

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 26 SEPTEMBER, 2018 AT 6.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Headteacher, Mrs H King, Mrs R Smith, Mrs S Carr, Mr A Bonner, Mr S Booth (arrived at 6.15pm), Mrs J Willis, Mrs K Plant, Mr M Henderson (arrived at 6.30pm) 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 Mrs A Wiles. Rev. D Ridley did not attend. Governors welcomed Mr Martin Henderson as the new Parent Governor.

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. New forms were completed by those governors present.

ACTION POINT – Ensure all governors have signed a new form and update website (Clerk).

4 ELECTION OF CHAIR AND VICE CHAIR

In September a new Chair and Vice Chair are elected for a period of one year. Dr D Sugden was reappointed as Chair of Governors (proposed by Mr S Booth and seconded by Mrs H King). Mr S Booth was reappointed as Vice Chair (proposed by Dr D Sugden and seconded by Mrs H King). No other governor wished to stand for election for either position and all governors present were in unanimous agreement. Dr Sugden explained that this would be his last year as Chair. Mr S Booth said he would take over the role next year, with Dr Sugden acting as his mentor during this year. Mr Booth and Mrs Carr's term of office ends on 6 October, 2018. Both governors are happy to continue as parent governors for a further 4 years.

ACTION POINT – Clerk to arrange reappointment of Mr Booth and Mrs Carr.

5 MINUTES OF THE LAST MEETING

Chair went through the minutes of the meeting of 4 July, 2018 with governors present. The minutes were agreed and signed by the Chair.

6 MATTERS ARISING

Item 6 – Christian Values notes, Clerk to contact Rev D Ridley for notes. Wellbeing training is arranged for Wednesday, 10 October at Eastry School 6-7pm. Governors from Sandwich Infant and St Joseph's School are also invited.

Item 7 – Mr Henderson was appointed as the new Parent Governor.

Item 9 – Online PAT testing course has been carried out by the Caretaker.

Item 12 – STAR Alliance paperwork was sent out to governors.

Item 16 – School Values on website updated.

7 FORMATION OF SUB-COMMITTEES

Resources Sub-Committee cover finance, premises and personnel. There is a separate Curriculum Sub-Committee.

RESOURCES

Chair – Mrs R Smith

Members – Headteacher, Dr D Sugden, Mrs K Plant, Mr A Bonner and Mrs S Carr.

CURRICULUM

Chair – Mr S Booth

Members – Headteacher, Dr D Sugden, Mrs J Willis, Rev. D Ridley, Mrs H King and Mr M Henderson.

HEADTEACHER PERFORMANCE REVIEW GROUP – Dr D Sugden, Mr S Booth and Rev'd D Ridley.

DATA MONITORING GROUP – Headteacher, Dr D Sugden, Mr S Booth and Mrs R Smith.

8 REVIEW/RATIFICATION OF:

STANDING ORDERS FOR THE WORKING PRACTICES OF THE GOVERNING BODY

Last paragraph amended to “If deemed necessary, any Governor from the STAR Alliance (Eastry Church of England Primary School, Preston Primary School, Sandwich Infant School, Sandwich Junior School, Sandwich Technology School, Sir Roger Manwood’s School, St Joseph’s Catholic Primary School and Wingham Primary School) may join a disciplinary panel. Governors from Eastry Church of England Primary School may be called upon to reciprocate with these Schools. (Headteacher to raise this at the next STAR Alliance meeting on 8 November).

The governing body agreed and ratified the amended Standing Orders for the Working Practices of the Governing Body.

RESOURCES TERMS OF REFERENCE (ToR)

No amendments made. The governing body agreed and ratified the Resources Terms of Reference.

CURRICULUM TERMS OF REFERENCE (ToR)

No amendments made. The governing body agreed and ratified the Curriculum Terms of Reference.

HEADTEACHER PERFORMANCE REVIEW GROUP (ToR)

No amendments made. The governing body agreed and ratified the Headteacher Performance Review Group Terms of Reference. Dr D Sugden, Mr S Booth and Rev. D Ridley form the review group.

STAFF DISCIPLINE/DISMISSAL SUB-COMMITTEE (ToR)

Last paragraph amended to “In case of insufficient qualifying Governors, Governors from the STAR Alliance (Eastry Church of England Primary School, Preston Primary School, Sandwich Infant School, Sandwich Junior School, Sandwich Technology School, Sir Roger Manwood’s School, St Joseph’s Catholic Primary School and Wingham Primary School) may be asked to sit on either committee. (Headteacher to raise this at the next STAR Alliance meeting on 8 November).

