

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 27 SEPTEMBER, 2017 AT 6.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Mr S Booth (arrived 6.30pm), Mrs K Plant, Rev. D Ridley (left at 6.35pm), Mrs J Willis, Mrs S Carr, Mr A Bonner, Mr M West and Mrs K Sampson (Clerk).

1 OPENING PRAYERS

The meeting was opened in prayer by Rev. D Ridley.

2 APOLOGIES AND WELCOME

Apologies were received and accepted from Headteacher, Mrs A Wiles, Mrs R Smith and Mrs H King.

3 DECLARATION OF BUSINESS INTERESTS & GOVERNING BOARD MEMBERSHIP DETAILS

The Chair gave all governors present at the meeting the opportunity to declare any additional business interests since the last full governing body meeting. New forms were completed by those governors present.

ACTION POINT – Ensure all governors have signed a Declaration of Business Interests form and update website. (Clerk)

4 ELECTION OF CHAIR AND VICE CHAIR

In September a new Chair and Vice Chair are elected for a period of one year. Dr D Sugden was reappointed as Chair of Governors. This was proposed by Mr A Bonner and seconded by Mrs S Carr. Mr S Booth was reappointed as Vice Chair. This was proposed by Mrs S Carr and seconded by Rev. R Ridley. No other governor wished to stand for election for either position and all governors present were in unanimous agreement.

5 MINUTES OF THE LAST MEETING

Chair went through the minutes of the meeting of 5 July, 2017 with governors present. The minutes were agreed and signed by the Chair.

6 MATTERS ARISING

Item 5 – notes on meeting with Charlie Elphicke under any other business.

Item 6 – parental complaint feedback – agenda item

Item 7 – discuss values in terms of governance – agenda item – Headteacher and Rev. D Ridley are going to arrange an external meeting in connection with this. In light of the number of governors absent this was not discussed further.

ACTION POINT – Rev. D Ridley to talk to Headteacher before next fgb meeting.

7 FORMATION OF SUB-COMMITTEES

Resources Sub-Committee covers finance, premises and personnel. There is a separate Curriculum Sub-Committee. Governors were happy to continue in their existing roles on the Sub-Committees.

CURRICULUM

Chair – Mr S Booth

Members – Headteacher, Dr D Sugden, Mrs J Willis, Rev. D Ridley, Mrs H King and Mrs S Carr.

RESOURCES

Chair – Mrs A Wiles

Members – Headteacher, Dr D Sugden, Mrs K Plant, Mr M West, Mrs R Smith and Mr A Bonner.

HEADTEACHER PERFORMANCE REVIEW GROUP – Dr D Sugden, Mr S Booth and Rev'd D Ridley.

DATA MONITORING GROUP – Headteacher, Dr D Sugden, Mr S Booth and Mrs A Wiles.

8 REVIEW/RATIFICATION OF

STANDING ORDERS FOR THE WORKING PRACTICES OF THE GOVERNING BODY

No amendments made. The governing body agreed and ratified the Standing Orders for the Working Practices of the Governing Body.

RESOURCES TERMS OF REFERENCE (ToR)

No amendments made. The governing body agreed and ratified the Resources Sub-Committee Terms of Reference.

CURRICULUM TERMS OF REFERENCE (ToR)

No amendments made. The governing body agreed and ratified the Curriculum Sub-Committee Terms of Reference.

HEADTEACHER PERFORMANCE REVIEW GROUP (ToR)

No amendments made. The governing body agreed and ratified the Resources Sub-Committee Terms of Reference.

STAFF DISCIPLINE/DISMISSAL SUB-COMMITTEE (ToR)

No amendments made. The governing body agreed and ratified the Staff Discipline/Dismissal Sub-Committee Terms of Reference.

PUPIL DISCIPLINE SUB-COMMITTEE (ToR)

No amendments made. The governing body agreed and ratified the Pupil Discipline Sub-Committee Terms of Reference.

DATA MONITORING GROUP (ToR)

No amendments made. The governing body agreed and ratified the Data Monitoring Sub-Committee Terms of Reference.

