

**KENT COUNTY COUNCIL  
EDUCATION DEPARTMENT  
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING HELD ON  
WEDNESDAY, 16 NOVEMBER, 2016 AT 7.00pm AT THE SCHOOL**

**PRESENT:** Dr D Sugden (Chair), Headteacher, Mrs K Plant, Mrs A Wiles, Rev. D Ridley, Mrs R Smith, Mrs J Willis, Mr S Booth, Ms S Heath 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 Mr M West. Rev'd D Ridley arrived at 8.00pm due to a prior commitment. Governors were advised that Dr Jonathan Porter has had to stand down as a co-opted governor due to work commitments.

**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 new to declare.

**4 MINUTES OF THE LAST MEETING**

Chair went through the minutes of the last meeting with governors present.

The minutes of the meeting of 28 September, 2016 were agreed by those governors present and signed by the Chair.

**5 MATTERS ARISING**

Item 3 – New forms have been completed for all members of staff. Updated Governor Business Interests are on the new School website.

Item 7 – Agenda Item

Item 11 – Mr West has been exploring grants available to replace the computer equipment in the ICT suite.

Item 15 – Sandwich Infant School are arranging their bespoke training session on 'Challenge and Impact'. Available dates were given to governors.

Item 16 – Clerk to remove Dr Porter from Buddy Governor list.

Item 18 – Governor visit carried out this afternoon. A verbal summary was given to governors. Rev. D Ridley also observed collective worship.

Item 19 – Governor training – ongoing.

**ACTION POINT** – Dates to be arranged for Headteacher's Performance Review and next Data Monitoring Group meeting.

**6 SUB-COMMITTEE MEETING FEEDBACK INCLUDING RATIFICATION OF POLICIES**

**RESOURCES**

Draft minutes emailed to governors prior to meeting.

**Pay and Reward Policy** – Recommended to the full governing body (fgb) by the Resources Sub-Committee. The full governing body agreed and ratified the Pay and Reward Policy.

**Safeguarding Policy** – Presented at both Curriculum and Resources Sub-Committee and recommended to the fgb. The full governing body agreed and ratified the Safeguarding Policy.

**Finance Policy** – Amended so that the Lettings Policy currently ratified by fgb has been delegated to the Resources Sub-Committee. The full governing body agreed and ratified the Finance Policy.

**Complaints Policy** – Policy is based on the new model policy from KCC which has been amended to include guidance on the use of social media by parents (complaints made on Facebook about staff/school etc. and how to address them). The full governing body agreed and ratified the Complaints Policy.

**ACTION POINT** – Paper copy to be made available to staff (already available on school intranet).

**Accessibility Plan** – Headteacher checked with Safer Recruitment to see if there had been any amendments. Recommended to the fgb by the Resources Sub-Committee. The full governing body agreed and ratified the Accessibility Plan.

Resources Sub-Committee also recommended **Appraisal Policy, Charging Policy and Health and Safety Policy** to the fgb. These were agreed and ratified by the full governing body.

Resources Sub-Committee also agreed and ratified the following policies where there had been no change; Safer Recruitment, Capability Policy, Lettings Policy, Visual Inspection of Premises and Equipment Policy, Confidentiality Policy and Single Equality Policy.

There are now 3 co-opted governor vacancies. Governors discussed what skills a new governor might need (i.e. procurement). The Chair and Headteacher have both spoken to a parent who may be prepared to help (the parent is finding out further information).

Governors discussed whether Dr D Sugden should transfer from a Local Authority Governor to co-opted governor. As Dr Sugden's wife is a member of staff he will not be able to stand again as a Local Authority Governor (under KCC rules a Local Authority Governor should not be related to anyone who works at the school). This was proposed by Mr S Booth and seconded by Mrs R Smith. All governors present agreed to this.

**ACTION POINT** – Mrs Wiles to check that Dr Sugden can move to a co-opted role and fill his current position with another Local Authority Governor.

**RE Policy** – has been checked and agreed by Foundation Governors.

Invitations have been sent out to all staff for the celebration tea party on Friday, 2 December (RSVP by Friday, 18 November).

**ACTION POINT** – Dr Sugden and Mrs Smith to set a date for the next Health and Safety audit.

## **CURRICULUM**

Draft minutes emailed to governors prior to meeting.

There are currently 2 Facebook sites operating (Eastry PTA and Eastry School set up by a parent). There is no need to have 2 sites as the School has an official website available to all parents. The Headteacher will speak to the parent who set up the site to close it down.

Headteacher showed governors a draft of the 5 Christian values logo which had been drawn up by Mr A Sugden. This will be put on the front of every child's RE book.

Rev. D Ridley and Mrs J Willis have sent in details of Bible stories to support the key values.

