

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 25 JANUARY, 2017 AT 7.00pm AT THE SCHOOL**

PRESENT: Dr D Sugden (Chair), Headteacher, Mr S Booth (Vice Chair) Mrs K Plant, Rev. D Ridley, Mrs J Willis, Mr M West 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 R Smith and Ms S Heath. It was discussed at the meeting on 16 November that Mr A Bonner who has a child at the School may be prepared to join as a Co-Opted Governor. Governors agreed this appointment (proposed by the Chair and seconded by Mr S Booth and Rev. D Ridley). Mr A Bonner has experience in obtaining grants from sporting bodies in his capacity as secretary of a local cricket club and is very supportive of the school. Mrs A Wiles was unable to come due to a previous engagement overrunning.

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 16 November, 2016 were agreed by those governors present and signed by the Chair.

5 MATTERS ARISING

Item 5 – Agenda items, both carried out.

Item 6 – Paper copy of Complaints policy given to staff.

Item 6 – Confirmed that Chair may change his role from LEA to Co-Opted.

ACTION POINT – Clerk to check with Governor Support on appointing new LEA governor.

The celebration tea party for staff on 2 December was a success.

Item 6 – Health & Safety Audit carried out on 1 December, 2016 was fine with a few minor items.

Item 6 – Facebook – currently no guidance available about schools having a Facebook page, entirely up to the Headteacher and Governors on how it would be run and monitored. Governors decided unanimously against having a School Facebook page. The School's PTA does have a Facebook page (closed group but parents can ask to join) which is carefully monitored and administered by a member of the PTA.

Item 7 – Statutory guidance sent out.

Item 9 – items amended.

ACTION POINT – Rev. D Ridley and Ms S Heath to carry out next governor visit before 10 February (February half term)

Item 13 – Single Equality Scheme does not need to be an agenda item.

6 BUDGET MONITORING (9 MONTHLY RETURN AND BCM)

9 Monthly Return and BCM sent to Schools Financial Services on time and details emailed governors prior to meeting.

I01 - Revenue Income received at 76% - some grants are received in one payment though majority is received monthly. It is difficult to predict what donations or other funding the school will receive during the year.

I08 – Income from facilities/services 474% - includes Every Child Counts income which was not included in original budget (to offset LC salary and expenditure).

Expenditure

E01 to 107 – represent salary costs around 75% (expected %)

E09 - Staff development 205% - Eastry has paid for courses for other schools and has then been reimbursed which does not show on expenditure

E11 – Staff related Insurance 97% - Paid in a lump sum

E12 – Buildings 124% – includes replacement hall fire doors (£2425)

E13 – Grounds Maintenance 271% - Includes new outdoor play equipment £6100 (PTA donated £6100 to the School shown in income under I13)

E14 - Cleaning – 141% - costs have increased whereas the allocated budget has stayed the same over the last few years; will put more aside for cleaning in next budget.

E27 – Brought in Prof Services 137% - Includes Every Child Counts expenditure which is offset against I08 above.

Anticipated rollover according to submitted is £32,246, Yearend rollover based on latest estimates is £29,635 well within the BCM limit of £76,618.96.

Governors questioned the Headteacher about the allocation of funds being redistributed, where money may be taken away from the more affluent schools and given to schools in areas of deprivation. KCC has not released any statement yet but on the deprivation index Eastry are rated high at approximately 188 out of 405 schools (with 1 being the most deprived) which might give the School more money rather than less.

School is expected to rollover £2438 capital balance (can hold this for 3 years to save towards cost of updating computer suite)

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 – a spirituality talk by Ronni Lamont earlier in the day explained the different styles of explaining spirituality and how children/adults respond in different ways to either silence, visual props etc. Godly play was discussed – children sit in a circle and through the use of props tell a bible story. After the story the class are given different activities linked to the story. Children respond well to this and are totally absorbed. At Christmas children took home for an evening a nativity sack to play with (included in each sack was a nativity set, book and a notebook to write in, draw a picture or put a photograph of how the child had used the sack) which proved popular.

