

**KENT COUNTY COUNCIL  
EDUCATION DEPARTMENT  
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING HELD ON  
WEDNESDAY, 21 NOVEMBER, 2018 AT 6.00pm AT THE SCHOOL**

**PRESENT:** Dr D Sugden (Chair), Headteacher, Mrs H King, Mrs R Smith, Mr A Bonner, Mr S Booth, Mrs J Willis, Mrs K Plant, Mr M Henderson, Rev. D Ridley, Rev. S Marsh, Mr M Henderson 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 Mrs S Carr. Rev. Sandra Marsh was welcomed to the governing body.

**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 26 September, 2018 with governors present. The minutes were agreed and signed by the Chair.

**5 MATTERS ARISING**

Item 3 – Updated Declaration of Business Interests form completed by all governors and uploaded to website.

Item 4 – Mr Booth and Mrs Carr were reappointed as parent governors.

Item 10 – Comparison between both questionnaires was discussed at Resources Sub-Committee meeting.

Item 15 – Mr Booth attended District Governor Briefing with Chair.

Item 18 – Website error corrected and GDPR and Website both agenda items.

**6 SUB-COMMITTEE FEEDBACK INC. RATIFICATION OF POLICIES DISCUSSED AT EACH**

**Resources**

Policies were reviewed and ratified by the Resources sub-committee and recommended to the fgb for approval. The fgb agreed and ratified all policies listed below;

**Accessibility Plan**

**Capability Policy**

**Anti Bullying Policies**

**Charging Policy**

**Child Protection Policies**

**Code of Conduct Policy**

**Finance Policy** – signed by the Chair, Chair and Chair of Resources sub-committee

**Fire Safety Policy**

**Health and Safety Policy**

**Lettings Policy**

**Lockdown Policy**

**Pay and Reward Policy**

**Performance Management/Appraisal Policy**

**Staff Behaviour and Discipline Policy**

**School Visits/Learning outside the classroom Policy**

**Visual Inspection of Premises and Equipment Policy**

**Lockdown Policy** – The Headteacher discussed with staff if a practice for the whole school would be a good idea. It was agreed that staff carry out a practice during an Inset day when there are no children as the children would follow the staff as they already do during a fire drill. Governors asked if it had been used previously; Headteacher confirmed that it had been used once before many years ago and the children had listened to staff without any problems. The signal is different to the fire alarm to avoid confusion.

**ACTION POINT** – Lockdown practice to be carried out at next Inset day on 28 January, 2019 (Kitchen staff to be included).

## **Curriculum**

Policies were reviewed and ratified by the Curriculum sub-committee and recommended to the fgb for approval. The fgb agreed and ratified all policies listed below;

**Assessment Policy** – (ratified by the curriculum sub-committee).

**Gifted and Talented Policy** – Sentence under ‘Extension and acceleration’ amended to ‘*Teachers will ensure that gifted pupils have the opportunity to deepen their understanding and knowledge within the curriculum*’.

The assessment on the last page has been removed.

Mr Henderson has completed the governor skills audit.

## **7 PUPIL PREMIUM SUMMARY**

It is statutory duty to publish this annually on our website to show clearly what money has been received for PP (Pupil Premium) children and how it has been spent. The money is ringfenced (has to be spent on PP children). Last year the school received £53800 and spent £64191.50. The Headteacher explained that the school spends more than we receive and if a child needs an intervention, whether they are PP or not, we will put it in place. The amount received is based on the number of PP children in school at the October and January Census and is given in arrears. The Headteacher costs up intervention costs per child and updates it 3 times a year.

Foundation Stage 2017/18 - GLD = Good Level of Development that an average Year R child should attain. PP children can have special needs as well.

Year 1 Phonics – 2017/18 - Phonics is very successful due to the structured programme and a very skilled team of staff in Year 1.

Key Stage 1 Results – Year 2, June 2018 - 83% (5/6) PP children met expected standard+ in writing and maths and 67% (4/6) in reading. 1 PP child achieved greater depth in reading and maths.

Key Stage 2 Results – Year 6, June 2018 – 100% PP children achieved reading at expected standard+ with 75% achieving expected standard+ in grammar, spelling and punctuation and 50% in writing and maths.

The school has very specific programmes like Reading Recovery where an overall average is 16 book levels progress in 16 weeks and Better Reading Partnerships where an overall average is 6 book levels progress in 10 weeks, which is more than an average child may make.

The Headteacher reiterated on what an impact the FLO (Family Liaison Officer, Mrs T Thomas) continues to make by keeping links with families who are quite needy, offering foodbank vouchers, advice and help.

£670 was put aside to help towards PP children attending the Year 6 residential visit (the school asks parents to pay a quarter of the cost). Some parents offer to pay the full amount themselves.

