

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 7 MARCH, 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, Mr A Bonner, Mrs S Carr, Rev. D Ridley, Mrs K Plant 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 due to a family bereavement; Mr M West did not 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 31 January, 2018 with governors present. The minutes were then agreed and signed by the Chair.

5 MATTERS ARISING

Item 8 – Mrs A Wiles has attended ASP training at her own school. Headteacher was not able to attend 21 steps steering group and the Year 4 data will be sent out shortly by Mrs Plant.

Item 9 – new email addresses have been sent up for governors. Chair advised governors to either delete or transfer any emails on their personal email accounts relating to governors to their new email account before 28 May.

Item 10 – Clerk has looked at the www.gov website and Eastry School does appear within a 5 mile radius of CT13 postcode. She emailed the website but has not heard anything back.

Item 12 – Health & Safety Audit carried out on 5 March – agenda item.

Item 14 – Governor visit arranged for 12 March.

ACTION POINT – Mrs Plant to set an objective for visit.

Item 17 – Review date and approved by date amended.

6 BUDGET MONITORING (including EduKent payments)

February monitoring including detailed notes of items over/under budget sent out to governors prior to meeting was discussed. Income and Expenditure should be at approximately 92% at this time of year. Anticipated rollover according to submitted £31,448, balance brought forward from previous year £25,389 and year-end rollover according to submitted is currently £31,017 (includes £5201 extra PE funding received after budget set). Current BCM limit is £74,568.56. Governors asked why the PE funding (H14) was overspent on the golden mile even though the school had received the additional funding. They were advised that although additional funding had been received this has to be spent on additional PE resources/training and not on activities already arranged and budgeted for.

Governors asked whether the school had received any information regarding the new budget formulas; this will be discussed at the next fgb meeting.

EduKent Payments

Governors discussed price breakdown of the KCC services we use.

Due to budget constraints **Classcare (Property)** and **Kent Educational Psychology services** contracts were both cancelled in July 2017 and January 2018 respectively.

EIS Wordpress (website) – was cancelled at the end of June due to a substantial increase in the annual subscription charge and a new more user friendly website was set up by a new provider (Go Vicinity).

Refuse collection £167.96 p/mth - arranged through KCC to obtain a group discount.

KCC Insurance Schemes – totalling £424.45 p/mth – KCC offers best School insurance

Kent Teach £44.55 p/mth - advertises on the School's behalf online through Kent Teach, twitter and Facebook and puts adverts in the Guardian.

Financial Services £90.00 p/mth – deals with all finance training/issues and covers cost of BPS package (Budget Planning System).

Personnel Package £194.67 p/mth – currently have the silver package which covers all personnel issues such as staff contracts, pensions etc. School is happy with the current package and arranged a fixed price last year for 2 years, so no increase this year.

Governor Services £45.00 p/mth – covers training courses and gives access to governor support.

The School also pays for ad hoc KCC training courses (SENCO attending SEN briefings). Headteacher arranges bespoke training for the consortium in order that he can get the exact training he wants.

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

Christian Values – ongoing – **ACTION POINT** – agenda item for next fgb meeting.

Staff Wellbeing – This was discussed at the Curriculum Sub-Committee meeting. The Headteacher has written to John O'Connor (Cooperative Schools) on whether they are able to offer training/advice on reducing staff stress and staff wellbeing and Clerk has contacted Governor Support and Schools Personnel. Further information will be available at the next fgb meeting.

8 SUB-COMMITTEES FEEDBACK

CURRICULUM – the minutes were circulated to governors prior to the meeting.

Due to personal reasons the Headteacher was unable to attend the DfE workload conference and the GDPR awareness course on 26 February was cancelled due to the snow. Mr Booth did meet with the Headteacher and carried out the audit.

As only a small number of governors were able to attend the Curriculum Sub-Committee meeting it was agreed that the following policies that were reviewed at the meeting should be agreed and ratified by the fgb;

The Anti-Bullying Policy and Policy for Personal, Social and Health Education and Citizenship were both agreed and ratified by the full governing body.

RESOURCES – the minutes were circulated to governors prior to the meeting.

Mrs R Smith is the designated governor for looked after children. The Health and Safety Audit was carried out by Dr D Sugden, Mrs R Smith and the new caretaker Mr J Skilling. Governors wished to note that in the short time that Mr Skilling has been at the school, the work carried out by him has already made a huge difference to the way the school grounds and buildings look. The only outstanding item is PAT testing and Mr Skilling has arranged to attend a PAT testing course so that these can be brought up to date.

