

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 22 NOVEMBER, 2017 AT 6.00pm AT THE SCHOOL**

PRESENT: Headteacher, Dr D Sugden (Chair), Mrs H King, Mr S Booth, Mrs J Willis, Mrs S Carr, Mr A Bonner, Mr M West and Miss K-J Bowers (Clerk).

1 OPENING PRAYERS

The meeting was opened in prayer by Mrs J Willis

2 APOLOGIES AND WELCOME

Apologies were received and accepted from Mrs R Smith, Mrs K Plant and Mrs A Wiles. Rev D Ridley was absent.

3 DECLARATION OF BUSINESS INTERESTS

The Chair gave all governors present at the meeting the opportunity to declare any additional business interests since the last full governing body meeting. Nothing was declared.

4 MINUTES OF THE LAST MEETING

Chair went through the minutes of the meeting of 27 September, 2017 with governors present. Mrs J Willis advised that she was not at the meeting mentioned under Agenda item 14; it was Mrs R Smith who attended. The minutes were agreed and will be signed by the Chair when this has been amended.

ACTION POINT – Mrs K Sampson to amend minutes and Chair to sign.

5 MATTERS ARISING

Item 3 – All governors have signed a Declaration of Business Interests except Mrs A Wiles who was not present. Website has been updated.

Item 6 – Agenda Item. Rev David has asked for 20 minutes in the meeting to discuss Christian Values. This point will be covered in the Governing Body Objectives under item 7.

Contact from Charlie Elphicke discussed under Item 19.

Item 13 – Schedule of PE given to governors. Governing body objectives – agenda item.

Item 14 – Amended at per agenda item 4

Item 15 – dates of forthcoming events sent out together with weekly newsletter. Weekly newsletter to Governors is now being sent each Thursday by email.

Item 16 – Mr West and Mr Bonner governors visit to be discussed in Agenda 11. Governors Visits

Item 18 – Curriculum Sub Committee met on 1 November. Year 4 was not discussed at the Sub Committee meeting. Headteacher explained that Mrs G Harvey does two mornings a week and works wherever needed rather than with an individual or same group of children. A TA from Year 5 also helps in class. There is a trainee teacher working in Year 4 usually 1 day a week but are in all week this week and next. A further volunteer works all day on Tuesdays. Headteacher further explained that the trainee teacher and volunteer are not just parent helpers but are, or hope to be, teachers. Mrs C Williams is happy with this provision. A point was raised about a letter sent to parents last year stating that there is a TA in each class, and also that this is a difficult class. Headteacher explained there has been a lot of movement of children in and out of Year 4 and that in this class there is approximately twice as many boys as girls. Mr Booth highlighted that a number of parents have spoken to him with concerns over children wearing ear defenders in class, and that a parent had moved a child to another school at the end of last term. There are 2 TA's assigned to individual pupils and 0.5 of a TA assigned to class. He also raised the point that the children have been subject to a lot of upheaval over the previous years. He has heard that some parents were considering moving their child. Headteacher explained that the Senior Leadership Team are

very pleased with what they see when they go in to Year 4. The two children who have 1 to 1 provision are very calm at the moment and their 1 to 1 staff are able to work with a group rather than just their individual pupil. Headteacher confirmed that issues in Year 4 are not impacting on results and he has spoken to some parents about their concerns regarding ear defenders and reassured them that these are proven to help both children who need them to help with concentration and those who want to block out background noise. Any child who wants to wear them can and they are used in other classes not just Year 4. Ear defenders need to be promoted as a positive rather than a negative. (Overall it was felt that Year 4 parents see things as negative rather than positive and the positives need to be promoted). Headteacher requested Governors to ask any parents with concerns to speak to him direct so that he is aware of any issues and can deal with these promptly.

Page 6 staff stress. To be discussed under Item 7 Governing Body Objectives

Item 18 – To be discussed under Item 14

Item 19 – Due to recent events in the news there have been no further contact from Charlie Elphicke MP.

