

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 4 JULY, 2018 AT 6.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Mrs H King, Mrs R Smith, Mrs S Carr, Mr S Booth, Mrs J Willis, Mrs K Plant, Rev. D Ridley 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 Mr A Bonner and Mrs A Wiles.

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 23 May, 2018 with governors present. The minutes were then agreed and signed by the Chair.

5 MATTERS ARISING

Item 2 – Agenda item 6.

Item 6 – Amended 3 Year Budget plan submitted.

Item 6 – Agenda item 15.

Item 7 – Last SIAMS report dated September, 2014.

Item 9 – Action points carried out. Phonics/reading schemes available to view under results/phonics, and register of business interests on website has been amended to show Rev. D Ridley as a governor at another school.

Item 10 – Privacy Notices updated on website and school workforce notice emailed to all staff. Diocese Privacy Notice and GDPR training sent out to all governors.

Item 14 – Mr S Booth and Mrs H King to arrange the next visit before the end of Term 6.

Item 15 – Lettings Policy updated.

6 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR: YEAR-END REVIEW (brought forward at meeting)

CHRISTIAN VALUES OF THE SCHOOL AS APPLICABLE TO THE GOVERNING BODY

Rev. Ridley had prepared a group session for governors to a) familiarise themselves with the School's Christian values, b) explore these values and c) see how they impact on our School and what difference the School should be able to see with these values in place.

Governors were given the parable of the Good Samaritan and asked to find examples of the Christian Values (Compassion, Joy, Welcoming, Perseverance and Respect) within the text and then afterwards to write down what would a school look like if it were exhibiting each of the values. Governors found the activity very useful and a good way of seeing how our Christian values make an impact on the School.

The Headteacher, Assistant Headteacher and Curate had been to a SIAMS briefing where the idea of using a Bible story to see if you can recognise your values in the story had been discussed. He felt that this was an excellent way to show how this could be done.

ACTION POINT - Rev. David to send out a note of what was discussed.

STAFF WELLBEING

It has been difficult finding a training package that suits the governors' requirements. Clerk and Headteacher have been in contact with Schools Personnel Service who are going to arrange a tailor made training session for governors on what responsibilities they have towards staff wellbeing and set this up in September. Local schools in the area will also be invited.

7 NEW PARENT GOVERNOR RECRUITMENT

Letters for recruiting a new Parent Governor were sent out on 19 June. The school received one nomination; Mr Martin Henderson, a parent at the school who is also a secondary school teacher. Mr Henderson will be invited to the next fgb meeting and the Clerk will arrange for Mr Henderson to visit the school and complete the necessary paperwork.

ACTION POINT – Clerk to contact Mr Henderson.

8 STAFF CHANGES

Details of staff changes were sent out in a newsletter to all parents. Mrs G Pointon (Yr 3 teacher) has resigned and is taking a break from teaching and Miss E Deary (Schools Direct Graduate) is moving to a teaching position at Sholden Primary School from September.

Mrs G Harvey (supply/intervention teacher) will teach the Year 3 class on a full time basis until Christmas. Mrs Harvey teaches Year 2 on a Monday afternoon and knows the class well. As there will be no intervention teacher for Terms 1 and 2 the teaching assistants in Years 2 and 6 have offered to cover Mrs Mellett and Mr O'Gorman's management time, which they are fully capable of. The Headteacher will review all options available at Christmas on whether Mrs Harvey will continue on a full time or part time, job share basis.

At the recent Curriculum sub-committee, governors discussed having a contingency plan in place so that if there was an Ofsted inspection and the Headteacher was unavailable the senior management team would be able to take over so that everything would continue to run smoothly. An action point was made at the Curriculum meeting for the senior management team to meet with the Chair, Headteacher and Mrs A Wiles to draw up a plan so that the Headteacher's work can be split between them if needed. Staff would then know who to go to if the Headteacher was not available. Governors agreed this was a good way to move forward and confirmed that they would stand by any decisions made in the Headteacher's absence.

9 SUB-COMMITTEE FEEDBACK

CURRICULUM

Provisional results were discussed as Year 6 results are not back yet. The phonics pass mark stayed at 32 (same as last year). Governors were concerned that the Year 2 results may be lower than last year. Headteacher explained that the results were on a par with last year even though 4 children who had come to the school after reception had quite diverse needs and there are a lot of summer born children in the class. 2 of the children had also come into Year 2 during the year. Research suggests that if a child goes through a school from reception they have a more consistent approach than a child who changes schools. One child in Year 2 has already attended 3 different schools.

