

**KENT COUNTY COUNCIL  
EDUCATION DEPARTMENT  
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING HELD ON  
WEDNESDAY, 28 SEPTEMBER, 2016 AT 7.00pm AT THE SCHOOL**

**PRESENT:** Dr D Sugden (Chair), Headteacher, Mrs R Smith, Mrs J Willis, Mr S Booth, Mr M West and Mrs K Sampson (Clerk).

**1 OPENING PRAYERS**

The meeting was opened in prayer by Mrs J Willis.

**2 APOLOGIES AND WELCOME**

Apologies received and accepted from Reverend D Ridley, Mrs K Plant, Dr J Porter, Ms S Heath and Mrs A Wiles.

**3 DECLARATION OF BUSINESS INTERESTS (completion of new forms)**

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. Details of Governors business interests will be published on the school's website.

**ACTION POINT** – Put Governors Business Interests on new school website and ensure all forms have been completed by those governors not present at the meeting before next full governing body meeting. (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. This was proposed by Mr S Booth and seconded by Mr M West. Mr S Booth was appointed as Vice Chair. This was proposed by Dr D Sugden and seconded by Mrs R Smith. No other governor wished to stand for election for either position and all governors present were in unanimous agreement.

**5 MINUTES OF THE LAST MEETING**

Chair went through the minutes of the last meeting with governors present. The minutes of the meeting of 6 July, 2016 were agreed by those governors present and signed by the Chair.

**6 MATTERS ARISING**

Item 3 – All governor DBS checks have been carried out.

Item 6 - Code of conduct forms have been signed by Volunteers.

Item 9 – Meeting arranged on 3 October to discuss School's Christian values.

Item 14 – Next governor visit to be arranged before Christmas break.

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

The following objectives were agreed with a further objective to be added at the next full governing body meeting.

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.*** Continuing from last year.
  
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.***

**ACTION POINT** – Governors to think of another objective before the next full governing body meeting.

**8 CHRISTIAN VALUES**

Reverend D Ridley, Headteacher, Mrs J Willis and Mrs N Mellett are meeting on 3 October to discuss this.

## **9 FORMATION OF SUB-COMMITTEES**

Resources Sub-Committee covers finance, premises and personnel and there is a separate Curriculum Sub-Committee. Governors were happy to continue in their existing roles on the Sub-Committees.

### **Resources – Chair – Mrs A Wiles**

Headteacher, Dr D Sugden, Mrs K Plant, Mr M West and Mrs R Smith.

### **Curriculum – Chair – Mr S Booth**

Headteacher, Dr D Sugden, Mrs J Willis, Dr J Porter, Rev'd D Ridley and Ms S Heath.

**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 A Wiles.

## **10 REVIEW/RATIFICATION OF:**

### **Standing Orders for the working practices of the Governing Body**

Last paragraph amended to 'If deemed necessary, any Governor from Sandwich Infant, Cartwright & Kelsey or St Josephs, Aylesham, may join a disciplinary panel. Governors from Eastry Church of England Primary School may be called upon to reciprocate with these Schools'.

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

### **Resources and Curriculum Sub-Committees Terms of Reference**

**Resources** – under Personnel Aspects, 4<sup>th</sup> bullet point amended to 'To establish and review appraisals for all staff'. The governing body agreed and ratified the amended Resources Sub-Committee Terms of Reference.

**Curriculum** – 5<sup>th</sup> bullet point amended to 'To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, RE and Pupil Premium. To receive regular reports from them and advise the Governing Body'. The governing body agreed and ratified the amended Curriculum Sub-Committee 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. All ok

**Staff Discipline/Dismissal Sub-Committee (ToR)** – 6<sup>th</sup> bullet point amended to 'In case of insufficient qualifying Governors, Governors from Sandwich Infant, Cartwright & Kelsey or St Josephs, Aylesham, may be asked to sit on either committee'. The governing body agreed and ratified the amended Staff Discipline/Dismissal Sub-Committee Terms of Reference.

**Pupil Discipline Sub-Committee (ToR)** – 2<sup>nd</sup> paragraph under Membership amended to 'In case of insufficient qualifying Governors, Governors from Sandwich Infant, Cartwright & Kelsey or St Josephs, Aylesham, may be asked to sit on either committee'. The governing body agreed and ratified the amended Pupil Discipline Sub-Committee (ToR).

**Data Monitoring Group (ToR)** – 3<sup>rd</sup> bullet point amended to 'To contribute to the compilation of the School Plan, having considered the pupil performance data'. The governing body agreed and ratified the amended Data Monitoring Group Terms of Reference.

## **11 BUDGET MONITORING**

August Monitoring Report given to Governors prior to meeting.