6 SUB-COMMITTEES FEEDBACK INC. RATIFICATION OF POLICIES

RECOURCES

Resources Sub Committee meeting was cancelled due to sufficient governors being able to attend. However Chair, Headteacher and Mrs K Plant met and went through the policies.

Accessibility plan –

Curriculum

Medium Term Plan – Website ease of use for parents so they can participate children's learning. Visual impaired pupil needs is ongoing.

Physical Accessibility

Long Term Plan - Marchbanks Meadows further develop for learning and playing.

Provision of Information

Medium Term Plan - Newsletter, welcome page on the website, streamlining the website.

Long Term Plan – Specialist have recommended not using Braille around the school as the visual impaired pupil's eyesight has slightly improved following two recent operations.

The Governing body agree and ratified the Accessibility Plan

Appraisal Policy – No amendments made. The governing body agreed and ratified the Appraisal Policy

Behaviour Policy - Only change is that Christian Values are now included. The governing body agreed and ratified the Behaviour Policy.

Capability Policy

No amendments made. The governing body agreed and ratified the Capability Policy.

Charging Policy

No amendments made. The governing body agreed and ratified the Charging Policy.

Code of Conduct Policy

No amendments made. The governing body agreed and ratified the Code of Conduct Policy.

Finance Policy

This is the KCC module, voluntary funding has been removed and paragraph numbers amended accordingly. The governing body agreed and ratified the Finance Policy.

Grievance Policy

This is a new KCC policy agreed by staff and unions. The governing body agreed and ratified the Grievance Policy.

Health and Safety Policy

Is a new policy and is not as in depth as the old policy. The old policy had an inspection sheet but some things were not applicable so this has been removed. The governing body agreed and ratified the Health and Safety Policy.

Lettings Policy

No amendments made. The governing body agreed and ratified the Lettings Policy.

Pay and Rewards Policy

This is a new KCC policy agreed by staff and unions. The governing body agreed and ratified the Pay and Rewards Policy.

Professional Development Policy

No amendments made. The governing body agreed and ratified the Professional Development Policy.

Safeguarding Policy

This is an amended policy. Pier to Pier abuse now included and Allegations made by Children. The governing body agreed and ratified the Safeguarding Policy.

Staff Discipline and Conduct Policy

No amendments made. The governing body agreed and ratified the Staff Discipline and Conduct Policy

Visual Inspection of Premises and Equipment

Only change is the Easry inspection sheet which has been included. The governing body agreed and ratified the Visual Inspection of Premises and Equipment.

CURRICULUM

Special Needs Policy

No amendments made. The governing body agreed and ratified the Special Needs Policy,

Absence Policy

No amendments made. The governing body agreed and ratified the Absence Policy

Headteacher advised that he reviews the policies in November and February each year and Governors agreed with this.

Governor Monitoring discussed and it was agreed that the point relating to the fact that on a governor visit one governor should be from an educational background, can be removed. This would be more flexible for further visits especially as there are fewer Governors with an educational background than were previously.

7 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR (FOR DISCUSSION)

Christian Values – Not discussed as Rev D Ridley was not at the meeting

Website – Headteacher requested that this be a routine item on the agenda as Ofsted first look at this when visiting a school. Agreed by Governors.

ACTION POINT Mrs K Sampson to include on the Agenda for future meetings

Staff Wellbeing – Governors confirmed their responsibility for staff wellbeing including the headteacher and agreed staff perform better when stress is managed. Questionnaires were recently sent to staff but some were reluctant to complete honestly. Work load is an issue but there are lots of smaller things that on their own are manageable but build up and cause stress. Although Governors are unable to do anything about workload they could help with other issues. Governors discussed how best to engage staff and to make them to feel comfortable raising any concerns. It was decided that a completely independent person employed to look at this would be best and staff need to be reassured the results would be confidential with no recriminations. This should to be communicated to them by Governors rather than the Headteacher confirming that the Governors are concerned about their wellbeing and want to help. Governors also acknowledged that they would need to act on things identified in this process. Question was raised about funding for this and the Headteacher confirmed there would be a budget for this. Headteacher felt that Mrs A Wiles may have a contact that could help but that this would be better coming from the Chair. There will shortly be a Green Paper released on this issue and this could also help with resources/funding for this. Mrs J Willis wished to thank Headteacher for his continued hard work and ensure that he was also included in this survey.

