

**KENT COUNTY COUNCIL  
EDUCATION DEPARTMENT  
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING HELD ON  
WEDNESDAY, 30 JANUARY, 2019 AT 6.00pm AT THE SCHOOL**

**PRESENT:** Dr D Sugden (Chair), Headteacher, Mrs H King, Mrs R Smith, Mr S Booth, Mrs J Willis, Mrs K Plant, Mr M Henderson, Rev. S Marsh and Mrs K Sampson (Clerk).

**1 OPENING PRAYERS**

The meeting was opened in prayer by Rev. S Marsh.

**2 APOLOGIES AND WELCOME**

Apologies were received and accepted from Mr A Bonner, Rev. D Ridley and Mrs S Carr.

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

**5 MATTERS ARISING**

Item 6 – Lockdown practice – carried out on Inset day (28 January). Staff are fully aware of procedures/alarm.

Item 9 – GDPR & PTA – guidance received, Agenda Item 11.

Item 13 – Staff Wellbeing – Agenda item 7.

**6 BUDGET MONITORING (9 MONTHLY RETURN AND BCM (Balance Control Mechanism))**

9 Monthly Return and BCM completed and sent to Schools Financial Returns on time. Year end rollover is £37,672, anticipated rollover according to submitted is £25,726 and balance brought forward from previous year £36,228. The rollover has remained roughly the same for the last 6 months. Staff have been proactive keeping within their budgets.

**Governors asked how this would impinge on the 3 year budget considering the small amount that was due to be rolled over in year 3 (20/21)?** *Headteacher replied that that if all costings remained the same we should roll over roughly £12,000.*

**Balance Control Mechanism**

The BCM shows a breakdown of funds received. (BCM limit increased from 8% to 12%). PP funding has grown at the moment (£72,040) reflecting the amount of deprivation in school. This, together with sports funding has boosted the budget (sports funding is ringfenced). The funds can be spent on transport to PE events, healthy eating and wellbeing and needs to be sustainable. We are not allowed to use it to pay the sports coaches who come in on Fridays. The PE Coordinator is arranging for at least 3 quotes for a low maintenance AstroTurf running/golden mile track which would benefit all classes. This would be sited on the bottom part of the playing field as the top part is leased from the Parish Council on the understanding that it won't be built on. **Governors questioned whether we are looking into companies that would 'match fund' and if outside groups such as Scouts/Brownies would be able to use the facilities.**

**ACTION POINT:** Headteacher to discuss this with PE Coordinator.

**7 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR**

- **CHRISTIAN VALUES OF THE SCHOOL**

**Governors asked for an update on the current status.**

*The school has a strapline statement (which is on the updated SEN&D Policy and will be on all policies) and the Christian values have been painted on the wall in the reception area. The values are in place and*

celebrated in worship every Friday. Children have been nominating each other and Rev. Marsh commented on how well the children know the values during worship. There is going to be a SIAMS church inspection in Sept/Oct, and the school is having a pre-inspection visit on 20 March. At the pre-inspection the school can choose 3 of the 7 strands to review and receive help with. The Headteacher has attended 2 very intense courses so far, with a range of school headteachers and reverends attending. This is to promote the message of the Church and schools working together. The new criteria are very robust - RE books need to show high academic standards; children have to reflect and emphasise not just knowledge but how they understand. This is very challenging for pupils and staff. Headteacher thanked Rev. Marsh for the support the school has received from her and other members of the Church. Rev. Marsh is willing to come and debate with the older children to get them thinking about the values.

The Church donated funds to purchase a class set of Bibles and a Bible for each teacher as they needed to have the original text.

- **STAFF WELLBEING**

Mr Booth received 4 replies to his letter sent to staff regarding wellbeing. He received some interesting comments which he has summarised and passed on to the Headteacher in order that work can start on addressing the problems raised.