9 BUDGET MONITORING

Monitoring report given to governors prior to meeting together with notes.

Anticipated rollover according to submitted £31,448, balance brought forward from previous year £25,389, year-end rollover according to submitted £32,694. Some items highlighted and discussed were;

I08 – Income from facilities/services

Budget £11585, actual income received so far £11768 – includes income from Early Morning Club which is nearly at full capacity each day (£1163), Dance Club (£164), £3000 from apprenticeship grants for PC And CM-H plus additional income from Every Child Counts training carried out last year (expecting £1000, received £2374).

E01-E12 Building Maintenance and E02-E13 Grounds Maintenance

Both have gone over budget as they include payment of the outdoor play equipment erected during the summer break. £3361 was donated by Whole School Meals and the PTA is donating a further amount to the school after the firework night event.

E28 – Brought in Professional Services

Budgeted £9,054, actual expenditure £8,636

Includes payment of £2000 for setting up the new website (arranged after the budget was set as the previous provider EIS drastically increased their prices to run the website).

Governors asked whether there would be scope to re-employ the members of staff who left last term if the government were to 'soften' the budget for next year. Governors were told that the members of staff who

left last year had been on temporary contracts that had come to an end and that they had all obtained jobs elsewhere. The FLO decided to retire and now helps once a week as a volunteer.

10 SENCo's ANNUAL REPORT TO GOVERNORS

Report sent to governors prior to meeting. Slight amendments to pg 2 and 4 – remove FLO (Family Liaison Officer) from second paragraphs on both pages.

Governors agreed that the amended report be included on the school website.

11 HEADTEACHER'S REPORT INCL. PUPIL PREMIUM

General discussion of report - items raised and discussed were;

Pg 5 – Mrs Plant and Mrs Mellett attended the Deal Alliance leadership group. This was a good opportunity to network (not part of local consortium) and offered new ideas for pupil voice and book monitoring.

Pg 10 – 21 children registered for the Kent test, (20 sat the test in September). Governors were told that it is completely down to parent's choice on who sits the test (parents are given the opportunity to discuss their child's suitability with the Headteacher and Year 5 teacher).

Last page - Pupil roll was 215 at July (currently 211). Originally school was originally expecting 23 new reception children for September, but this increased to 29 due to some late applications.

Pupil Premium

Summary of Pupil Premium numbers as at September 2017

Category	Number	Percentage	Funding per pupil
Free School Meals Ever 6	33	15.6%	£1320
Looked after child	2	1%	£1900 (max)
Guardianship order/adopted	9	4%	£1900
Service Children	3	1%	£300
TOTAL	47	22%	

Free School Meals Ever 6 - children who have ever been entitled to free school meals during their time in school.

SCHOOL DEVELOPMENT PLAN (ACTION PLAN)

Governors discussed the plan generally – items raised were;

Pg 2 – Mastery i.e. ensuring a child has the skills needed, at whatever level they are at, and uses that skill in all sorts of different contexts.

Pg 3 – ERIC - Enquiry, Respond, Information, and Choice – skills needed to access the information in a book to help children with their understanding (mastery) in literacy.

Fledglings are using DERIC

Pg 4 - TFW – Talk for Writing. Set up by author, Pie Corbett, who has researched the best way to get children reading and writing. Children are taught classic tales or stories that they know by heart, which can then be used as a bank of words/phrases to help them write stories.

Pg 4 – Whole school to adopt cursive writing – Fledglings are included. There is no point in teaching a child to write one way and then have to teach them to learn cursive writing in Year 1.

Governors asked why spelling tests had been stopped. Mrs Plant explained that although children were learning their spellings and getting their spellings right in a spelling test, they were not spelling the words correctly in their writing. It also put children under scrutiny and added extra pressure on those children who are dyslexic. Staff are using other ways of teaching spelling by i.e. asking children to do word searches, or using the word 'there' or 'their' in the correct context rather than a memory test.

Pg 9 – Policies – Staff have been asked to review the policies that they are responsible for. The earliest review date is October, 2017.