As only a small number of governors were able to attend the Resources Sub-Committee meeting it was agreed that the following policies that were reviewed at the meeting should be agreed and ratified by the fgb;

Children's Behaviour & Discipline; Anti-Racism; Complaints Procedure; Education of Looked-After Children; Supporting Pupils with Medical Conditions; School Security; Risk Assessment; Single Equality Scheme 2018-21 were agreed and ratified by the full governing body.

9 WEBSITE

This is reviewed by Chair and Mr S Booth. Both were happy with content.

10 GDPR inc. Governor School email addresses

Chair impressed upon governors that they should use their new email address on the school system. The Headteacher has been to talks regarding GDPR and it was noted that schools are already in a good position with regard to data protection levels. Matters needing attention are; having a Data Protection Officer and knowing who the Controller is. Mr Booth attended a GDPR course and explained that from the School's prospective the governing body should be the Controller and any requests for data should go to the governing body as it is their responsibility to make sure it is all in order. Mr Booth went through the readiness tracker with the Headteacher who is going to do an audit on what the school has and where it goes. Mr Booth used

staff payroll as an example - staff information given to Capita for payroll – the governing body need to make sure that Capita is compliant as they are responsible. Governors wanted to know what KCC were doing to help schools and whether they should produce a code of conduct for schools. Mr Booth will ask these questions when he attends the GDPR awareness course. It was mentioned that the DfE are not sure how GDPR will impact schools at the moment.

11 COLLABORATIONS

SANDWICH CONSORTIUM

Moderation between Eastry, St Josephs, Sandwich Infants, St Christophers and Cartwright & Kelsey is due to go ahead next week at St Josephs.

EASTRY/AYCLIFFE

No items to discuss.

12 SFVS (Schools Financial Value Standard) inc. Statement of Internal Control

Copy of SFVS circulated to governors prior to review. Although it is not a requirement to have a Statement of Internal Control, it is 'best practice' to have this in place. This was reviewed, agreed and signed by the Chair and Chair of Resources sub-committee. Governors agreed that the SFVS report be submitted to Schools Financial Services before 31 March.

13 GOVERNING BODY DECISION PLANNER & FINANCIAL MANAGEMENT SKILL FORMS

The Planner lists delegated responsibilities. Tasks are delegated to the sub-committees and Headteacher. Any areas of uncertainty default to the full governing body. Governors agreed to keep the planner the same as last year. Financial Management Skill Form has been completed by Headteacher and Bursar.

ACTION POINT – Clerk to send out skills analysis matrix forms to Chair, Mrs A Wiles and Mr A Bonner to complete.

14 ASSET REGISTER

The Asset Register was reviewed by Deputy Headteacher in January and is up to date. A paper copy of the Asset Register is held in the school office, together with a copy held on a memory stick and on the office computer. The office computers are backed up by SNS (Structured Network Solutions).

15 BUDDY GOVERNORS

Mrs Willis and Mrs Plant have planned a SEN meeting for next week.

16 GOVERNOR VISITS

Mr S Booth and Mr A Bonner are carrying out a visit on 12 March.

17 GOVERNOR TRAINING inc. Consortium bespoke sessions

Next bespoke session is on 22 March at Sandwich Infant School (7-9pm) on 'Understanding the governors' responsibility in SEN'. Chair, Mrs A Wiles, Mrs J Willis and Mrs K Plant are due to attend. It will be an opportunity to meet the new Chair of Sandwich Infants as the previous Chair had to stand down for medical reasons.

Mrs King was invited to the Inset Day on 26 February to see the presentation by Ben Walden on 'Four Elements of Education' and produced a report for governors. It was a very interesting morning - the presenter was very animated and made her think of school at a very different angle. It also included an unusual voice and relaxation exercise.

18 DATES OF FUTURE MEETINGS

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

Wednesday, 23 May 2018.

Wednesday, 4 July 2018.

A Resources Sub-Committee meeting will be arranged before the next fgb meeting.

19 ANY OTHER BUSINESS

Mr Booth told governors that DDC, Kent Fire and Rescue currently have a scheme offering free defibrillators and would governors mind one being based at the school (there is already one at the village hall). The governors were happy to agree to Mr Booth applying for one.

Dr Sugden has been invited by Norman Clarke (chair of Worth Primary School governors) to meet. Worth Primary School used to be part of the local consortium and may wish to join our bespoke training. Chair will speak to Headteacher on his return.

The governors sent the Headteacher their best wishes at this sad time and the reassurance that all staff were 'stepping up' and coping without him.

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: _____