6 of the 51 PP children also have additional special educational needs which impacts on their ability to attain the expected standard and/or make expected progress. 3 of those children have behaviour issues and 1 is particularly challenging. 15 children have also moved schools during their school life which has disrupted their learning and 7 had attendance below 90% which impacts on their ability to learn and make progress. The FLO and Ms Bowers monitor attendance. Medical appointments are included in the absence % so a child with high medical needs/appointments would have a low attendance (the reason for the absence would be noted against the child). 7 PP children have family members with additional emotional and health needs. The FLO supports the families in whatever way possible by spending time with them and keeping a log of what she has done. Information is monitored every 10 weeks.

As at September, 2018, there were 39 FSM Ever 6 children (19.4%), 2 LAC (looked after children) (1%), 7 under a guardianship order/adopted/postcare (4.4%) and 3 service children (1%). The projected PP money allocated for this year is £56,400. £1900 is allocated for Looked after children of which we receive £1200 and then we have to bid for the rest. The school has a good relationship with VSK (Virtual Schools Kent) who come in to see the 2 LAC every week who help us with our bid.

## **8 BUDGET MONITORING Inc 6 MONTHLY MONITORING FEEDBACK**

Anticipated rollover according to submitted £25,726, balance brought forward from previous year £36,228, year-end rollover according to submitted £38,816 and BCM limit £110,3697.36 (12%).

There had been little change since September’s monitoring. Feedback from 6 month monitoring was given to governors. The capital budget has a yearend forecast of £3000, which, if not spent before the end of the year will be rolled over to purchase computers to update the ICT suite. The governors were already aware of the in-year deficit of £6,460.

## **9      GDPR**

Headteacher and Bursar met with the Business Manager at Sandwich Technology School who kindly went through GDPR documentation that he has produced. This was useful seeing what things we have in place and areas we need to concentrate on. Visitors at Sandwich Tech sign in using an electronic IPad system so their details are stored confidentially. Our current signing in system gives people the opportunity to view other people's details which we are addressing. There is some confusion over whether advertising PTA activities within the school newsletter should be classed as 'marketing' on their behalf without first gaining parents' consent. The Headteacher will check the national guidance on this first. A consent form will be sent out to parents asking for their consent to this in the New Year. Headteacher advised that a GDPR breach needs to be reported with 72 hours using a set process and that it can be an individual staff member and not the school as a whole.

**ACTION POINT** – Headteacher to check national guidance on whether the school advertising PTA activities should be classed as marketing.

## **10     WEBSITE**

Headteacher, Mrs N Mellett (RE Coordinator) and Rev. David and Rev. Sandra attended an RE course. The website needs to be updated to include a separate section reflecting our Christian ethos and values. The school is due a RE inspection in September and have been offered a free pre inspection visit during Term 3 or 4. This will be used as a benchmark to see how much is in place and what it still required. Mrs Mellett is going through the website and starting to rewrite some of it.

We have had a substantial number of enquiries via the website from prospective parents for next year which is very promising.

## **11     GOVERNOR MAGAZINE**

Pg 3 – Provisional School Results in 2018 – Compared with other regions Dover District does particularly well.

Pg 6 – The Education People – Headteacher attended a network support safeguarding course and was very disappointed with the content of the course, venue and refreshments (cost £165). The Deputy Headteacher from St Edmunds, who is also a parent attended as well. He felt that Eastry school could have offered a much better 'value for money' course and would promote this in the future. Training is arranged at the school on Friday for SLT members of local primary schools on data. Headteacher advised governors to re-register on the website for training.

Pg 10/11 – Keeping Children Safe in Education and Data Protection – training session arranged after fgb meeting. Governors were asked to use their school email address.

Pg 13 – Primary School Sport Premium – our premium doubled this year to £17000 and as it is ringfenced it has to be spent on sports activities/resources. Mrs C Williams (Sports Coordinator) spent a lot of work on this compiling a detailed plan on how we were going to spend the £8000 we had last year. The school now has to think how to sustain this. Governors asked whether it had made a difference. Headteacher explained that the school has been employing sports coaches in KS2 for many years, which was extended into KS1 a year ago and already had lots of things in place so it has not made a significant difference. Although our staff can teach rugby, football etc., having specialist sports coaches to do other activities has made it so much better for the children. Governors asked if the current level of sports would have happened if we did not have this money and Headteacher confirmed that it has been at this level for 10 years. We are not allowed to use the money to fund swimming as it is part of the national curriculum and has to come out of the school budget. Some money was spent on taking 30 children to a sports event at Sandwich Tech but it is hard to try and spend it on something different as we already offer a high level of sports.

Schools have not been told how long the extra funding will last. Secondary Schools do not receive any additional funding which means that some children only receive 1 PE lesson a fortnight. Our children get at least 2 lessons a week. Mrs Williams is very proactive and the school signpost people to other clubs in the area that we cannot provide.

Pg 14 – Best endeavours and behaviour – Governors are aware that the SENCO is fully conversant with the school's legal duty to use its 'best endeavours' to support pupils with SEN and all policies are in place.

Governors were asked to look at the training pages for personal development and the Clerk would help them book onto any courses if required.