12 COLLABORATIONS

SANDWICH CONSORTIUM

Comprises of Cartwright & Kelsey, Sandwich Infant and St Josephs at Aylesham. Meetings have been arranged for maths and literacy coordinators. There have been many staff changes at Cartwright & Kelsey but we are still affiliated.

AYCLIFFE/EASTRY PARTNERSHIP

Headteachers and staff still meet on an unofficial level. (Since the meeting Headteacher has advised that a learning project between the staff at both schools started on 4 October).

13 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR

Governors made the following suggestions for objectives for this year;

Website - Continue with this objective as it is an ongoing item.

Finance – Ideas on generating income for the school. Governors understand that the PTA generates income for the school but wondered if they may be able to offer support with this. Grant funding was discussed but Mr Bonner pointed out that it would need to be for a community project and not just the school. This would be a problem if i.e. it was a new play area that was in the school grounds. Governors were asked to speak to other local organisations.

Mental health – how to improve or carry on improving children’s mental health and maybe include adults.

Sport – How to promote more sport in school and whether there are grants available for this. Also, if this could be linked into a mental health objective as children engaged in sport have increased confidence and engagement. Governors were unsure what was taught during Friday coaching lessons, in after-school clubs and in school and wanted clarity on long terms plans for PE.

ACTION POINT – Headteacher to provide schedule of PE.

ACTION POINT – Governors were asked to come up with suggestions for the next fgb meeting (Headteacher’s guidance is needed on what is already provided and what is needed). Governors were told that the objective also needs to be measurable and achievable.

14 PARENTAL COMPLAINT – FEEDBACK FROM REVIEW PANEL

There was a complaint against the Headteacher at the end of last term. The complainant wanted it resolved before the end of last term but the Chair replied explaining that it wasn’t possible due to the time constraints but was happy to meet informally. The complainant refused and asked for a review panel which was sat on 6 September and was attended by the Chair, Mr S Booth and Mrs A Wiles. The complaint was heard and the decision was sent to the complainant. The Chair has not yet heard back from the complainant.

Part of the issue was that the complaint was sent by email and as the complainant did not receive a response by email within 24 hours they escalated the complaint to a review panel. A reply was given in writing within 5 working days as per the existing complaints policy but the issue seems to be that an email acknowledgement was not sent by return. This should be specified in the policy when it is amended.

No new updates regarding a previous complaint. A formal complaint was made, a review panel met at the end of last term (Rev. D Ridley, Mrs R Smith and Mrs A Wiles) and the decision was sent to the complainant.

15 BUDDY GOVERNORS

List of buddy governors for the forthcoming year;	Fledglings – Mrs R Smith and Rev’d D Ridley
Year 1 – Mrs J Willis	Year 2 – Mr S Booth and Mrs S Carr
Year 3 – Mrs R Smith and Mrs K Plant	Year 4 – Mrs A Wiles and Mr M West
Year 5 – Mr A Bonner	Year 6 – Dr D Sugden and Mrs H King

Governors are assigned to specific roles as well as year groups. Mrs J Willis will continue as SEN buddy governor, Dr D Sugden has been assigned Pupil Premium, Rev’d D Ridley for RE and Mrs R Smith for Health and Safety and Safeguarding.

ACTION POINT – Clerk to send out dates of family worships and weekly newsletters to governors.

16 GOVERNOR VISITS

ACTION POINT – Mr M West and Mr A Bonner to arrange a date for next governor visit.

17 GOVERNOR TRAINING (INCLUDING CONSORTIUM)

Mrs H King has arranged to attend the District Governor Briefing at Ashford on 5 October, 2017 and is booked to attend a governor induction course on 3 February, 2018.

Headteacher, Mrs K Plant and Mrs J Willis are attending local inclusion forum training (LIFT) on 29 September, 2017.

ACTION POINT – Governors to complete Channel Awareness training and send certificate to Clerk.

18 DATES OF FUTURE MEETINGS

Next full governing body meeting - Wednesday 22 November from 6.00 to 8.00pm

ACTION POINT – Headteacher to email available dates for the next Resources and Curriculum sub-committee meetings to governors by email.