Pg 2 – anticipated rollover £32,246, £3000 virement, Yearend rollover is £27455 at the moment, well within BCM limit of £76,202.16.

E13 - Grounds maintenance and improvement currently at 244%. From the budget of £3000, £7318 has been spent so far of which £6100 has been spent on new outside playground equipment (the PTA are donating £6100 to the school).

D02 - Staff development and training – 98% spent – some courses booked include staff which are from other schools. The School is then reimbursed.

E11 – Staff related insurance – School has received £5028.50 from long term sickness claims for 2 teaching assistants. (Cost of Support staff insurance was £4793.46).

Every Child Counts Trainer Lisa Carr is employed 3 days a week. She works 1 day a week on average at the school and the other 2 are spent training at other schools. She has also been working with teachers here assessing children with maths issues. The profit from her training at other schools will pay for her salary and training costs. As a result we are now the lead school in Kent for Numbers Count and are classed as a training school.

Pg 3 – capital budget – The Headteacher is hoping to save as much capital as possible to replace the computers in the ICT suite in 2 years' time. Governors would like to explore whether there are any grants available to help replace the computers. Learnpads are also used in the classrooms.

**ACTION POINT** – Mr M West to explore whether there are any grants available to replace the computers.

I06 – FLO Grant has now stopped.

B05 – Early Morning Club has been set up and runs from 8.00am to 8.40am, Monday to Friday. Parents are charged £1.00 per child per session to cover the teaching assistant's salary.

A new gym club has been set up which is run by Mrs G Harvey and Mrs K Cork. This club is free and runs from 8.00am to 8.35am on a Thursday morning.

J05 – Sandwich Consortium – The School currently holds £3745 for the Consortium Schools. We have asked the 10 schools to invoice us so that the money can be distributed equally.

School is employing a counsellor for 3 hours a week to help meet the needs of the children.

Whole school meals had their 10<sup>th</sup> birthday 2 weeks ago. Tracey Thomas (FLO) is one of their directors. We receive dividends from time to time. Most of the local Schools in the area use Whole School Meals together with the Goodwin Academy (formerly Castle Community School).

School is in the process of employing an apprentice to replace the teaching assistant who resigned during the summer.

## **12 PUPIL PREMIUM**

Discussed under Headteacher's Report.

## **13 SANDWICH CONSORTIUM UP DATE**

Sandwich Consortium Ltd is now formally dissolved. The 10 original schools which formed Sandwich Primary Consortium have merged into 2 groups. Eastry has formed an alliance with Sandwich Infant School, Cartwright & Kelsey and St Josephs, Aylesham.

## **14 HEADTEACHERS REPORT (including School Summary Sheet Primary Autumn Term 2016)**

### **School Summary Sheet**

**Contextual Information** – Number of children eligible for Free School Meals = 18 (number of children on FSM Ever 6 – children who have ever had a FSM during their time at the school – up to 46 children).

School has 3 children with an EHC Plan, (Educational Healthcare Plan), and 12 SEN children (30 additional children are monitored in school but are not on the register).

EAL = English as an additional language. Although we had 5 children with EAL, the children were able to speak English at school but spoke an additional language at home. We also have 2 CIC children (children in care) who are monitored by KCC and deemed very vulnerable.

The School's IMD rank is 198 out of 453 where 1 is most deprived. Last year we were 168. We are still in the bottom half of deprived Kent Primary Schools.

**Attendance and Exclusion** - % of authorised absence has dropped from 4.9% in 2012/13 to 2.9% in 2014/15. % of unauthorised absence has increased slightly from 0.1 to 0.4 due to families taking holidays during term time. There have been no exclusions. All absence % is below Kent and National average.

**FSP Trends** (Foundation Stage Profile) – % Good Level of Development has dropped from 86.2 to 56.7. A lot of children were graded 1 in one of the 17 areas assessed which then brought their total scores down. The children are now in Year 1 and being monitored. There are 4 adults in the Year 1. The data was rigorously moderated by an external county advisor.

**Phonics Trends** – 90.3% scored 32+ (3 children did not reach required standard). 4 children retook the test in Year 2 and 3 reached the required standard.

**KS1 2016** – In Reading, Writing and Maths Year 2 were above the National standard and the more able children were well above the National % in all 3 areas at Greater Depth. The Year 2 children did particularly well with the new tests.

**KS2 2016** – The Year 6 children scored exceedingly well, coming in the top 25% of schools in Reading 77.4% (National 66%), Writing 90.3% (National 74%) and Maths 87.1% (National 70%).

KCC have sent through 500 pages of data which will be analysed and summarised by Liz Windon. As the SATS were different this year it will be difficult to measure against previous SATS results.