Governors debated who might talk to an Ofsted Inspector since our last inspection was October 2009. It was agreed that it would be the Chair, Vice Chair and Resources Sub-Committee Chairman in the first instance. Information such as pupil data, SEN, teaching and learning and safeguarding etc. would be accessed through the minutes of the various Sub-committees.

Governors asked what issues would normally bring an inspection forward. These are usually a 3 year trend in lower results, parental complaints and safeguarding issues. At a recent course, the Headteacher was advised that the single central record is a big issue and one of the first things that will be looked at.

The School Improvement plan is being updated by the Headteacher. Although the dates of the policies had not been updated, it is used as an aid memoir and will be updated in September as a whole.

The school does not have the threshold for foundation stage yet. Mrs Fox uses the foundation stage profile covering the 17 areas of early learning goals and not the 21 steps. She is correlating the information and putting the children into steps 1, 2 or 3 for reading, writing and maths to pass on to the Year 1 teacher. This is carried out by Mrs Fox as she assesses them on her knowledge of having the children all year opposed to trying to get the children to do paper tests. Mrs Foley (Yr 1 teacher) can then use this as a baseline to work on. Governors asked whether the 2 systems could be meshed together and the Headteacher confirmed that a pilot scheme is being run across the county looking at this. Eventually the government want to baseline all of

Year R and assess them to predict what stage they will be in Year 6, however at age 4 children will progress at different stages.

HEALTH & SAFETY AUDIT

This was carried out on 21 June. The new pro forma includes checking the single central record, near miss record, asset register, accident and maintenance log. There were some boxes left in the Year 1 cloakroom and stock cupboard but these were being stored for a project. Scissors had been left out in the library – this has been rectified. The caretaker has not been trained for PAT testing yet and this needs to be arranged. Once again the governors mentioned what a fantastic job the new caretaker was doing.

ACTION POINT – Arrange PAT testing course for Caretaker.

10 BUDGET MONITORING INCLUDING AMENDED 3 YEAR BUDGET PLAN AND FEEDBACK FORM

Amended budget was submitted on time. Governors were given a copy of the feedback form which highlighted a few differences between last year and this year's budget. These were;

E02-A02 – Supply Teachers – This year's budget is 56% (£5081) less than last year's final figure.

Out of supply costs, moderation cover, booster club and training cover required by teachers was paid for. As Mrs Harvey will be working full time as the Year 3 teacher, a lot of the cover/booster club will be carried out by the teaching assistants.

E04-C02 – Caretaker – This year's budget is 15.6% (£5,514) less than last year's final figure.

Due to budget restrictions the Site Manager's job was regraded to caretaker and hours cut, thus reducing the salary.

E12-E01 – Buildings – This year's budget is 76% (£8,059) less than last year's final figure.

Majority of extra money was spent on payment of the outdoor play equipment which the PTA then donated back to the school and unexpected items such as blocked drains, replacement pump in boiler room etc.

E25 – School Meals - This year's budget shows a 37% increase (£9,024) compared to last year's final figure.

The calculated figure was taken from the budget template based on October 2017 and January 2018 school meal census figures. During this time the number of school meals may change so it doesn't truly represent what the school receives. The school tries to ensure that as many children take a school meal on a census day as the school is responsible for payment of meals throughout the year.

In year position - You have a deficit in all three years

Headteacher advised governors that he treats this figure with caution as it can change quite quickly, especially with staffing changes. The budget was slashed last year, but this year it went up again with no prediction from the DfE to say this would happen. He will look at staff costs for the following year and make cuts as he needs to.

May Budget Monitoring

Anticipated rollover according to submitted £25,726, £36,228 balance brought forward from previous year and year end rollover according to submitted £37,501. This has increased as Mrs Harvey is replacing Mrs Pointon and will not be continuing with her part time contract between September and Christmas. BCM limit is £73,732.56.

11 HEADTEACHER'S REPORT INC. PUPIL PREMIUM

We are losing 31 Year 6 pupils and gaining 18 Fledglings in September. We have 1 prospective Fledgling visiting next week and contacted parents on our waiting list to see if they would like to take available places. There are 3 children moving to private schools in July, 1 child is going into a class of 6 and another to a class of 13; something we are unable to match. We are still receiving enquiries from prospective parents of children but they are not of school age.