**Governors asked Headteacher why he thought only 4 replies were received.** *Headteacher felt that maybe some staff were wary about raising issues and that if the problems raised this time were addressed there might be a better response next time.*

## **8 SUB-COMMITTEES FEEDBACK**

### **HEADTEACHER APPRAISAL FEEDBACK**

Headteacher's appraisal was carried out on 5 December. The Headteacher has met his objectives and new objectives were set. Headteacher is at the top of his pay scale.

### **DATA MONITORING GROUP**

Met prior to FGB meeting.

Chair will circulate a summary of the meeting to governors. **Governors questioned whether this should be minuted as all other meetings are.** *Governors agreed that this would then show how the Headteacher is challenged regarding results/data.*

## **9 AUTUMN NOTE OF VISIT FEEDBACK**

Headteacher gave a summary of Jenny Jones' visit to governors.

The roll has dropped from 215 (July 18) to 200 (present) which will have long term budget implications unless roll rises.

**Early Years Foundation Stage Profile trend** – the school target, if achieved, would mean a slight dip in this year's outcomes; however results would likely remain above the national average.

**Attainment – KS1** – 83% of the cohort reached the expected standard (same as last year).

**Year 2** – The percentage of pupils achieving the expected standard in reading was 70% (national 75.4%) and writing 67% (national 69.9%) – slightly below the national but in maths it was higher – (school 80%, national 76.1%).

**Attainment – KS2** – Progress across the key stage has dipped this year. Overall progress from KS1-2 is in line with the national average.

The agreed view of quality of teaching, learning and assessment was rated as Good+. The school's SEF, last updated in summer 2018 judged this aspect to be outstanding. J Jones feels that evidence would suggest the school does not currently meet all the criteria for outstanding, but that there are some outstanding aspects and therefore judges the school as Good+.

Personal development, behaviour and welfare is classed as Outstanding. Attendance is a concern.

Leadership and governance is classed as Good+. Governors need to ensure that FGB minutes clearly evidence governor challenge. Chair and Vice Chair attended District Governor briefing which offered a few suggestions. As the Headteacher is experienced, he pre-empts and offers more information than what is required offering governors little chance to challenge; this will be addressed by governors asking more questions.

Key priorities for action are to show developments in reading writing and maths and ensure the most able pupils are challenged, reverse the decline in attendance, ensure that FGB minutes clearly evidence governor challenge and embed the new RE curriculum and prepare for the forthcoming SIAMS inspection. The Deputy Headteacher is looking at extending the more able children.

**Governors questioned what was being done re: attendance.** *An attendance plan (copy given to governors) has been set up and the FLO has taken the lead, focusing on reducing persistence absence by 30% by the end of the academic year. She has written letters to parents, contacted them by phone to explain to them the importance of their child coming to school. There has been uproar by parents about this.*

**Governors asked if this would be fed up to KCC.** *Headteacher will talk to J Jones on her next visit.*

**Governors asked what impact the letters and phone calls had made so far.** *The majority of parents have listened, the FLO has even arranged to go round a parent's house to pick up a child and knocked on doors/windows – she is very proactive and follows the attendance policy.*

**Governors asked if children were involved such as giving attendance awards etc.** *No, this has not been done as it would be unfair to those children who are sick as it is not their fault. It is the persistent absence that needs working on as it is the parent's decision not the child; sometimes a child is sick but not so sick that they cannot attend school (slight cold). The school is being stricter with parents and would rather parents were honest about their absences. The FLO has been in contact with the Attendance Officer and Miss K-J Bowers produces a monthly attendance grid.*

**ACTION POINT:** Clerk to circulate J Jones summary to governors.

## **10 HEADTEACHER'S REPORT INCLUDING PUPIL PREMIUM**

Report shows a summary of September to December 2018. Pg 7 – TT has made 7 referrals for additional support for families. She supported 2 families who were temporarily homeless; one went to a hotel and the other to their grandparents. 4 families received foodbank vouchers. There is a new open door system where all referrals are sent to one place - the criteria has changed so much that there is nothing to fill the gap apart from the schools.

