

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 31 JANUARY, 2018 AT 6.00pm AT THE SCHOOL**

PRESENT: Headteacher, Dr D Sugden (Chair), Mrs H King, Mr S Booth, Mrs J Willis, Mr A Bonner, Mr M West, Mrs K Plant and Mrs K Sampson (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 A Wiles, Mrs S Carr and Rev D Ridley. Mr M West was unable to attend.

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 22 November, 2017 with governors present.

Slight amendment to pg 1 – sentence ‘He also raised the point that two TA’s in class seem to be spending more time with two individual pupils’ amended to ‘There are 2 TA’s assigned to individual pupils and 0.5 of a TA assigned to class. Change the words ‘over upheaval’ on pg 1 second to last sentence to ‘of upheaval’. Remove sentence ‘St Faith’s have mentioned about getting together with Eastry for practice sessions’ under Item 15 on pg 5.

The amended minutes were agreed and will be signed by the Chair once the paper copy has been amended.

5 MATTERS ARISING

Item 4 – Minutes amended and signed by the Chair.

Item 7 – Website now an agenda item. Staff survey – under governor objectives.

Item 11 – Governor visit was carried out on 24 January – agenda item. Health and Safety Visit will be rearranged for this term.

Item 12 – Clerk contacted governor support and is waiting to hear back. Michael Bland has resigned as Chair of Governors at Sandwich Infant School due to ill health; Dr Sugden will contact the school head about governor training.

Item 13 – Safeguarding training – will now take place in September see Item 15 Governor Training. Beanstalk article was in Newsletter No. 12 dated 30 November and is on website.

Item 14 – Data Monitoring meeting carried out today. Dates added to diary.

Item 15 – Letter sent to PTA members on 23 November.

Mrs Willis raised the issue that as not many governors were able to attend the afternoon tea on 6 December, staff may have felt that it was more like a staff gathering than a chance to meet the governors. Governors agreed to think of another way of showing their appreciation to staff next time.

Headteacher invited governors to an inset afternoon on 21 March from 3.30pm to 6.30pm when all staff will be helping clear the grounds in Marchbanks Meadow.

6 BUDGET MONITORING (9 MONTHLY RETURN AND BCM)

9 monthly return and BCM submitted to Schools Financial Services on time. Anticipated rollover according to submitted £31,448, balance brought forward from previous year £25,389 and year-end rollover according to submitted is currently £35,154. Head confirmed that spending has been as predicted. The FLO has been re-employed. Unfortunately, the pump on the heating system broke and there was a leak in the school hall. The

School has paid £1500 so far for a new pump. This cost has been borne by the school as KCC have refused to pay for it as it does not come under their responsibilities. The budget is still healthy.

BCM – shows the calculation of income received and amount that school is allowed to rollover (no more than 8% of income). Current BCM limit is £74,568.56 which is well above year-end forecast rollover of £35,154.

Chair asked how the predicted figures for Years 2 and 3 of the current 3 Year Budget Plan would be affected by the re-employment of the FLO and the unexpected cost of replacing the pump on the heating system. Headteacher told governors that he was cautiously optimistic as the pupil roll is higher than anticipated; the pupil unit rate has gone up. The 9 monthly return is currently in line with our expected rollover, though the heating repair costs will reduce this.

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

Christian Values – As Rev. D Ridley was absent this will be discussed at a future meeting.

Staff Wellbeing – Headteacher is due to attend the NHAT conference on how to cut down teacher's workloads and a conference on wellbeing. The school has introduced liaison times for teaching assistants and teachers which was requested by staff and is going well. The FLO has also made a big impact on freeing up the management team and staff's time in dealing with certain parent's queries. The clerk is waiting to hear back from governor training to see if they are able to arrange training on 'wellbeing'. Staff also requested a separate notice board for social events in the staff room which has been put up and is in constant use. To further help communication amongst staff, an agenda is now sent out prior to the staff meeting on Wednesday evening so that any member of staff who wants to attend knows what will be discussed.

Headteacher said that governors have helped by becoming more involved. Mr Bonner thanked the staff on his recent governor visit by coming in with treats for everyone; Mrs Willis sent an email thanking staff and Mrs King told the staff how well they are managing the student teachers. Mr Bonner also took time to talk with the new caretaker and found him to be very proactive in keeping the grounds/buildings clean and tidy and thought he was an excellent addition to the team. Headteacher asked governors to try and be actively visible in school to help support staff.

8 SUB-COMMITTEES FEEDBACK

HEAD TEACHER APPRAISAL FEEDBACK

Headteacher, Mrs J Willis, Rev. D Ridley and Mrs B Dodson (external advisor, Head of St Joseph's Catholic Primary School) met on 6 December, 2017. Headteacher has met his objectives and new objectives were set. Headteacher is at the top of his pay scale.

DATA MONITORING GROUP

Group met earlier in the day and Chair will arrange for minutes to be ready for the Curriculum Sub-Committee meeting on 20 February.