School Curriculum Policy has been renamed to Long Term Plans which sets out how each year group is promoting British Values.

FLO is arranging a new adult education course for parents.

**ACTION POINT** – Clerk to check with governor support about Schools having a Facebook page.

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

**1. To consider what it means to be a Church School and how the School's Christian Ethos is distinctively expressed through the life of the School – particularly in the light of Ofsted's requirement that the pupil's spirituality should be developed** - Rev. D Ridley led collective worship today on the Christian value of joy.

**2. To ensure that the School's website complies with statutory guidance. This will be monitored by Dr D Sugden and Mr S Booth on a regular basis** –The new website does not offer a secure area for governors. The governors were happy for the Clerk to email information to them and print off copies as and when necessary.

**ACTION POINT** – Headteacher to email statutory guidance to governors

Other objectives put forward for discussion were;

To ensure children have a better understanding of what cyber threats and risks are.

The School has an E-Safety Policy and training has been carried out by the Headteacher of St Joseph's Primary School. Headteacher explained that the School teaches children how they should stay safe at School and at home (even though we only have responsibility for what children do in School) and how children are able to click on the 'dolphin' on any computer screen to flag up any content they are unsure about. A local school recently had a talk on stranger danger which is already covered in PHSE at our School. The NSPCC and FLO also arrange an annual workshop.

To create more interaction between Eastry and the 3 other schools.

The new Chair at Sandwich Infants is keen to develop closer ties between the school governing bodies. The Headteachers and staff already meet on a regular basis. The Chair from Ash, Cartwright & Kelsey has already observed a fgb meeting at Eastry and it would be good practice to have governors from other schools observing each other's meetings to see how their governing body operates.

Governors agreed to add the following objective;

**To foster stronger links at all levels between the 4 schools for the benefit of the children.**

## **8 BUDGET MONITORING (INCLUDING 6 MONTHLY RETURN)**

Details of October monitoring were emailed to governors prior to meeting.

The 6 monthly return was submitted on time – feedback included no errors.

Governors discussed income and expenditure for the month to date.

### **E12 - Buildings Maintenance – Budget £3500, Actual spent £6064, Commitments £9001. 173% budget**

Includes unexpected costs of servicing and repairing school hall windows and air conditioning unit in ICT suite, new rugs for Fledglings and Yr 1 class and changes to building for sight impaired pupil. The fire doors are due to be replaced (£2425) and the water tank that was due to be replaced in February 2017 will now be replaced in the Summer term. The tank is still safe.

### **E08 – Indirect Employee Expenses (includes travel expenses for every child counts teacher)**

No budget allocated for Every Child Counts Trainer (£246 expenses so far). As well as running training for other schools when she is at Eastry she works with children on interventions.

### **E13 – Grounds maintenance and improvement – Budget £3000, Actual £7563 – 252%**

Includes new play equipment for outdoor areas (£6100). PTA donated £6100.

### **E24 – Sandwich Consortium funds of £6305 – only 2 schools have not claimed the residue of £749.**

### **E27 – Every Child Counts**

Income from Schools rec'd so far	£ 11481.00
Less	
LC Salary costs	£ 4588.87
Invoices for packs & Registration of Provider & Lisa Carr	£ 9250.00
	<u>-377.87</u>
Payments not yet received from Schools	+ <u>£ 6630.00</u>

### **E28 – Counselling**

School employs a Counsellor for 3 hours a week. We have a waiting list of children with needs, concerns and worries; far more than anticipated. The cost will be over £5000 by the end of the financial year. Some schools do not offer counselling but the Headteacher feels that meeting the children's needs is important and that is also has a beneficial effect. One child has a specialist teacher who has made great improvements with him on his behaviour and attitude to learning.

The Early Morning Club has made £62 profit so far taking into account staff costs. The number of children attending is steady and increasing.

Pg 2 – Anticipated rollover according to submitted is £32,246, Yearend rollover based on latest estimates has come down to £26,274. Most of the budget is spent on salary but our staff offer high quality value for money. Since the budget was set we have appointed a new apprentice and another member of staff. There is still £4000 capital budget put by for replacing the computers in the ICT suite.

## **9 PUPIL PREMIUM**

Emailed to governors prior to meeting prior to meeting and on the School website. Summary gives details of PP expenditure for 2015-16, the impact of the intervention programmes on Foundation Stage, Year 1 Phonics, Key Stage 1 and 2 results and the impact of specific intervention programmes. A new paragraph has been inserted on pg 5 showing the barriers to future attainment and progress. Pg 6 gives details of how monitoring is carried out. Meetings are held every 8-9 weeks to examine each individual child's progress and see whether a different intervention needs to be put into place. This can be done at an earlier stage if a problem is flagged up. A list of PP expenditure and planned interventions is also on pg 6. The School is unable to claim for children in Fledglings until April 2017 (there are currently 5 PP children in Fledglings). Numbers Count Lite programme was developed by Mrs J Halling (Numbers Count Teacher) which is run by the teaching assistants. Mrs Halling oversees it all offering training and advice.