**Governors asked if there was any other support available.** *Headteacher explained that there is Early Help but it is difficult to get this support. The FLO is offering support and signposting parents to groups that can help but as she only works 12 hours a week it is difficult to support the growing number of vulnerable children.*

**Governors questioned that as the budget is quite healthy would it be possible to increase her hours, even on a temporary basis to see if there is an impact.**

*Headteacher explained that the FLO has offered to increase her hours but does not want to work full time.*

**Governors asked if there were any shared resources within the STAR alliance to employ a FLO to cover all schools?** *Headteacher replied that 2 schools within the STAR alliance have a FLO. The role of a FLO is to be available to parents/pupils/staff to build trust and relationships and that it would be difficult to do this if the FLO was spread over a range of schools.*

**ACTION POINT:** - Headteacher to speak to FLO about increasing her hours.

Governors were given a summary of the children's questionnaire completed in December, 2018. One of the issues raised was the high % of children who have nowhere quiet to do their homework. To help overcome this staff allow children to come in at lunchtime to do their homework as some children would rather do it in school and do not see coming in at lunchtime a punishment. No child is forced to do this. **Governors questioned the amount of homework given and whether it was beneficial to the children.** *Headteacher said that the amount of homework had been reduced. In Years 2 and 3 children now have a grid with different types of homework (worksheets, independent work, cooking, making something) to make it easier for children as sometimes parents are not able to help. One governor's experience as a teacher had shown that not having homework at primary school had not made the transfer to secondary school difficult and that listening to children read each evening was found to be more beneficial for both parent and child.*

**Governors asked if the questionnaire results are given to parents.** *Headteacher replied that is has never been given to parents before but did not see a reason why it couldn't.*

**ACTION POINT:** - Questionnaire to be put in school newsletter highlighting positives and negatives.

### **Pupil Premium Expenditure for 2018/19**

The projected funding (£56400 when budget was set) is less than what has actually been given (£72,040). £61,061 has been allocated/spent so far.

**Governors asked where this would be spent.** *The Data Monitoring Group has identified one or two individuals who need additional help so more support could be put into classes where there are half a teaching assistant (Years 2 and 3 have 1½ t/as) by increasing hours.*

**Governors asked if the school expected the reception intake to increase (20 this year).** *Headteacher replied that the predictions for next year are much healthier; we are expecting 15 siblings and interest has been much greater than in previous years.*

**Governors asked if there were any gaps and are we going to fill them.** *There is 1 space in Year 6 (children do not normally move at this point unless moving into the area); the Year 5 space is being filled next week, 31 in Year 4 (max 32), 29 in Year 3 (max 32), 29 in Year 2 (max 30), 28 in Year 1, though 1 child is leaving at the end of the week (max 30) and 20 in Fledglings (1 child starting next week).*

### **School Plan**

Deputy Head and Assistant Heads reviewed school plan. (Evaluation sections updated). Some areas have not been updated as the deadlines are at the end of the school year.

Item 6.2 – worship to be more interactive – school needs to take steps to make worship more interactive by encouraging children to lead worship and take a more active role. The policy review on the last page has been updated. The next review will be in April.

### **Primary Inspection Data Summary Report**

First few pages show areas to investigate. There are no areas of concern. Mr Booth attended a training course to help explain the report – the graphs are difficult to read and as Eastry is a small school 1 pupil can make a big difference i.e. 1 pupil = 3.5%. **Governors asked if there were any traveller families in school.** *The school has had traveller families in the past as there is a local traveller's community, but not at the moment.* Governors need to be aware of the report as they may be asked about it by inspectors during an Ofsted inspection.

**Staffing Structure** – Governors were given a copy of the current staffing structure and responsibilities in school. All teachers are on the Upper Pay Scale; governors felt the school is lucky to have such experienced staff. Headteacher to amend Mrs Budden to Mrs Fox.