The governing body agreed and ratified the amended Staff Discipline/Dismissal Sub-Committee Terms of Reference.

PUPIL DISCIPLINE SUB-COMMITTEE (ToR)

Last paragraph amended to “In case of insufficient qualifying Governors, any Governors from the STAR Alliance (Eastry Church of England Primary School, Preston Primary School, Sandwich Infant School, Sandwich Junior School, Sandwich Technology School, Sir Roger Manwood’s School, St Joseph’s Catholic Primary School and Wingham Primary School) may be asked to sit on either committee. (Headteacher to raise this at the next STAR Alliance meeting on 8 November).

The governing body agreed and ratified the amended Pupil Discipline Sub-Committee Terms of Reference.

DATA MONITORING GROUP (ToR)

No amendments made. The governing body agreed and ratified the Data Monitoring Group Terms of Reference. Headteacher, Dr D Sugden, Mr S Booth and Mrs R Smith make up the group.

9 BUDGET MONITORING

August monitoring report given to governors and discussed.

The end of year rollover increased to £36,324, similar to the balance brought forward from the previous year of £36,228. The anticipated rollover submitted in the budget in May was £25,726. The main reason for the increase is due to the Year 3 teacher resigning and our supply and intervention teacher Mrs G Harvey taking over the class for the short term. As Mrs Harvey is already employed for 2 days a week, an additional contract for 3 days instead of 5 was arranged. Mrs Harvey is not able to carry out any intervention or supply cover, instead teaching assistants are covering this. The school has supply cover insurance.

Income received and expenditure was discussed. Early morning club is now open to 30 children and 2 members of staff are employed to cover this. Income from mentoring Christ Church students will increase as we are having 11 students this year. Kittle Photographic has been the school photographers for many years but on checking what other suppliers were able to offer a new company called Vancols will be used for the first time in November. They offer good quality photographs at a cheaper price and are used by Cartwright & Kelsey who were happy to recommend them.

Free School Meals income for the next year is calculated on the number of children in Fledglings, Years 1 and 2 who had a school meal on school census days from the previous year. To insure that the income received is sufficient to cover the cost of the meals charged by Whole School Meals, all children in KS1 are encouraged to take a school meal on census days.

Revenue is at 46% and expenditure at 42% (within the boundaries of what it should be at this time of the year). PP income has increased as the School has the highest number of children with PP (22%) than ever before. Staffing costs continue to be the most expensive part of the school budget.

Overall the budget is healthy. The pupil roll dropped from 215 in July to 195 in September. 6 children left to go to private schools and the new reception intake was down by 12 to 18. Since September the pupil roll has increased to 199 with 20 Fledglings (10 short) and 4 new children from local schools. To see how this will affect the next few years, an amended budget was calculated (by changing the pupil roll and high needs funding – worst case scenario). This showed a deficit rollover of just over £16,000 next year and £41,000 in 2 year's time. All schools in the Sandwich area have been affected; most probably due to Pfizer closing a few years ago. Although the Discovery Park has new businesses, most of these are existing companies who have moved from Dover and Thanet. Governors asked whether the school should advertise. The Headteacher explained that although we do not advertise in the press, leaflets and posters are given to nurseries in the area and posters are put up locally to advertise open days. Governors discussed other ideas including leaflet drops, using Twitter and Facebook. Mrs Carr offered to give out leaflets to groups that her children attended and offered her help with arranging advertising through Twitter/Facebook.

10 HEADTEACHER'S REPORT incl. PUPIL PREMIUM

HEADTEACHER'S REPORT

Emailed to governors prior to meeting. Last year the PTA paid for each class to have a workshop, which proved a great success. Years 5 & 6 each had a rock school day learning how to play guitars, drums and piano. Parents and pupils were then able to watch what the children had learnt at a concert put on the end of the day. Fledglings had a bug workshop (3 separate sessions). The Headteacher hopes the PTA will be able to offer this again this year as it was such a worthwhile experience for the children.

Governors asked whether Mrs Wood would be continuing with braille club. Headteacher explained this hadn't started yet as there was not enough interest in running the club (3 girls).

SCHOOL DEVELOPMENT PLAN

Emailed to governors prior to the meeting. The plan has a different format this year (taken from Diocese advice and linked into the SIAMS inspection framework). There are 7 areas; 1. Vision and Leadership, 2. Wisdom, Knowledge and Skills, 3. Character Development: Hope, Aspiration and Courageous Advocacy, 4. Community and Living Well Together, 5. Dignity and Respect, 6. Impact of collective worship and 7. The effectiveness of religious education. The understanding is that this will help the children to understand and follow Christian values alongside British values.