In this year's cohort less children are at a higher level than the previous year. 50% were at level 5 maths last year compared to 32% this year. The achievement in Writing is proof of Mr J O'Gorman, Mrs G Harvey, Mrs M Kemp and Mrs R Harrison's hard work.

### **Headteachers report**

Pg 1 – The 2 coaches from Elite who we had last year have left. The new coaches are being closely monitored by a Managing Director of Elite who has been coming in with them.

Pg 3 - Class Outing – Re: sunburn complaint. The children were told on numerous occasions to wear their hats and put sunscreen on. This complaint was highlighted and learnt from with the risk assessment amended immediately and the visit letter amended advising parents to ensure children are adequately dressed for a trip. In hot weather the school keeps classrooms open for children to use and this has continued in September.

Pg 13 – Pupil Premium Summary shows that all children got above an average of 100. 100% of children received interventions in terms 5 and 6 to close the gap.

We currently have 25 children in Fledglings. There are no new housing developments around Eastry at present. Sandwich Infant School and Cartwright & Kelsey are also low on numbers. We still have parents enquiring about places but not for the classes where there are vacancies. Current roll is 211.

## **15 COLLABORATIONS**

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

Headteacher is assisting 1 day a week, though at the end of the summer term this was 2/3 days a week as their Headteacher was on long term sick leave. Current plan is to reduce the time spent at the School with just telephone support given by Easter. The Headteacher attended Cartwright & Kelsey's governor meeting recently who were pleased with all the support that had been given to the staff there.

### **EASTRY/AYCLIFFE**

This is continuing as an informal agreement between the two Schools. Both use the 21 Steps assessment scheme.

### **SANDWICH CONSORTIUM – TO CONTINUE AS SANDWICH PRIMARY GROUP**

The group have planned a number of pupil events between the 4 Schools and moderation activities 3 times a year. Eastry's Headteacher has put in a bid to Kent for £19,000.

The Chair at Sandwich Infant School has proposed that the group arrange bespoke training sessions between them as each School receives funding for 1 bespoke session. These would cover, narrowing the gap, parental complaints, effective governor monitoring and what does challenge and impact mean?

**ACTION POINT** – Arrange a training session on parental complaints

## **16 BUDDY GOVERNORS**

List of buddy governors for the forthcoming year;

Fledglings – Mrs R Smith and Rev'd D Ridley

Year 1 – Mrs J Willis

Year 2 – Mr S Booth and Ms S Heath

Year 3 – Mrs R Smith and Mrs K Plant

Year 4 – Mrs A Wiles

Year 5 – Dr J Porter and Mr M West

Year 6 – Dr D Sugden

Governors are assigned to specific roles as well as year groups. Mrs J Willis will continue as SEN buddy governor, Dr D Sugden has been assigned Pupil Premium, Rev'd D Ridley for RE and Mrs R Smith for Health and Safety and Safeguarding.

## **17 SINGLE EQUALITY SCHEME**

This will be reviewed at the next Resources Sub-Committee.

## **18 GOVERNOR VISITS**

**ACTION POINT** - Dr D Sugden and Reverend D Ridley to arrange a visit before Christmas.

## **19 GOVERNOR TRAINING**

Dr D Sugden is due to attend District Governor Briefing on 4 October.

**ACTION POINT** – Rev'd D Ridley to look at training matrix to see governor's training requirements and Mr S Booth to look at new chair training dates.

## **20 DATES OF FUTURE MEETINGS**

Date of future Full Governing Body meetings;

Wednesday, 16 November, 2016 at 7.00pm

Wednesday, 25 January, 2017 at 7.00pm

Wednesday, 8 March, 2017 at 7.00pm

Wednesday, 17 May, 2017 at 7.00pm

Wednesday, 5 July, 2017 at 7.00pm

Curriculum Sub-Committee meeting – Tuesday, 18 October at 8.00am

Resources Sub-Committee meeting – Thursday, 20 October at 8.00am

**21 ANY OTHER BUSINESS**

A Governor raised a concern regarding the PTA. He felt that although the PTA does so much good work with raising money, some decisions made regarding the Summer Fayre did not reflect well on the School. He also commented on the use of a PTA Facebook page which was not open to all parents/carers. The Headteacher was able to alleviate his concerns by explaining that a new Chair of PTA had been appointed (Miss L Lewis) who has had previous experience in running the School's Christmas Fayre and that a member of the PTA (Mrs N Wraight) had taken over control of the PTA Facebook page giving access to all parents and that a code of conduct for users was being set up. The new Chair is aware of the balance between raising money for the school and providing fun activities for the children and ensuring the PTA is open to all parents/carers. The new playground equipment was purchased by the PTA and they are hoping to raise further monies to put similar equipment on the playing field.

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