

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 5 JULY, 2017 AT 7.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Headteacher, Mr S Booth, Mrs K Plant, Mrs J Willis, Mr A Bonner, Mrs R Smith, Mrs H. King and Mrs K Sampson (Clerk).

1 OPENING PRAYERS

The meeting was opened in prayer by Mrs J Willis.

2 APOLOGIES AND WELCOME

Apologies received and accepted from Rev. D Ridley, Mr M West, Mr S Booth and Mrs S Carr. Mrs A Wiles was unable to attend the meeting due to a prior appointment. Mrs K Plant has been reappointed as Staff Governor.

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. Mrs Plant completed a new declaration as her daughter is currently working as a cleaner at the school.

4 MINUTES OF THE LAST MEETING (8 March, 2017)

Chair went through the minutes of the meeting of 17 May, 2017 with governors present. The minutes were agreed and signed by the Chair.

5 MATTERS ARISING

There were no action points.

Item 7 – Charlie Elphicke (MP) is visiting the school on Friday at 3.00pm to discuss the recent budget cuts to schools. Governors are welcome to attend. A formal complaint was raised and a review panel chaired by Rev. Ridley sat on 23 June.

**6 SUB-COMMITTEE FEEDBACK
CURRICULUM**

Draft minutes circulated prior to meeting. Foundation governors are thinking about liturgies and responses in collective acts of worship. Mr West has been unable to secure any funding towards updating the computers in the ICT suite at present. Headteacher is in the process of putting the E-Safety DVD onto memory sticks for Mrs King and Mr Booth. The DVD will now be shown at the fgb meeting in September. The paired reading DVD has been done and is due to be put on the new website.

HEALTH & SAFETY AUDIT

Carried out by Dr Sugden and Mrs Smith on 5 July. Only a few minor items noted. The PTA was using the external hall doors to transfer the tables and benches onto the field for the Summer Fayre. School should ensure that this area is not left unattended as it gives direct access into the school from the car park. A couple of trees outside the perimeter fence by the football hut appear to be dead and some branches overhang the playground. School need to contact the council to remove the trees/branches before they fall into the playground. The single central record, accident book, near miss record and asset register were checked and up to date.

FIRE EVACUATION FEEDBACK

A minor incident occurred in the ICT suite on 24 May where a DVD drive was smoking and set off the fire alarm. The school was evacuated and firemen attended the scene. In response to this, the fire safety policy was emailed to all staff and the school had another fire drill where the school evacuated in less than 2 minutes. Individual staff who dealt with the incident were spoken to by the Headteacher and the Site Manager is attending a Fire Warden safety course on 11 July so that fire safety procedures can be reviewed and updated. All the DVD drives have been removed from the computers in the ICT suite as they are not used and to minimise the risk of this happening again. A wireless linked smoke detector has been put inside the ICT suite and corridor outside as the original smoke alarm could not be heard through the fire door on the ICT suite. Damage was minimal and the computer cost £60 to repair. There is no particular reason why the DVD melted but measures are in place to prevent it happening again.

PARENTAL COMPLAINT FEEDBACK

This was discussed generally with governors.

7 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR

1. To consider what it means to be a Church School and how the School's Christian Ethos is distinctively expressed through the life of the School – particularly in the light of Ofsted's requirement that the pupil's spirituality should be developed – There has been a significant amount of work carried out throughout the year and school values are now displayed everywhere in school.

ACTION POINT – Agenda item for next fgb meeting – Discuss the values in terms of governance.

2. To ensure that the School's website complies with statutory guidance. This will be monitored by Dr D Sugden and Mr S Booth on a regular basis – The old website was up to date. A new website was set up on 3 July and should be up to date before the end of term. Training has been arranged for the office staff on 6 July.

3. To foster stronger links at all levels between the 4 schools for the benefit of the children – there have been links with the other schools at all levels. The Chair of Sandwich Infant School is keen to continue with the joint governor sessions and will contact our Chair to sort out training for next year. The schools have met twice this term to discuss moderation and curriculum plans. The school council have met and a consortium rounders event was held at Manwoods. The singing festival has been postponed until November due to schools not being able to arrange transport. The school councils are hoping to arrange new activities for next year such as brass rubbing at St Marys Church in Sandwich, visiting the mining museum at Betteshanger Park and visiting the caves at Eastry. Governors and Heads are keen for the joint training to continue and governors found it very interesting to have the opportunity to look round other schools and have local venues. Cartwright & Kelsey School have a new Head and Chair of Governors starting in September.

8 BUDGET MONITORING INCLUDING AMENDED 3 YR BUDGET PLAN AND FEEDBACK FORM

Amended 3 Yr budget plan

Schools Financial Services contacted school regarding the submitted budget. The capital balance of £2438 put down in the submitted budget did not include our in year capital rollover of £4291, so it was amended to £6729 and a new budget submitted. Also, after the budget had been submitted the school were informed that our capital income had increased from £6318 to £6418 so this was adjusted as well. The employee scenario had also been amended as some staff were under the minimum wage of £7.50 per hour (some midday supervisors) and the apprentice's hourly rate had increased to £3.50 per hour from 1 April. The rollover is now £31,447.89 in Year 1, £34,447.89 in Year 2 and £343.73 in Year 3. The Headteacher and Chair had agreed the amended budget before it was submitted and the fgb agreed to the amended budget at the meeting.