ACTION POINT – Chair to speak to Mrs A Wiles to see if she knows someone who could complete the staff survey.

Finances – Discussed under Item 8 Budget Monitoring

Mental Health – To be treated as one with Staff Wellbeing

Governors agreed there would be two main objectives being Staff Wellbeing including Mental Health and Christian Values.

8 BUDGET MONITORING (INC. 6 MONTH MONITORING & RETURNS)

A copy of the Monitoring Report was given to Governors. The expected rollover was £31914 and the predicted was £31681 so only over £233. Headteacher explained we could be in a better position than anticipated due to funding changes for pupils. We also have more pupils on roll than budgeted for, school roll currently 215. Governor has asked Headteacher for a list of what he would reinstate and in what order and he confirmed a new Family Liaison Officer would be top of his list.

9 COLLABORATIONS

SANDWICH CONSORTIUM

Year 2 visited Sandwich Infants for the Singing Festival and included actions with their performance. They were asked to demonstrate these at the event as it was so good.

Moderation for schools takes place next week. This has grown and now includes Eastry, Nonington, Goodnestone, St. Joseph's, St. Christopher's and Sandwich Infants.

There are also subject leader meetings in English, Math and Science. Someone from St. Christopher's will be seeing Mrs K Plant, SENCO next week. Headteacher is completing a headteachers appraisal at St. Joseph's and St. Christopher's next week. Headteacher will be completing the remainder of Safe Guarding Training for the consortium on 4 December. Headteachers from the schools in the consortium meet every 6 weeks.

EASTRY/AYCLIFFE

Headteacher was at Aycliffe today on the Assessment Steering Group. The headteacher at Aycliffe is now overseeing 3 schools, Aycliffe, Nonington and Goodnestone. Teachers meet with each other to exchange ideas and best practises.

10 BUDDY GOVERNORS

Mrs H King recently visited Year 6 to see a class activity. Mr S Booth attended Year 4 Family Worship. Mrs J Willis visited Mrs K Plant and a suggestion was made that the website had a separate Tab for SEN. This has been actioned. Data results for SEN children were reviewed at Consortium meeting 13.10.17 and are looking very good.

11 GOVERNOR VISITS

ACTION POINT - Mr M West and Mr A Bonner to arrange governor visit with Headteacher for January.

Mrs R Smith is still recovering from a recent illness and unable to complete the Health and Safety Review. Headteacher and Chair were due to complete this on Monday, 20 November but Chair was unwell and this is to be re-arranged.

ACTION POINT – Health and Safety Review to be rearranged by Headteacher and Chair.

12 GOVERNOR TRAINING

Michael Bland, Chair of Governors from Sandwich Infant School, has emailed Chair regarding bespoke Governor training for the consortium. They will be doing training on SEN. Suggestions for Eastry training was Staff wellbeing and Data Protection. All agreed it should be Staff Wellbeing. Enquiry was made about how governor training works and governors were advised that each Governing Body is allowed one bespoke training session per year. Four schools in the consortium have decided that they would invite each other to their training.

ACTION POINT - Mrs K Sampson to ask KCC for Governor Training at Staff Wellbeing.

ACTION POINT - Chair to let Michael Bland know we will be arranging training on Staff Wellbeing.

13 THE GOVERNOR MAGAZINE AND ISSUES ARISING

Chair draw Governors attention to the results on page 3. Headteacher confirmed he went to the recent KCC Conference and buys-in some products such as outdoor packaging and safe guarding. Article on 'The Local Offer to Pupils with SEN' discussed and Headteacher confirmed we have been acknowledged as a beacon of excellence in this area. 'Developing Governing Body' article discussed and chair mentioned that

we can pay to have a type of MOT on the Governing Body - Headteacher confirmed he has experience of this and didn't find it that beneficial. 'Improving Safeguarding Training for Governors' highlighted and Headteacher to arrange this in the New Year when Mrs R Smith is back to full health.