Governors asked whether it would be worth advertising in the Village News as sometimes parents think we are full. This current year is a low birth rate in this area, no young families are moving into the area and the closure of Pfizer is still having an effect. On a positive note, the local nursery has 18 siblings for the following year. The reception class was in a similar position last year with originally 21 children starting which then grew to 29 by the end of the year. Children who leave are normally replaced immediately.

Pupil Premium

The number of PP children has grown to 48 (a quarter of the school) which is a huge difference to what we anticipated. This will help next year's budget. We have been targeting Fledglings and Years 1 and 2 for Free School Meals. Once a child has been on the list, they stay on the list for the remainder of their time at school. We receive £1300 per child. The high % shows what a diverse catchment area the school has and how some families have very limited financial means. Mrs Fox will get potential families to sign up for FSM when she does her home visits.

12 COLLABORATIONS

AYCLIFFE/EASTRY PARTNERSHIP – remove from next agenda

Headteacher is meeting with Mr Dexter before the end of term.

SANDWICH CONSORTIUM (STAR ALLIANCE – SANDWICH TOWN AND RURAL ALLIANCE)

This now includes Manwoods, Sandwich Technology, Sandwich Juniors, Preston, Wingham, St Josephs, Sandwich Infants and Eastry which gives everyone capacity to gain extra knowledge. At a recent meeting, an informal agreement of what the group of schools stand for was written. Eastry continues its strong alliance with Sandwich Infants and St Josephs and will also have access to the larger group for other activities and help with GDPR. There was a recent singing concert held at Manwoods which was arranged by David Smith from Manwoods. The hall was packed with parents; the concert was excellent and the Headteacher was very proud of the Eastry children. Another visit by the 3 schools was to Sandwich Guildhall, where a small group of children attended a free workshop.

ACTION POINT – Headteacher to send out note of informal agreement to governors.

13 BUDDY GOVERNORS

Mrs Willis met with SENCO on 14 June. A copy of the report was given to governors.

The report deals with the SEN Governor rolling programme, Summer Term and queries from Mrs Willis' notes from Governor Training – 'Understanding the Governing Body Responsibility in SEN'.

14 GOVERNOR VISITS

Mr S Booth and Mrs H King to arrange a visit before the end of Term 6. Mrs Williams was congratulated on her hard work with arranging sports day.

Diary dates for rest of term;

Wednesday, 11 July at 5.00pm and Thursday, 12 July at 6.30pm – Year 6 production in the school hall

Monday, 16 July – Grandparents Day at 2.30pm in the school hall

Tuesday, 24 July – Yr 6 Leavers Service at 9.15am at Eastry Church followed by leavers 'clap out' on the school playground at 3.20pm

15 GOVERNOR TRAINING

SKILLS AUDIT

All forms were returned. The second column shows whether the skill is desirable or essential and the third column gives the overall mark. Chair felt that the essential skills are well covered except for possibly funding decisions and abilities and experience of HR policy, recruitment, performance management and pay. If the school were to have any queries, the school pays into a personnel package and would contact them for advice. The school is lucky to have a pool of ex governors and parents if specific help or advice was needed. The Chair and many of the governors have been in office for a considerable time. This gives the governing body stability and knowledge. At some schools the Chair is changed every 2 years, which may have some merits but does not give consistency.

16 WEBSITE

Rev. Ridley found that there was a problem on Our School Values on the website.

ACTION POINT – Clerk to arrange to correct this.

17 DATES OF FUTURE MEETINGS

Full governing body meeting on Wednesday, 26 September at 6.00pm

18 ANY OTHER BUSINESS

At the Summer Fayre Mr Booth was told by the owner of the bouncy castles that it had been a pleasure to come to the school where the children were well behaved, polite and waited in line to take turns.

Governors wanted to note how much they appreciate all staff at the school.

Governors would like a copy of the notes from the visit by Jenny Jones. Headteacher confirmed that he had written them and would arrange this.

Absence at 90% or below is now classed as persistent absence. Through the hard work of Mrs Thomas (FLO) and Ms K-J Bowers our absence rate is dropping. Ms Bowers identifies the children and Mrs Thomas writes to them. It has been noted that many of the children are Fledglings whose parents perhaps don't realise that children can come in to school with a cold. The attendance officer has been to the school on a couple of occasions to meet with parents and give Mrs Thomas and Ms Bowers ideas on how to target absence. The current threshold is 96% and the school is 95.6% but slowly rising. Attendance % and the importance of attendance has been written on the children's reports and class teachers have been given an attendance % list of their children.

19 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: _____