## **12      COLLABORATIONS**

### **SANDWICH CONSORTIUM – STAR ALLIANCE**

Staff from years 5 and 6 from the local primary schools carried out moderation on English and maths books at Eastry. Staff from Reception to Year 4 also met and moderated at other schools. The feedback from teachers was very useful, identifying next steps and giving them the opportunity to talk to other teachers in their year group. The SENCOs also met today.

Chair and Vice Chair attended a Heads and Chairs meeting at Sandwich Junior School with the Chairs from Sandwich Juniors and Manwoods discussing what system each governing body operated. Our school has a buddy governor system where each governor has a class that they visit, attend worship and other activities. Sandwich Junior School operate a system where each governor is responsible for a subject and then visits 2/3 times a year in connection with their particular subject. This system has meant a greater workload for governors whilst not showing much more impact on the school as our system. Overall, the feedback was positive and Eastry are happy to host the next meeting. An agenda will be sent out to all schools to encourage other schools to participate.

## **13      GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR**

### **Christian values of the school as applicable to the governing body**

From recent training it has become apparent that a lot more work is needed to get RE to the same level as literacy (new requirement). We need to have 1 bible story that demonstrates all our values. Although the school has many bibles, it needs a set of 32 of the same bible that can be used by a whole class. The church has offered to buy a set of bibles. As it will be difficult to make sure it is suitable for each key stage we will arrange to have at least one other set.

The governors were very impressed with the children's understanding of our school values during their visit and also at worship. Even the very young children have a good grasp of what each value means and give an example.

### **Staff Wellbeing**

Governors felt that the presentation from KCC on staff wellbeing was disappointing and not what the school had asked for and that 'offering staff different work hours and giving sabbaticals' would not work in our school. It was totally aimed at teaching staff and not the support staff who greatly outnumber the teachers. The Headteacher had asked other schools for ideas and one school offers staff a half day each year to use. Governors felt that this would not really help staff in their day to day work. Following suggestions from the last staff questionnaire, communication has been improved by putting up 2 whiteboards in the staff room – one for work and another for social use. Parking has always been an issue so the Headteacher arranged with Bubbles Nursery for staff to use their car park as an alternative.

Governors agreed that in order to get a clear understanding of what exactly is making staff stressed, staff should be asked. It was agreed (also mentioned at the Resources Sub-Committee) that staff be asked to write down what 3 things (that the school have control over) they would like changed/ideas to lower stress levels.

**ACTION POINT** – S Booth to ask and collate data from staff regarding reducing stress levels.

## **14      BUDDY GOVERNORS**

SENCO visit report by Mrs Willis sent out to governors.

Mrs King sent out a report of her visit to Fledglings when she met with a child to do work on numbers, who is more able than the rest of the class but very challenging. She was very impressed on how Mrs Fox is managing the situation.

## **15      GOVERNOR VISITS**

Mrs King and Mr Henderson carried out a governor visit on 29 October to support literacy and Christian values. They were impressed by the quality of teaching and the impact of RE on Fledglings in a relatively short time. The school has a new system where if a child demonstrates one of the Christian values, they are given a value card which is then put in a box in the hall. They are then called out during Friday worship.

ERIC (Explain, Retrieve, Infer and Choice) is embedded and children understand it.

**ACTION POINT** – Mr Henderson and Rev. Ridley to carry out next governor visit before Easter break (Religious inspection)

**16 GOVERNOR TRAINING**

Staff Wellbeing training attended by L Willis from St Joseph’s, Aylesham and D Sugden, A Bonner, R Smith, J Willis, H King, K Plant, T Halling and K Sampson.

Dr Sugden and Mr Booth attended the District Governor Briefing. A summary was sent out after the meeting. A review of primary schools showed that there will be a surplus of places up to 20/21 in the Sandwich and Eastry area and after that it is predicted there will be a deficit of places for the following 2 years. This is based on the assumption that approximately 1100 homes will be built in the Sandwich/Eastry/Ash area (depends on the type of housing built).

KCC are carrying out a consultation on admissions (by law every 7 years). The school have been contacted and responded.

Teacher’s Pay – pay increases have been made in line with KCC and the unions. A 1% pay increase was factored into the school budget and the government are providing a pay grant to compensate for the difference. They have not said for how long.

Jayne True gave an overview of the set-up of the new company set by KCC to provide/sell support to schools (The Education People).

Tina Gimber advised of governor updates including understanding the changes to KCSIE 2018 and reading part 2 of it (this had been sent out to governors who signed to say that they had read it at the meeting).

Mrs R Smith carried out safeguarding training with Headteacher and safeguarding training for all governors is being held after the fgb meeting.

**17 DATES OF FUTURE MEETINGS**

Full Governing Body meeting – Wednesday, 30 January, 2019 from 6 – 8pm

Data Monitoring Group meeting – Wednesday, 30 January at 4pm

Headteacher’s Performance Review – Wednesday, 5 December at 1.00pm

**18 ANY OTHER BUSINESS**

Mrs Smith volunteered during the Year 3 class swimming lessons. She said that it was interesting to see how well they had progressed at the end of the course.

**19 CLOSING PRAYERS**

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

**CONFIDENTIALITY**

There was one matter of confidentiality.

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

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_