ACTION POINT – Headteacher to arrange Safeguarding Training for Governors in the new year.

Headteacher also advised that our on-line safety is provided by AD3000. The Article on 'Effective Transition for Children to Reception' was discussed and headteacher confirmed we meet all the key questions raised. We also recently invited the reception children's key workers to the school and had very positive feedback with one key worker amazed on the amount of improvement made since leaving nursery. Although we don't have a policy for Transition for Children into Reception we do have a programme that works well.

Governors attention was drawn to the article on Page 24 on 'Impactful Interventions; Beanstalk at Eastry Church of England Primary School'. Article includes quotes from Headteacher, Mrs J Willis and from some of the children who have benefited from Beanstalk intervention. Beanstalk has funded 2 volunteers at the school, one who has worked with us for many years. Governors suggested this article be included in the Newsletter and Website.

'Child Sexual Exploitation' article discussed and sufficient measures are in place,

ACTION POINT – Miss K Bowers to add Article from Page 24 of The Governor to the Newsletter and Website.

14 DATES OF FUTURE MEETINGS

Headteachers appraisal taking place on 6 December.

Other dates booked were:

Full Governing Body Meetings all at 6.00pm on the following dates:

Wednesday, 31 January 2018

Wednesday, 7 March 2018

Wednesday, 23 May 2018

Wednesday, 4 July 2018

Curriculum Sub Committee Meetings all at 8.00am on the following dates:

Tuesday, 20 February 2018

Recources Sub Committee Meetings all at 8.00am on the following dates:

Wednesday, 21 February 2018

Data Monitoring meeting to be arranged with Mrs A Wiles for January and Governors confirmed to continue with Full Governing Body Meetings being held at 6.00pm.

ACTION POINT – Chair to speak to Mrs A Wiles to arrange Data Monitoring Meeting

ACTION POINT – Miss K Bowers to add dates to school diary

15 ANY OTHER BUSINESS

Mr A Bonner wished to mention how well the children did at a recent football match against St, Faiths at Ash Prep School. Headteacher mentioned that a parent, Mr A Heath has agreed to take over the Football Team from January when Mr Barrett leaves. Mr A Heath is a coach with Eastry Ravens and DBS checks are complete.

Concerns were raised about the road being blocked by parents parking irresponsibly during Fireworks night meaning that the Fire brigade were unable to get the Fire Engine up to the school. PTA is aware of this and has a plan for next year. Fireworks night was a great success raising £3523.31. Governors to send a thank you letter to the PTA.

ACTION PLAN – Chair to write letter to PTA

Mr P Barrett, Site Manager is leaving at the end of term. Position has been advertised, the pay grade is lower than previously and the school has only received a couple of enquiries. Headteacher has shown one potential applicant around the school who seems promising. Interviews are planned with the Headteacher and Chair on 4 December.

Governor's Staff Tea, Wednesday 6 December – Governors were asked to add their name to a list if they are able to attend this event so that this can be passed to Mrs K Sampson. Last year a buffet of

sandwiches and cake were ordered from Morrison. Mrs J Willis offered to make some cakes for the event and will liaise with Mrs K Sampson regarding this.

ACTION POINT – Mrs J Willis to liaise with Mrs K Sampson regarding cake/cakes for this event.

New tea rooms have opened in Eastry and these were advertised in the school newsletter. Mrs S Carr has visited them and owner was very friendly and accommodating. Mrs C Carr would like them promoted again to help support this new venture.

ACTION POINT – Miss K Bowers to include details in the Newsletter again.

Mrs S Carr also complimented the school on the Braille Lunchtime club and felt this was a good initiative.

16 CLOSING PRAYERS

The meeting was closed in prayer by Mrs J Willis.

CONFIDENTIALITY

There were no matters of confidentiality.

It was confirmed that there were no items to be excluded from the Minutes to be made available for inspection under paragraph 24 of the Education (School Government) Regulations – 1987.

Dated: _____

Signed: _____