

Eastchurch C of E Primary School

Minutes of the Strategy Meeting Held at the school on Monday 6th March 2017

Present: Aaron Janes (Vice Chair of Governors) John Stanford, Tracy Ryan

In Attendance: Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School).

Apologies: Andy Booth (Chair)

Absent: Barbara Conroy (Interim Executive Headteacher)

	Meeting commenced 12.35pm	Action																								
1.	<p>Welcome and apologies for absence The Chair welcomed all and apologies were received from Andy Booth(unwell)</p>																									
2.	<p>Declaration of Business Interests None, any interest would be declared if found relevant during further discussions against agenda items.</p>																									
3.	<p>Minutes of the Strategy meeting 20/01/2017 and Extra Strategy Meeting 10/02/2017 Governors agreed the minutes of the previous meetings and Pt 2 confidential minutes for content and accuracy and the Vice Chair of Governors AJ signed the minutes. Actions:</p> <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;">160806 - 7</td> <td>To send draft SEF and SIP to Strategy Governors</td> <td style="text-align: center;">Head</td> <td>SEF to be completed by end of term 3 – Difficulties shared, document in process - ongoing</td> </tr> <tr> <td style="text-align: center;">172001 – 04a</td> <td>Send Resources meeting notes to all Governors</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">172001 – 04b</td> <td>Send monitoring schedule to all Governor</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">172001 – 04c</td> <td>Send Finance and Resources ToR to all Governors for review</td> <td style="text-align: center;">Clerk</td> <td>Completed, closed</td> </tr> <tr> <td style="text-align: center;">172001 – 06a</td> <td>Add impact column to Governors plan and populate</td> <td style="text-align: center;">Chair/All</td> <td>Ongoing</td> </tr> </tbody> </table>	Agenda item	Item	Action by	Completed	160806 - 7	To send draft SEF and SIP to Strategy Governors	Head	SEF to be completed by end of term 3 – Difficulties shared, document in process - ongoing	172001 – 04a	Send Resources meeting notes to all Governors	Clerk	Completed, closed	172001 – 04b	Send monitoring schedule to all Governor	Clerk	Completed, closed	172001 – 04c	Send Finance and Resources ToR to all Governors for review	Clerk	Completed, closed	172001 – 06a	Add impact column to Governors plan and populate	Chair/All	Ongoing	
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	172001 – 07a	Reviewed policy schedule to include review dates for Governors, admin staff to provide Clerk for circulation	Admin/Clerk	Completed, closed		
4.	<p>Governance</p> <ul style="list-style-type: none"> Governors action plan and monitoring – Governors discussed visits that had taken place and those required in conjunction with the Governors monitoring schedule, the focus was agreed for each upcoming scheduled visit. <ul style="list-style-type: none"> Pupil Premium; Analyse the Pupil Premium data report previously circulated. Christian Distinctiveness; Focus on Easter and visits to local churches. Data and Curriculum; Focus on Term 4 data. <p>Visit feedback from all visits including those previously completed for SEND, Safeguarding and Health and Safety would be circulated for all Governors prior to the next FGB meeting. The next Curriculum visit focus (Maths) would be completed with feedback provided in Term 5.</p> <ul style="list-style-type: none"> Training – Governors continued to seek training although at present there was no immediate availability for courses locally. 					
5.	<p>Equality Scheme and Action Plan (Previously circulated) Governors reviewed the documents provided.</p> <ul style="list-style-type: none"> Governors asked if this was a new policy and the Head advised of the previous process and spoke through the documents, actions were discussed. <p>The document was considered more relevant to All Saints Site due to the age of the site/buildings, the St Clements site had been constructed to be DDA compliant therefore removing the “physical” relevance to the document.</p> <ul style="list-style-type: none"> Governors questioned items for quotation and were advised of processes in place. Governors discussed hazards highlighted and raised further issues regarding tree roots at the main entrance of the All Saints site deemed as a trip hazard which had been investigated by the Local Authority, the cost would be to the school for excavation and resurfacing. Governors questioned training requirements highlighted and were advised that these were being met. Wheelchair access and wheelchair suitable surfaces were questioned and Governors were advised that this remained a key focus, improvements were being made and examples were shared. <p>Action Source quote for removal of tree at main access to All Saints and discuss with Premises Manager</p>					Head/JS
6.	<p>Headteacher Post</p> <p>There were no further updates since the previous meeting. Governors discussed options moving forward following previous unsuccessful recruitment process. Governors shared concerns of change to job title advertised and job description mid process, the requirement for a Christian driven advert and the possible effect which may exclude some applicants and inconsistencies in the previous advert which was as a result of Kent Teach. The current Interim Executive Head Teacher would remain until September 2017 and beyond as required.</p> <p>Following extensive consideration and discussion Governors agreed a formal recommendation would be made to FGB as follows:</p> <p>Recommendation 1 – Restructure, Governors would produce a comprehensive visual which would include the proposed new Structure and cost/budget implications, the Heads agreed the model discussed this would include a Headteacher across both sites, Assistant Head/Senco x2 and a Deputy Headteacher that would work across both sites, this was the preferred option; TR proposed AJ seconded all voted in favour.</p> <p>Option 2 – Consider possible Federation with Queenborough Primary School.</p> <p>Option 3 – Academisation.</p> <p>Action</p>					

	Comprehensive illustration of recommendation for restructure to all Governors for FGB	TR
7.	Self Evaluation and Improvement Plan This item was deferred	
8.	Policies <ul style="list-style-type: none"> • Offsite Activities Policy – Required process was explained, policy had been updated to include “Evolve” (discussed). ❖ Governors questioned the number of school trips outside of the County and were advised of new venues and facilities introduced. Residential trips were discussed where processes were required for “Evolve”. Governors approved the policy.	
9.	Any other urgent business Trip hazard (Tree roots) to main entrance at All Saints (as before).	
10.	Confidentiality None	
11.	Date of next meeting The date of the next Strategy meeting was agreed as Monday 24 th April at 12.30pm at St Clements.	

Meeting concluded at 2.00pm

Signed (Chair).....

Date.....