May Monitoring

Main variances were discussed from notes on front page of monitoring report. Anticipated rollover according to submitted was £31,448, balance brought forward from previous year £25,389, yearend rollover according to submitted £27,890. (BCM limit £73,945.04). £13,300 funding for post Looked After Children will not be received until the Autumn term.

Feedback Sheet

The sheet is for budget monitoring purposes only and does not need to be returned to Schools Financial Services.

There will be a deficit of £34,104 in year 3, but because of the amount rolled over there will be a very slim budget which is just manageable. Since the budget was set there have been many enquiries from prospective parents and new children starting. Governors asked what the pupil roll figure was when the budget was set compared to what the school will now have (see below current expected figures). Headteacher explained that unexpected damage to the playground will cost £1800 to repair. As long as the school does not have many 'unexpected' costs the budget should be manageable. Kent County Council has started to charge for items that once were offered free, such as outdoor education support and making figures speak. It was felt that KCC should have produced a list of the new charges before the new budget had to be set so that they could have been costed for.

ANTICIPATED PUPIL ROLL WHEN BUDGET SET	EXPECTED PUPIL ROLL
October 2017 – 209	October 2017 - 211
October 2017 – 206	October 2018 - 209

9 COLLABORATIONS – (Cartwright & Kelsey no longer assisted by Headteacher)

AYCLIFFE/EASTRY PARTNERSHIP

Science lead from Aycliffe visited our science coordinator recently. A meeting has been arranged between the two Headteachers to arrange plans for next year.

SANDWICH CONSORTIUM

Nothing to discuss.

10 BUDDY GOVERNORS

Mrs J Willis visited on 12 June to ensure the SEN rolling programme was on track. She also carried out a survey with the SENCO on how the children felt about the Talk for Writing programme and how it had helped them. The officer who conducted the recent high needs funding meeting thought the school was 'wonderful'. We currently have 8 children who have high needs, with 1 in the pipeline and an extra 4 education healthcare plans applied for.

11 GOVERNOR VISITS

Mrs S Carr and Mr M West carried out a visit on 16 June to look at the impact on the Talk for Writing programme. Instead of visiting the classrooms, they looked at a selection of books and 3 Year 5 pupils were interviewed. Governors said that it was lovely to talk to the children and see the impact on their work across all levels/classes.

Results

Headteacher gave governors a summary of the results (national figures are 2016 as we do not have 2017 yet)

Foundation – these were moderated by KCC moderators, good level of development across 17 areas (69.2% school, 67.3% 2016 national), literacy goals are reading and writing (school 76.9%, 2016 national 74.8%) and maths is shape and space (88.4% school, 80.2% 2016 national).

Phonics – only 2 children in Year 1 didn't meet the expected standard (school 93% and 2016 national 80.6%) and the 3 Year 2 children who retook the test passed.

Key Stage 1 (Year 2) – A full moderation covering all areas was carried out on 20 June. All areas were above 2016 national levels including the % at greater depth.

Key Stage 2 (Year 6) – the current year have done stunningly well with only 6 children below the expected standard in writing, 3 in reading and 4 in grammar and maths. Of those 4 children, 1 child has ASD, another has behaviour and emotional needs and the other 2 are also SEN/PP. Some missed by only 1 or 2 marks.

Some of the children who did not make the expected standard did not start at Eastry from Reception but came to the school in Year 3. Maybe if they had been at school since reception they may have done even better. Booster lessons were carried out 4 times a week which the children enjoyed. The results show what focused support can do for children to help them move on to secondary school with a stronger understanding. Governors ask the Headteacher to convey their congratulations and thanks to all staff.

12 GOVERNOR TRAINING

Mrs J Willis, Headteacher and SENCO are attending a local inclusion forum in September.

13 FINANCIAL MANAGEMENT SKILL FORMS

A copy of the skills matrix was given to all governors. On looking at the matrix most of the yellow and red areas relate to experience, some of which can be acquired as governors get further into their terms of office and not just picked up in everyday life. In an ideal world the school would recruit governors for specific skills, but we do seem to be successful and if we need help/advice we get it. Training will be looked at again in the new academic year.

14 DATES OF FUTURE MEETINGS

Next fgb meeting – Wednesday, 27 September at new time of **6.00pm**

15 ANY OTHER BUSINESS

Mrs K Plant (SENCO) thanked Mrs J Willis for her continuous support throughout the year.

At the recent PTA quiz mostly staff attended. Governors felt that activities should be more widely advertised to parents, not just on newsletters/posters etc. The new website has a twitter feed which should be up and running shortly which will help. The Headteacher advised governors that despite the PTA having a few issues in the last few months, £4710 has been raised through various fundraising activities (figure for Summer Fayre not yet through) this year.

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: _____