### **11 GDPR (GENERAL DATA PROTECTION REGULATIONS)**

Governors were given information regarding GDPR guidance in relation to PTA activities.

**ACTION POINT:** Mr Booth to liaise with K Sampson regarding next steps.

### **12 WEBSITE**

Website is up to date.

### **13 STAR ALLIANCE**

The Chair sent an invitation to STAR Alliance schools to host the next Heads and Chairs meeting at Eastry on 27 February and has received one reply so far. Literacy leaders met last week.

### **14 ASSET REGISTER**

The Asset Register was reviewed and updated by the Bursar and Deputy Headteacher. A paper copy of the Asset Register is held in the school office, an electronic copy is held by the Deputy Head and on the office computer. The office computers are backed up by SNS (Structured Network Solutions).

### **15 BUDDY GOVERNORS**

Mrs Willis had an informal visit with SENCO to review the rolling programme, SEN&D Policy and school data dashboard. The SEN&D Policy has been updated and circulated. Mrs Willis was impressed by Mrs Plant's great knowledge of all the SEN children and what measures have been taken to increase their learning. The school is looking at disadvantaged children and demolishing the difference. Mrs Willis has arranged to do a learning walk within the school after the February break, looking at intervention groups (maths, phonics and

social skills). Mrs Willis attended the Year 1 family worship which included pupil achievement awards and Christian values and was impressed by the enthusiasm of the children.

## **16 GOVERNOR VISITS**

Next visit will be carried out by Mr M Henderson and Rev. D Ridley before Easter.

## **17 GOVERNOR TRAINING**

No training arranged.

## **18 DOVER DISTRICT GOVERNOR BRIEFING ON 29 JANUARY**

A new feature of the briefing sessions is to run 'training taster sessions'. The session focussed on 'Challenge and Impact' and what should governing bodies be doing i.e. communication, knowledge of roles and responsibilities, asking challenging questions and making sure it is minuted, being open to learning and holding school leaders to account.

David Adams gave a presentation on Brexit giving advice on contingency plans (staff getting to school and home, trips abroad etc.) and asked schools to make a log of anything to do with this so that it can be costed.

There is a recruitment drive for area representatives to the KGA (Kent Governor Association) – Dover has none at the moment.

Chairs from Dover Girls and Dover Boy's Grammar schools have started collaborating to the extent that one governor from each school sits on the governing body of the other.

Tina Gimber listed details and links of items in the news. Handouts will follow shortly. Items discussed were; New model policy for complaints procedures, SFVS due by 31 March,

**ACTION POINT:** Mr Booth to contact Chair of Girls Grammar for more detail and feedback to STAR Alliance.

## **19 POTENTIAL NEW GOVERNOR**

A lady who lives in Eastry contacted the school via the website offering her services as a governor. The Chair contacted her to arrange a meeting to explain what is involved but has heard nothing back yet.

## **20 DATES OF FUTURE MEETINGS**

Full Governing Body – Wednesday, 20 March at 6.00pm

Curriculum Sub-Committee – Tuesday 5 March, at 8.00am

Resources Sub-Committee – Wednesday, 6 March at 8.00am (Rev. Marsh to join Resources Sub-Committee)

## **21 ANY OTHER BUSINESS**

Updated **SEN&D Policy** circulated to governors (amendments highlighted in yellow). Governors agreed and ratified the new policy. Pg 2 - SEMH (Social, emotional and mental health). The new strapline is included on pg 1.

Updated **Code of Conduct for School Governing Body** circulated to governors (amendments highlighted in yellow). **Governors asked where the amendments had come from.** *From the National Governance Association.* Chair told governors who are volunteers to be mindful when visiting the school of keeping the role of governor and volunteer separate.

## **22 CLOSING PRAYERS**

The meeting was closed in prayer by Rev. S Marsh.

## **CONFIDENTIALITY**

There were two matters of confidentiality.

It was confirmed that there were two 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: \_\_\_\_\_