ACTION POINT – Arrange staff training on godly play

The Christian Values logo incorporating the 5 Christian Values of compassion, joy, welcoming, perseverance and respect plus 'being our best' has been seen by all staff and will be stuck on every RE book in the School to promote our values. A values board has been placed in the hall where photographs/pictures/writing can be placed to show evidence of this happening in School and a Spirituality book in the staff room to record little snippets of what children have said in School. Headteacher and Mrs N Mellett have written a new value statement to replace the current values statement. Governors passed on their thanks to Mr A Sugden for creating the Christian Values logo.

A member of the Church who had attended the spirituality talk complimented the Headteacher about pupils saying how welcoming, helpful and caring he had found the children when running a church group session during the half term break. Rev. D Ridley has incorporated the Christian values into his worship on a Wednesday.

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 – This was checked through by Dr Sugden using a website checklist – items noted were;

PE and Sports Premium – shows money received for 2015/16 not current academic year.

SEN and Disabilities – SEN Advisor was happy with content of website.

Values and Ethos – This should be made more prominent and include the word Ethos. Christian Values logo needs to be put onto the website.

Requests for copies of anything on the website free of charge – although noted on the School's weekly newsletter, this should also be shown on the front page of the website.

Headteacher attended a very informative website training course. Ideas to consider were to have an Ofsted page so that inspectors are able to find everything they need on one page, update the photographs to show a more welcoming view, post quotes from parents on the front page about the quality of teaching at the School, values etc.

3. To foster stronger links at all levels between the 4 schools for the benefit of the children – See Item 11 – Collaborations.

8 SUB-COMMITTEES FEEDBACK **HEADTEACHER APPRAISAL FEEDBACK**

Headteacher, Chair, Mr S Booth and Mrs E Wood (external advisor, Head of Sandwich Infant School) met on 8 December, 2016. Headteacher has met his objectives and new objectives were set. Headteacher is at the top of his pay scale.

DATA MONITORING GROUP

Headteacher, Chair, Mrs A Wiles and Mr S Booth met on 25 January. Term 2 Data analysis for all year groups was discussed and minutes of the meeting given to governors. Year 5 PP data has been rechecked. 1 PP child did not receive intervention as she does not need any additional support at the moment (parent is a member of the armed forces). All classes have t/a support which she receives. Pupil Premium spend to-date is slightly over budget and will probably go higher before the end of the financial year but is not a cause for concern. David Adams (Area Education Officer for South Kent) informed Headteacher that he is very happy with Pupil Premium reporting on our website.

9 HEADTEACHER'S REPORT INCLUDING PUPIL PREMIUM (TIM)

Report sent to governors prior to FGB meeting.

Governors asked if staff have had safeguarding training (including restraining children correctly) – all staff have had training and 3 members of staff have had additional training due to the nature of the classes they are in.

Mrs D Wheeler returned to work on 23 January on a phased return of 1 day per week, increasing each week by 1 day to return to full time. A risk assessment is in place.

Current pupil roll is 210.

10 REVIEW OF POLICIES

POLICY FOR DEALING WITH PERSISTENT OR VEXATIOUS COMPLAINTS/HARASSMENT INCLUDING AGGRESSIVE BEHAVIOUR FROM PARENTS AND VISITORS

Headteacher recently took advice from David Adams and the National Association of Headteachers (NAHT) concerning issues with parents who have been verbally abusive to staff or are persistently complaining to the School taking up considerable amounts of staff time dealing with continuing queries that are not being resolved. This policy will run alongside the School's existing Complaints Policy. Governor training on managing parental complaints has also been arranged for 1 February at the School. The governors present were happy to agree and ratify this policy.

WHISTLEBLOWING POLICY

This is an updated policy from the KCC website; also included is information taken from a safeguarding course that the Headteacher recently attended. The Whistleblowing Policy was agreed and ratified by the full governing body.

SEN&D POLICY

Slightly amended Policy taken from KCC template. Section 11 added to include Information Advice and Support Kent (IASK). SEN Advisor has checked through policy. SEN&D Policy was agreed and ratified by the full governing body.

11 COLLABORATIONS

SANDWICH CONSORTIUM – NEW FORMAT

Headteachers met last week. SEN review has been carried out for all 4 schools. The School Council is looking at e-safety and what programmes they like to use following on from the e-safety training held with St Josephs at Eastry School. Following a recent meeting between the 4 schools, Sandwich Tech and Manwoods, it has been agreed to put together a choir from all 6 schools (need someone to run it).