Mrs Willis, Mrs King, Mrs Plant and Chair attended training at St Joseph's Primary School last week on the new dashboard called ASP. This is used as a 'first point of call' by Ofsted before an inspection. The front page shows areas to investigate and our figures are good. Areas highlighted were;

KS2 progress trend – reading and maths progress was in the top 20% for at least 2 years for all pupils, middle prior attainers.

KS2 progress in 2017 – progress in maths was significantly above average and in the highest 10%.

KS2 attainment – In 2017, reading and maths attainment of the expected standard was at or above national for prior attainment groups: middle, high. In 2017, writing attainment of the expected standard was at or above national for the high prior attainment group.

Phonics in 2017 – A very large majority of pupils (93%) met the phonics expected standard in year 1.

Data Monitoring group went through all the data – boys, girls, SEN, non-SEN, ethnic minority. All pupils are anonymised. The group looked at classes with high mobility. 13 children in Year 4 have joined/left since reception. The majority of children who left have moved out of the area. Year 4 data had been accidentally missed from paperwork and Headteacher promised to send this out. Year 6 are doing exceptionally well at the moment (they are assessed monthly).

The 21 steps for Fledglings do not correlate with the early years foundation stage goals, so the Headteacher is going to discuss aligning them better at the next steering group. Governors asked whether this posed a problem when the children entered Year 1. Headteacher explained that the Fledglings class teacher assesses the children against the steps at the end of their first year and the Year 1 teacher then re-

assesses the children in the October (having 5 weeks summer holiday off makes a huge difference especially for those children who are summer born).

In Year 1, 13 children are summer born; this makes a huge difference for those children who started school nearly a year younger than the others.

ACTION POINT – Headteacher to attend 21 steps steering group to arrange for early years foundation stage goals to be correlated with 21 steps.

ACTION POINT – Headteacher to send out Year 4 data.

9 HEADTEACHER'S REPORT INCLUDING PUPIL PREMIUM

Given to governors prior to meeting and discussed generally.

Pg 6 – Governors questioned whether an EHCP review should take over 7 hours to complete. Mrs Plant advised governors that this is not normally the case but this particular review has now taken over 9 hours and is still not finalised. As well as involving the Headteacher and Mrs Plant, there have been 2 advisors from KCC and 1 parent advisor present at each of the meetings so far. Governors were concerned about the length of time this has taken.

Pg 9 – The new caretaker has already made an impressive impact on the site in such a short space of time. He worked last weekend when repairs to the heating system were carried out. The role has been changed from Site Manager to Caretaker.

Slight amendments were made to the following;

Pg 1 – last column under KS2 games should read 'need' instead of 'ned'.

Pg 8 – Special Visitor – 'Marta' amended to 'Martha'

Pg 9 – 'Suite' Manager should read 'Site' Manager.

GDPR

Governors were given copies of all information that the school currently hold about GDPR prior to the meeting. From 28 May, new regulations come into force to bring current data protection law into line with the more modern ways that data is now being used. The Headteacher attended a Head's briefing a few weeks ago with Secondary Schools in Dover which he found very useful as they have been able to forge ahead using available staff and funds that we don't have. He has met with the Heads at SRMS (Sir Roger Manwoods School) Sandwich Technology, St Joseph's and Sandwich Infant School to discuss bringing their resources together. One simple idea put forward was to arrange for key locks on the school office, SENCO and Head's office. The School has to appoint a data protection officer who needs to have 'expert knowledge of data protection law and practices'. The person will need to ensure that systems are in place, the school is compliant and there are no breaches. The Headteacher is unable to carry out this role due to a conflict of interest. Mr S Booth offered his help due his work background. One concern raised was whether everything will be in place by 25 May. The Headteacher explained that as long as the School has a plan in place the Information Commissioner's Office will not be trying to impose fines immediately but wanting to work with schools. Part of the plan will include giving all governors a work email address so that their personal emails are no longer used. Governors asked whether any existing emails should be transferred over to the new email account. The Headteacher will email the Dover School's group to find out.

ACTION POINT – Headteacher to find out whether existing emails sent to a governors personal email address should be transferred over to their new work email address.

10 WEBSITE (NEW AGENDA ITEM)

Governors like the front page of the website with the changing photos. Parents of children in the pictures have given their consent.

Mr Booth noticed that on the www.gov website if you key in CT13 Eastry School does not appear. This may be a problem for prospective parents looking in the area for a school.

ACTION POINT – Mr Booth to send link to Clerk so that she can look into the matter.

11 COLLABORATIONS

SANDWICH CONSORTIUM

There have been several recent consortium events. A team of Year 2 children went curling at St Joseph's School in January and a small group are attending a workshop at the mining heritage museum in Aylesham on 6 February. Eastry School is also arranging a visit to the Eastry caves shortly.