The long boxes on page 2 contain ideas lifted from guidance from the Diocese and the school's values. The following pages then break down this even further into area of focus, key actions, deadlines, lead person, resources, monitoring, milestone, evaluation and impact.

Governors asked what ERIC is – this is a short term used for reading skills.

Children can earn value cards. A different value is promoted each week and if a child earns a 'value' card this is celebrated in family worship on Friday morning. Rev. Ridley was surprised how well the children already knew the values. Children as well as staff can nominate.

Members of the SLT (Senior Leadership Team) will be attending governor meetings (Mrs K Plant already is). The school is going to arrange for children to visit the coffee mornings at the Village Hall on a regular basis to either sing or read. Governors put forward an idea to visit the care home in Eastry or Worth but it was decided that this may be too distressing for the children. Year 6 attended a dementia workshop run by Alzheimers UK at the Village Hall to give them an insight into what it was like to have dementia. Teaching staff have been trained on giving verbal feedback; praising boys and girls differently and how staff respond to each other.

Collective worship is being delivered in a more interactive way, using drama and video clips. The Headteacher is planning to set up a 'worship team', involving a group of children who actually deliver the worship with help and guidance from staff. We are also extending the amount of services the children attend at Church so that we can demonstrate that children know about other festivals not just Christmas, Easter etc. Rev. Ridley has provided a list of all the services (Fledglings are celebrating St Nicholas at the Church).

The Headteacher impressed the importance that RE should be regarded at the same standard as maths and literacy. All teaching staff have had training on the new scheme and Mrs Mellett's (RE Coordinator) expertise and knowledge has grown considerably. Staff have said that the new scheme is easier to follow.

The back page lists the policies to be reviewed and when (those marked with an asterisk are legally required). Headteacher will do a bulk update in October/November and February to save time. Safer Recruitment date to be amended to 2020 and Handwriting and Home learning Policies were not updated, so will be actioned in October.

SUMMARY OF 2017/18 RESULTS, PLUS ANALYSIS

The summary is produced by KCC. Contextual information was taken from May 2018 census. Our IMD rank is 192 (out of 454 primary schools in Kent where a rank of 1 is most deprived) which shows how deprived Eastry is.

Budget information shows a total revenue rollover of £36,227.61 and capital rollover of £6,477.56. Attendance is broken down to show unauthorised, authorised absence and persistent absence pupils as a %. In 2016/17 unauthorised and persistent absence was below Kent and National figures. Authorised absence was 3.1%, with Kent and National at 3.0%. The DfE threshold for reporting persistent absence changed from 85% to 90%, but FLO and Ms Bowers are quick to identify poor attendees and contacts parents to try and help.

Foundation Stage Profile (FSP) shows an increase from last year for good level of development (school 79.3%, national 71.5%), exceeding or expected literacy goals (school 79.3%, national 73.3%) and exceeding or expected mathematics goals (school 93.1%, national 78.3%) – provisional results.

Phonics results dropped with 4 children not achieving pass mark (32+) – these children have lots of speech and language problems and are getting extra help in Year 2.

Year 2 (KS1) - results are mostly in line with national figures. Reading and writing is higher than national figures at greater depth (school 26.7% & 16.7%, national 25.6% & 15.9%), maths was lower (school 13.3%, national 21.8%). Mr O’Gorman is looking at the Year 3 maths to make sure the pupils are being catered for.

Year 6 (KS2) – for reading, writing and maths the % in both expected standard (school, 76.7%, national, 64%) and higher standard (school, 16.7%, national, 10%) were much higher. 93% of children obtained the expected standard in reading (only 2 children did not). In writing 80% of children obtained expected standard opposed to 78% nationally and 40% obtained greater depth opposed to 20% nationally.

GPS (Grammar, Punctuation & Spelling, called SPAG in school) – School obtained 83.3% compared to 78% nationally in expected standard and 63.3% compared to 34% in above expected standard, high score (110+).

Maths was lower than in past years but still 40% achieved above expected standard.

Governors asked how the current Year 6 compared and Headteacher explained that they are working incredibly hard and we have high expectations.