**ACTION POINT** – On front page put full name of abbreviation i.e. FSM = Free School Meals etc. and amend Eastry to Eastry Church of England Primary School.

A whole school review was carried out on 15 November (carried out once a term) where members of the management team observe class lessons, carry out pupil interviews and moderate books. Lesson observations were broken down into why they were successful and items that weren't so successful. Interviews were also carried out with disadvantaged children and their remarks noted. Books from the more able children were scrutinised where it was possible to see the difference between an 'average' child to a 'more able' child. It was noted that more open extended challenges are needed.

All staff have been involved in paired reading as not all children read at home. Governors felt that this can be a battle at home for some parents. School does not have any data to analyse the effectiveness of paired reading at the moment.

In conclusion, the Headteacher feels very proud of his staff who are doing such a good job. Book moderations have been very good and staff will continue to develop the new initiatives that have been used since September.

Dr Sugden and Rev. D Ridley also looked at pupil's books during their governor visit on provision and Rev. D Ridley monitored the collective worship which was very good.

The Governors were able to see clearly how disadvantaged children were provided for alongside the rest of the class. Every child's needs are assessed and interventions are tailored to their needs whether in group work or on a one to one basis. They were able to see how the teaching assistant assigned to the visually impaired child carried out a lot of pre work so that the child could access the curriculum and the amount of input by staff which showed in the child's progression through their books. The governor's visit coincided with the whole school review so teaching assistants were looking after the classes so it was not a typical day in terms of class observation.

## **10 "THE GOVERNOR" MAGAZINE AND ISSUES ARISING**

Discussed generally at the meeting.

Pg 8 – Understanding and Using School Performance Data – governors already question the head and information is given to governors through summaries and data monitoring meetings.

Pg 10 – SEN Annual Evaluation Report – SENCO does the valuation report at the end of the year.

Pg 12 – Parental Complaints – New model policy already discussed together with revised guidance for managing parental complaints.

Pg 13 – Appraisal and Pay Decisions – This is delegated to Headteacher.

## **11 COLLABORATIONS**

### **EASTRY/CARTWRIGHT AND KELSEY, ASH**

Headteacher currently spending 2 half days a week at Cartwright & Kelsey mentoring staff and governors as their Headteacher is still on extended leave. This will continue until Summer 2017. Not sure what will happen afterwards yet.

### **SANDWICH CONSORTIUM – NEW FORMAT**

Previously mentioned in minutes. No other items discussed.

### **EASTRY/AYCLIFFE**

Limited contact at the moment.

## **12 BUDDY GOVERNORS AND GOVERNOR VISITS**

SEN buddy visit carried out on 9 November and summary given to governors at the meeting.

The School is now using 'Talk for Writing' by Pie Corbett and 'Read Aloud Think Aloud'. SENCO is looking into the impact of training. Teachers choose 2 children and compare work in 2 weeks/4 weeks and so on. SENCO has applied for 2 more Educational Healthcare Plans (previously called statements) for a child in Year 1 and Year 6 (this child joined the school in Year 4) and gathering evidence for 2 more. Provision Plans will now be carried out in Term 6 to be in place for the start of the next academic year to bring this in line with KCC. A new thing this term is for SEN children to have their own personalised plan with targets etc. This will be shared with parents and children 3 times a year (every 2 terms).

Mr Booth accompanied the Year 3 children on their visit to Dover Museum and Mrs R Smith on Year 1's visit to Dover Castle (also attended their family worship based on Dover Castle).

Rev. D Ridley and Ms S Heath will carry out the next governor visit before February half term and hopefully Ms Heath and Mr M West will carry out a further visit before May half term.

**13 SINGLE EQUALITY SCHEME**

This continues to be monitored.

**ACTION POINT** – Mrs A Wiles to check to see if this needs to be an agenda item.

**14 GOVERNOR TRAINING**

Sandwich Infant School invited governors to bespoke training on Challenge and Impact at their school on 13 December from 7.00pm to 9.00pm. (Date confirmed after meeting).

**15 DATES OF FUTURE MEETINGS**

Next full governing body meeting – Wednesday 25 January 2017 at 7.00pm.

Governors and staff are invited to listen to Ronni Lamont talk about children’s spirituality on 25 January, 2017 at 3.30pm in the school hall.

**16 ANY OTHER BUSINESS**

No other business was discussed.

**22 CLOSING PRAYERS**

The meeting was closed in prayer by Rev. D Ridley

**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: \_\_\_\_\_