The curator from Sandwich Guildhall museum has offered to host a school council consortium event for free. The museum is offering a free workshop to all children during the half term break (this has been advertised in our School Newsletter).

Two Headteachers are attending a wellbeing conference and 2 are attending a 'teacher's workload' conference. Book moderation has been arranged for March. The PE Coordinators met to discuss the new funding and the 3 Headteachers met with a music advisor to discuss arranging further lessons from Kent Music and have been arranging to set up a choir including SRMS and Sandwich Technology School. Literacy, maths, science, SENCOs, PE Co-ordinators and office staff are getting together at the Inset day on 26 February, with the 3 schools looking at the 4 elements of education. The Christ Church student teachers and Mrs H King are coming as well. The 3 schools have very good links and our Schools Direct Graduate student is currently at her placement at St Joseph's Primary School. The site managers/caretakers are also hoping to get together.

EASTRY/AYCLIFFE

The Head of Aycliffe is currently acting as interim executive head of Nonington and Goodnestone Primary Schools so there has not been much time to meet.

12 HEALTH & SAFETY AUDIT

ACTION POINT – to be carried out before next FGB meeting.

13 BUDDY GOVERNORS

Mrs J Willis, Chair and Mr S Booth attended one of the Christingle services.

14 GOVERNOR VISITS

Governor Visit report emailed to governors prior to meeting.

The purpose of the visit was to observe interactions in the different year groups and to look at the literacy books of some pupil premium children.

Both governors enjoyed their day. They were very impressed by the way teachers encouraged pupils and said that lessons were well led by both teachers and t/as. Mr Bonner also stayed for lunch which he said was very good. Special mention was given to Mr B Cockram, t/a in Year 4 who was observed teaching a small group of children using wonderful control and good interaction. Mr Bonner also spoke to Mr J Skilling, the new caretaker, who was praised for his attention to the school grounds.

ACTION POINT – Mr A Bonner and Mr S Booth to carry out next visit before the end of Term 4.

15 GOVERNOR TRAINING

DOVER DISTRICT GOVERNOR BRIEFING ON 23 JANUARY

Chair attended briefing and gave a note of items discussed to governors. The main presentation was from Kent Police on child sexual exploitation. The Chair found it thought provoking and although Eastry as a primary school is less affected, explained we must not be complacent. The Headteacher advised governors that the NSPCC are coming to talk to Years 5 and 6 shortly with the hope that they will be able to talk to the other year groups in the future. It was suggested that the school should organise an event to mark National CSE Awareness Day.

Tina Gimber from Governor Support spoke about what governors need to know regarding;

Assessment and reporting arrangements (making sure exams are administered correctly)

Headteacher Performance Management (the Head should have a mid-year review and it is good practice not to use the same external advisor more than 3 times, avoid using a neighbouring Head from a nearby school).

Safeguarding – Policies should be up to date and staff should be trained annually and new staff have an induction. Headteacher confirmed this and is arranging with Mrs R Smith (Safeguarding Governor) to use the Safeguarding Self-Review Tool. Headteacher and Mrs K Plant are going to arrange the Safer Recruitment training online.

GDPR – already discussed in detail.

Education People – new KCC company who will replace KCC Education Services from 1 April.

CONSORTIUM TRAINING

Four Governors from Eastry attended ASP training at St Joseph's Catholic Primary School. They found the presentation very useful. Headteacher had given them the School's data results prior to the training so that they could follow what she was doing using the School's data.

SEN governor training is being arranged at Sandwich Infant School in March. The Chair will contact their Head as their Chair has resigned due to ill health. Cartwright & Kelsey do not wish to be included as they don't need SEN training at this stage.

Eastry school will carry out training on wellbeing once we have had further details back from governor support.

SAFEGUARDING TRAINING

As training is updated over the summer break, it has been agreed that after the annual staff training has been carried out in September, a training session for our governors (including consortium governors) will be arranged.

Mrs H King is having her induction training on 3 February.

16 DATES OF FUTURE MEETINGS

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

Wednesday, 7 March 2018

Wednesday, 23 May 2018

Wednesday, 4 July 2018

Curriculum Sub Committee Meeting at 8.00am on the following date:

Tuesday, 20 February 2018 – (Mrs J Willis has given her apologies)

Resources Sub Committee Meeting at 8.00am on the following date:

Wednesday, 21 February 2018 – (Mrs K Plant has given her apologies)

17 ANY OTHER BUSINESS

SENCO had slightly amended the SEN&D Policy by removing the word statement from the policy. This was reviewed, agreed and ratified by the full governing body.

ACTION POINT – Change date of next review to January 2019 and put date approved by the GB as 31 January, 2018.

18 CLOSING PRAYERS

The meeting was closed in prayer by Mrs J Willis.

CONFIDENTIALITY

There was 1 matter of confidentiality.

It was confirmed that there was 1 item excluded from the Minutes to be made available for inspection under paragraph 24 of the Education (School Government) Regulations – 1987.

Dated: _____

Signed: _____