ACTION POINT – Governors to discuss start time of fgb meetings and set dates of meetings for rest of the year at next fgb meeting.

19 ANY OTHER BUSINESS

Charlie Elphicke met with the Headteacher, Mr A Bonner and Mr S Booth at the end of last term. Mr Bonner was surprised and concerned by Mr Elphicke's manner and attitude. Mr Elphicke had said that he couldn't understand what the fuss was about and why the school was concerned. Mr Elphicke described the education system as a game and expected the Headteacher to generate a budget on what he thought he would get and not the actual amount. The Headteacher explained the cuts that had been made and what he was losing. Although Mr Elphicke was well prepared with details of the school's budget he was unaware that KCC were charging for certain services and said that he would raise this with KCC. Mr Elphicke said that he would contact Justine Greening and advise the Headteacher of the outcome by email in a matter of weeks.

ACTION POINT – Headteacher to let governors know if Mr Elphicke replied and his comments. (As at 4 October, the Headteacher had not been contacted).

Mr Booth noted that although there are 2 teaching assistants in Year 4, both are assigned to children on a 1 to 1 basis and not dedicated to the class. Mrs Harvey is covering some mornings. The concern is that the budget cut letter sent out to all parents said that there would be a teaching assistant in each class.

ACTION POINT – Headteacher to explain to governors the change in staffing in Year 4.

School Summary Sheet – Autumn Term 2017

Contextual Information – Number of children eligible for Free School Meals = 11

School has 5 children with an EHC Plan, (Educational Healthcare Plan), and 21 SEN support children.

EAL = English as an additional language. Although we have 4 children with EAL, children are able to speak English at school but speak an additional language at home. We also have 2 CIC children (children in care) who are monitored by KCC and deemed very vulnerable.

The School's IMD rank is 194 out of 456 where 1 is most deprived. Last year we were 198 out of 456. We are still in the bottom half of deprived Kent Primary Schools.

Attendance and Exclusion - % of authorised absence has increased slightly from 2.9% in 2013/14 to 3.0% in 2015/16. % of unauthorised absence has also increased slightly from 0.4 to 0.5 due to families taking holidays during term time. There have been 3 fixed term exclusions. All absence % is below Kent and National average.

FSP Trends (Foundation Stage Profile) – % Good Level of Development has increased from 56.7 to 69.2.

Phonics Trends – 93.3% scored 32+ (3 children did not reach required standard). 3 children retook the test in Year 2 and reached the required standard.

KS1 2017 – In Reading and Writing Year 2 were above the National standard and the more able children were above the National % in all writing and maths at Greater Depth.

KS2 2017 – The Year 6 children scored well in Reading 90.6% (National 71%), Writing 81.3% (National 76%) and Maths 87.5% (National 75%).

Children’s Questionnaire July 2017 KS1 and KS2

Given to governors prior to meeting and generally discussed.

Governors were surprised to note the high % of children who did not have a computer that they could use at home and somewhere quiet to do homework. It was also noted that the number of children attending school clubs declines as children get older (maybe due to the increase in out of school activities they are able to attend).

Staff Questionnaire

Given to governors prior to meeting and generally discussed.

Governors felt that the % of staff who felt stressed was high and whether there was anything that could be implemented to help reduce this. Governors understood that although things like the budget are out of their control that they should speak to the Headteacher to see if they could help in some way. Governors asked for clarification regarding ‘inconsistent behaviour management’ and this was explained (a child who has now left the school had several SEN needs that had to be treated completely differently to other pupils and staff’s perception of how they were treated caused some stress). Mrs Plant explained that sometimes there will be inconsistencies and rules sometimes have to be flexed for particular children. Chair did remind governors that staff issues are the Headteacher’s responsibility although he is accountable to governors.

ACTION POINT – Chair to speak to Headteacher.

Whole School Review

Data from observations and book monitoring at the end of June summarised to check provision for the more abled children. Each class had points for development but overall the conclusion was that the school’s provision is strong.

Governors asked whether the development points would be part of the teacher’s performance management. Mrs Plant explained that all teachers have 3 targets and that one will be CPD linked to either maths or literacy.

20 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: _____