PUPIL AND STAFF QUESTIONNAIRES

Children’s questionnaire was given out in July. The questionnaire is going to be given out again in Term 2 and completed as a class to ensure that children understand exactly what the questions mean (some children are stating they don’t have a computer but do have an iPad/tablet instead). Governors would like to benchmark the previous answers to this year’s results. The FLO spent time talking to children who had put down that they were worried about something just in case there were any issues the school was not aware of. No issues were raised.

With regard to the staff questionnaire, the % who felt overly stressed at school had reduced; due to the supportive staff and other things that have been put in place since. Behaviour management could be linked to some children who have now left the school.

ACTION POINT – Headteacher to carry out comparison between this year and last year.

11 COLLABORATIONS

SANDWICH CONSORTIUM – STAR ALLIANCE

Headteachers met on 20 September and put together a moderation schedule. Sandwich Technology, Manwoods and St Anselms are invited. The group put in a KAH bid for £4,400 to pay for teachers of Years 6 and 7 and Years 2 and 3 to visit each other and this has been accepted.

Sandwich Infant and St Joseph’s Primary School attended Safeguarding training at Eastry on 12 September. ‘Boys to Write’ training also took place today, again for the 3 schools.

Staff wellbeing training is booked at Eastry on 10 October for governors from Eastry, Sandwich Infant and St Joseph’s Schools and e-safety training for the same schools on 31 October.

Mrs K Plant, Mr J O’Gorman and Mrs N Mellett attended a leadership course.

The Alliance have arranged to run training for newly qualified teachers and School Direct trainees on how to assess, monitor etc.

Curling for Year 2 and rounders for Years 5 and 6 will continue this year at St Joseph’s and Manwoods.

To help children in Year 6 moving on to secondary schools, the Alliance are arranging a transition event so that all children from Primary Schools in the area can meet children who are going to the same secondary school. This would be particularly useful for those children who are going to a school outside the local area (1 child from Eastry went to Simon Langton in Canterbury).

12 GOVERNING BODY OBJECTIVES FOR THE ACADEMIC YEAR

REVIEW OF 2017/18

Christian values of the school as applicable to the governing body

Governors felt that this should be carried over to the new year.

Staff Wellbeing

Training has been arranged for 10 October, governors agreed to keep this as an ongoing objective.

13 BUDDY GOVERNORS

List of buddy governors for the forthcoming year;

Year 1 – Mrs J Willis

Year 3 – Mrs R Smith

Year 5 – Mr A Bonner

Fledglings – Mrs R Smith and Rev'd D Ridley

Year 2 – Mr S Booth and Mrs S Carr

Year 4 – Mr M Henderson

Year 6 – Dr D Sugden and Mrs H King

Governors are assigned to specific roles as well as year groups. Mrs J Willis will continue as SEN buddy governor, Dr D Sugden is assigned to Pupil Premium, Rev'd D Ridley for RE, Mrs R Smith for Health and Safety and Safeguarding and Mr S Booth is the Data Protection Officer.

14 GOVERNOR VISITS

Notes from Mr S Booth and Mrs H King's visit on 16 July were sent out to governors prior to meeting.

The governors thoroughly enjoyed their time in school.

15 GOVERNOR TRAINING

Governor training on Staff wellbeing arranged for 10 October – also open to governors from Sandwich Infant and St Joseph's Primary School.

Dr D Sugden is attending the District Governor Briefing on 2 October.

ACTION POINT – Clerk to book Mr Booth on District Governor Briefing.

16 HOME SCHOOL AGREEMENT

This is given to parents yearly. A draft Home School Agreement incorporating the Christian values was discussed by governors who were happy to agree and ratify the amended Agreement.

17 DATES OF FUTURE MEETINGS

Curriculum Sub-Committee – 31 October at 8.00am

Resources Sub-Committee – 1 November at 8.00am

Full Governing Body meeting – Wednesday, 21 November from 6 – 8pm

Data Monitoring Group – to be arranged.

18 ANY OTHER BUSINESS

Mrs H King will arrange a governor visit with Mr Henderson before the next FGB meeting on 21 November.

A Health and Safety Inspection will be carried out before the Resources Sub-Committee meeting on 1 November.

There is an issue on the website when trying to locate the SEN report.

There is a STAR Alliance meeting for the Chair and Vice Chair on 1 November at Sandwich Junior School at 6.00pm.

ACTION POINT – Correct error on website.

ACTION POINT – GDPR and Website to be set as agenda items at next FGB meeting.

19 CLOSING PRAYERS

The meeting was closed in prayer by Mrs J Willis

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: _____