

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 23 MAY, 2018 AT 6.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Mrs H King, Mrs R Smith, Mrs A Wiles, Mr S Booth, Mrs J Willis, 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 Mr A Bonner, Headteacher, Rev. D Ridley and Mrs S Carr. Mr M West was not able to attend. Mr West had offered his resignation as due to work and family commitments he has been finding it difficult to attend meetings. The governors did not want to put Mr West under any additional pressures and accepted his offer of resignation and wished to thank him for all his work as a governor over the last 2 years.

ACTION POINT – Clerk to arrange recruitment of new parent governor in Term 6.

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. None were declared.

4 MINUTES OF THE LAST MEETING

Chair went through the minutes of the meeting of 7 March, 2018 with governors present. The minutes were then agreed and signed by the Chair.

5 MATTERS ARISING

Item 5 – Objective set and visit carried out on 12 March.

Item 7 – Christian Values – agenda item. As the Headteacher and Rev. D Ridley were absent, this will be discussed at the next fgb meeting. Mrs Wiles advised governors that the Diocese offers wellbeing training for senior leaders through our core service agreement. The Chair will talk to the Headteacher regarding this.

Item 13 – Financial Management Skills forms have been completed and returned by Mrs A Wiles, Mr A Bonner and Chair.

6 SUB-COMMITTEE FEEDBACK

RESOURCES including Proposed 3 Year Budget Plan

At the last meeting on 15 May, governors discussed in detail the 3 year budget plan. The school is in a reasonably healthy position – with a predicted rollover of £25,768.07 in year 1, £13,362.59 in year 2 and £555.73 in year 3. Actions taken last year to save money have given the school a better position this year. High Needs funding has dropped but Pupil Premium funding has increased dramatically (large number of KS1 children now receiving free school meals). Rollover includes sports premium. Headteacher proposes to keep the staffing level the same. Three teaching assistants whose contracts were due to expire have been kept on and the Family Liaison Officer has agreed to stay on another year for 2 mornings a week. Ad hoc payments were made for educational psychologists that weren't accounted for in the budget. Through careful spending, staff kept within their budgets. Following the Resources sub committee's recommendation, governors at the full governing body agreed and accepted the 3 year budget plan. This will be sent off to Schools Financial Services before 31 May.

Benchmarking – Due to the School's roll number (214), we compare our income and expenditure to schools of similar sizes (100-199 and 200-299). Our staffing costs are higher than comparable schools due to a low turnover of teaching staff who are also very experienced; this comes at a cost.

BEST VALUE STATEMENT

This was amended and recommended by the Resources sub committee. A further amendment to pg 1 (first bullet point under 'Governors and Senior Leadership Team will' changed RAISE to ASP. On Pg 2 under 'Learning' removed *e.g. setting of annual pupil achievement targets, 2 national curriculum levels between Years 3 and 6*. Governors at the full governing body meeting agreed and ratified the amended Best Value Statement.

GOVERNING BODY SKILLS AUDIT

This was sent out to governors again and is used to ensure the governing body has a range of professional skills.

ACTION POINT – Once all forms returned, Clerk to send out skills audit matrix.

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

Christian Values – Mrs J Willis will speak to Rev. D Ridley before next fgb meeting. Governors wanted to know when the last SIAMS check was carried out.

Staff Wellbeing – carried forward to next fgb meeting.

ACTION POINT – Clerk to find out date of last SIAMS report. (September 2014) (Headteacher, Mrs Mellett and Rev. D Ridley are attending a SIAMS update in July).

8 HEADTEACHER'S REPORT INCLUDING PUPIL PREMIUM FUNDING

Sent out to governors prior to meeting. Governors noted the huge range of sporting activities and were advised that golf sessions would be available again from Term 6. Although the current roll is 214, the Fledglings intake stands at 18 for September. We are hoping to increase this again to 30 as we did last September.

The live video feed stream showing the blue tit chicks hatching in the bird box was very successful and thoroughly enjoyed by pupils, staff and parents. There were no other questions.

9 WEBSITE

An updated Ofsted website checklist was reviewed by the Chair and Mr S Booth independently. Only a few minor points were noted;

ACTION POINTS

Names of phonics and/or reading schemes used in Year 1 not available – Mrs Plant to look into this. (Available to view under Results/Phonics).

Behaviour Policy – Check to see if the policy complies with Section 89 of the Education and Inspections Act 2006 as not noted in policy.

School Complaints Procedure – Check to see if the policy complies with Section 29 of the Education Act 2002. Need to publish arrangements for handling complaints from parents of children with special educational needs (SEN).

SEND information – Ensure the report complies with regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014.

Equality Objectives – Put review date on policy.

Governors' roles in other schools – check to see if Rev. D Ridley is a governor at another school and if so include in register of business interests.

The website has been updated so that a banner can be placed on the front page if there is something urgent the school wants parents to know i.e., school closed due to bad weather.