Governors asked whether the schools are still able to get funding. Headteacher recently applied for funding for £19,000 and received £8950. This has been used to pay for the SEN review for all 4 schools and will be used to pay for moderation by all schools being carried out at the beginning of March, funding for maths training courses for all staff (Lisa Carr to carry out training) and money for Cartwright & Kelsey to pay for Eastry Head's time. The annual rounders festival will be in June and Year 2 will attend the annual singing festival at Sandwich Infant School. The primary and secondary schools have arranged to meet every 6 weeks and we currently have 3 sixth form pupils carrying out work experience. Eastry school also attended a sports festival held at Sandwich Technology School (came 1st and 3rd) and a maths competition at Manwoods (came 2nd).

EASTRY/CARTWRIGHT AND KELSEY, ASH

An interim Head has been appointed up to end July so that our Head is now providing ½ day a week support together with telephone and email support. Mr Halling may be asked to mentor the new Head in September. Governors at Cartwright & Kelsey have thanked Mr Halling for all his support.

EASTRY/AYCLIFFE

Meeting arranged for 8 February with Headteacher at Aycliffe Primary School.

Mr Halling met with the Deputy Head from Churchill School in Hawkinge who wanted to look at our pupils books. He is going to send some of his staff to watch us teach. The Deputy Head is a school leader of education and will be

able to help our teachers with the demands of teaching computing in class. As an outstanding School we have the capacity to help our schools whilst getting something in return.

12 HEALTH & SAFETY AUDIT 14/11/16

Audit carried out on 14 November, 2016. It was noted that inspection and monitoring of fire safety equipment and procedures for fire safety in the School is well managed but that the Site Manager needed to attend training in the following areas; working at height, asbestos statutory compliance training, legionella statutory compliance training, fire safety training. Site Manager is arranging training, though due to the dates and places available to carry out the training, this has not been possible yet.

13 BUDDY GOVERNORS

No one has visited recently. The Christingle service and walking nativity was attended by some of the governors.

14 GOVERNOR VISITS

Next scheduled visit is by Ms S Heath and Rev. D Ridley before February half term.

15 GOVERNOR TRAINING

1 WHAT DOES CHALLENGE AND IMPACT LOOK LIKE? AT SANDWICH INFANTS DEC 2016

Mrs R Smith, Dr D Sugden, Mrs A Wiles and Mrs J Willis attended. Governor minutes need to evidence the use of governors 'critical friend' questions, which are asked but not documented.

2 DOVER DISTRICT GOVERNOR BRIEFING - 24 JANUARY 2017

Feedback from meeting given to governors. Yvonne King, Schools Financial Services Manager did a presentation on governors' responsibilities when agreeing the 3 Year Budget Plan. Tina Gimber explained the role of the Training and Development Governor. Rev. D Ridley has attended a training and development course. Governors should attend at least 2 training courses per year (can be online). Clerk at Eastry is also a member of staff so easier to liaise between school and governors.

ACTION POINT – Clerk to send out details of induction training dates to Mr M West and Mr A Bonner.

3 MANAGING PARENTAL COMPLAINTS – 1 FEBRUARY 2017 AT EASTRY SCHOOL

Reminder about governor training on managing parental complaints on 1 February, at 7.00pm at the school. Contact Clerk if you need help booking on the course.

There will be 2 further training sessions, one to be arranged by Cartwright & Kelsey and the other by St Josephs.

16 DATES OF FUTURE MEETINGS

Resources Sub-Committee meeting – Tuesday, 21 February at 8.00am

Curriculum Sub-Committee meeting – Wednesday, 22 February at 8.00am

Full Governing Body Meeting – Wednesday, 8 March at 7.00pm

17 ANY OTHER BUSINESS

Mr West has had some very favourable results from 2 companies who might be able to help with the refurbishment of the computer suite. He will keep us informed.

School had a visit on 5 December from Jenny Jones (School Improvement Advisor). Key priorities for action were to analyse and monitor disadvantaged children especially in Years 2 and 6, share good practice across the school, embed talk for writing.

18 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: _____