant absence, staff had been 	

	<p>absent for x4 weeks without submission of a certification of sickness, although the school had received verbal communication of resignation this was considered unofficial without a letter to substantiate, the school would not pay for further absence on these grounds.</p> <p>Governors reflected on positive comments received from Parents regarding staffing changes (discussed).</p> <p>Attendance - Governors were satisfied with processes within the school to monitor and support pupil absence, Governors suggested the introduction of a Family Liaison Officer (FLO) may be beneficial, Governors concluded that staff managing attendance were knowledgeable and systems were robust, Governors extended thanks to staff. Whole school attendance was 93.4% (93.2% at All Saints and 93.6% at St Clements).</p> <p>Governors reviewed progress and attainment data and further challenged data outcomes:</p> <ul style="list-style-type: none"> ❖ Governors challenged Yr6 poor data outcomes for progress and were advised a specific group of pupils with identified needs had an impact on figures; strategies were in place (shared). <p>Progress and Attainment - Whole school data was captured in the same way RAISE online information was presented this would normally include pupils with specific needs although data could be presented to Governors removing any skew factor by request, this would be beneficial for Governors understanding of factors relating to groups included in desegregated data.</p> <ul style="list-style-type: none"> ❖ Governors questioned year 6 attainment anomalies and were advised of factors including a number of pupils from the previous year not entered for combined element (4.8%). <p>Governors discussed, at length, data comparison methods against changing national requirements.</p> <p>Quality of Teaching and Learning - Governors reviewed Teacher observations and outcomes and were advised where a Requires Improvement judgement was made, support was in place (discussed) Heads were confident that this would reduce in Term 4.</p> <p>Behaviour and Exclusions</p> <ul style="list-style-type: none"> ❖ Governors questioned x1 3 day fixed term exclusion and were advised that the length of the exclusion was owing to the severity of the incident. <p>Training</p> <ul style="list-style-type: none"> ❖ Governors asked what was the role of the Online Safety Ambassadors and were advised that this was part of the collaboration training which was offered and attended by staff from both sites, Governors were given examples of how the processes had impacted on pupils. <p>There had been £1,330 raised at the Christmas Fair.</p> <p>The new catering provision for school meals had been well received by pupils and the school would approach the provider for a free portion to complete quality control.</p> <p>Disability Discrimination Act (DDA) compliance was discussed, areas had been identified as requiring attention and the school were seeking further advice with a DDA assessment required, reasonable provision was currently in place as was an evacuation plan.</p> <p><u>Action</u> Approach Caterers for school meals to provide 1 free portion for quality control purposes DDA report for pupil requirements to Governors</p>	<p>Head Head</p>
<p>11.</p>	<p>Team Reports</p> <p>Strategy – Minutes of the previous meeting were circulated and feedback from the upcoming meeting would be shared.</p> <p>Finance and Resources – Notes of the monitoring visit of the 9 month monitoring had been circulated and a formal visit report would follow. The next Finance and Resources meeting was agreed as Wednesday 15th March 2017 at 12.30pm at All Saints</p> <p><u>Actions</u> Circulate Finance and Resources Agenda for upcoming meeting to Group members.</p>	<p>Clerk</p>
<p>12.</p>	<p>Policies</p> <ul style="list-style-type: none"> • Pay Policy – Agreed and approved • SEN Policy – Governors questioned signposting and terminology phrased in the 	

	<p>document, subject to suggested amendments Governors agreed the policy.</p> <ul style="list-style-type: none"> • Equal Opportunities Policy – Governors identified amendments – deferred to next FGB meeting • Business Continuity Plan – Additions and amendments required, Governors agreed the policy subject to required changes. <p>Action Add Equal Opportunities Policy to next FGB agenda</p>	Clerk
13.	<p>Any other urgent business Governors returned to this item. Governors made a presentation and gave thanks to members of the GB who had successfully completed the times table challenge. Governors discussed providing feedback to staff on completion of the staff survey, Governors were advised that this was not considered a requirement as part of the process, however, staff would be acknowledged for completed returns – the Staff Survey Process was considered beneficial.</p> <p>Action Acknowledgement to staff for completion of Staff Survey</p>	Head
14.	<p>Confidentiality None</p>	
15.	<p>Date of next meeting The date of the next regular meeting was agreed as Tuesday 21st March 2017 at 5.30pm at St Clements.</p>	

Meeting concluded at 8.01pm

Signed (Chair).....

Date.....