10 GDPR UPDATE INCLUDING PRIVACY NOTICES

Updated Privacy Notices for pupils, school workforce and Governor Services Privacy Notice reviewed. Our Data Protection Officer is Mr S Booth who has undertaken GDPR training.

The full governing body agreed and ratified the Pupil and School Workforce Privacy Notices.

All staff have received GDPR training.

ACTION POINTS

Ensure Pupil Privacy Notice updated on website and school workforce notice emailed to all staff.

Contact Diocese regarding their Privacy Notice showing what information they hold about governors.

Send out GDPR training to all governors.

11 COLLABORATIONS

EASTRY/AYCLIFFE

No items to discuss. John Dexter is off work with a broken leg.

SANDWICH CONSORTIUM

The consortium has had initial talks with Wingham and Preston Federation. Sandwich Technology and Manwoods are also involved. This will make the consortium larger and the Headteachers will continue to meet on a regular basis. The group have been renamed STAR Alliance (Sandwich Town and Rural Alliance). A consortium visit has been arranged in June to the Sandwich Guildhall Museum. Other events in June include a consortium choir concert and rounders match being held at Manwoods and 'Money Matters training at Eastry for Year 6 pupils at Eastry and St Josephs.

12 GOVERNOR MAGAZINE

Chair reviewed the latest governor magazine.

Pg 5 – ASP (Analyse School Performance) has replaced RAISEonline and governors attended bespoke training at St Josephs. The Data Monitoring committee have seen the new style data report (Inspection Data Summary Report – ISDR).

Emergency Planning for Schools – Headteacher has drafted a policy.

Pg 8 – Developing Your School's Pay Policy – School uses the Kent model pay policy.

Pg 11 – Financial Reminders – Closedown, 3 Year Budget Plan and Schools Financial Value Standard all reviewed and submitted.

Pg 13 – Governor Responsibilities around reduced timetables – The school has applied for a couple of children who are young carers to have a bit of input, but this usually means that the parents have to take them somewhere and that defeats the object.

13 BUDDY GOVERNORS

SEN Buddy Governor visit report from 15 March given to governors. Provision for SEN children is very good with strong leadership from Mrs K Plant as co-ordinator. She knows each child on the SEN register, their needs and the support being provided, which is continually being monitored and improved where necessary. Mrs Plant also supports the staff as they seek to provide good quality teaching to SEN children in their classes, making sure advice, training and resources are available when possible.

Eastry is hosting a session for visually impaired children from the local area (6 children). This will be run by Mrs L Wood (t/a) and a specialist visual impairment teacher with a view to helping them in the transition to secondary school – a specialist unit at Charlies Dickens School.

14 GOVERNOR VISITS

Visit carried out by Mr S Booth and Mr A Bonner on 12 March. Despite a number of staff being off sick, there appeared to be no disruption to pupils learning. They noted "Across all years the enthusiasm and professionalism shown by the staff was exceptional, and this seemed to transmit to a majority of the children who all seemed keen to participate, and appear eager to learn."

ACTION POINT - Mr S Booth and Mrs H King to arrange the next visit before the end of Term 6.

15 GOVERNOR TRAINING

CONSORTIUM BESPOKE SESSIONS

'Understanding the Governing Body Responsibility in SEN' bespoke training session carried out at Sandwich Infants School on 22 March. Mrs K Plant, Mrs J Willis and Chair attended. It was noted that governing bodies must "ensure that children and young people with SEND engage in activities of the School alongside pupils who do not have SEND." This is part of the Equality Act and also applies to anyone/club etc. that hires/uses our premises (we are responsible for ensuring this).

ACTION POINT – Check Lettings Policy to ensure this is covered.

DISTRICT GOVERNOR BRIEFING

Attended by Chair on 8 May. Report given to governors on presentations.

David Adams gave a talk on complaints - policy and procedure. The School has had bespoke training and our policies are up to date.

What gobs need to know – talk given by Tina Gimber.

New KCC company known as Education People replacing KCC Education Services. Transition arranged for 1 September.

DfE Updates – list of updates with links to the relevant online document were given (see report).

Governor Services Updates – including budget approval by 31 May, mid-year reviews for Headteachers, DPO appointed re: GDPR. All governors are using school email addresses.

Group Networking Activity – Succession planning for the Headteacher.

Headteacher would like to arrange governor induction/refresher training for next year for the consortium. Governors felt that this would be useful to do as well as arranging the well-being training.

16 DATES OF FUTURE MEETINGS

Full governing body meeting on Wednesday, 4 July 2018 at 6.00pm.

Curriculum Sub Committee – Thursday, 21 June at 8.00am.

Data monitoring group – will be arranged at the beginning of September when the data has been received.

17 ANY OTHER BUSINESS

Mrs R Smith and Chair to carry out a Health & Safety audit before the end of Term 6.

18 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: _____