

**KENT COUNTY COUNCIL
EDUCATION DEPARTMENT
EAST KENT**

**EASTRY CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING HELD ON
WEDNESDAY, 8 MARCH, 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 A Wiles, Mrs J Willis, Mrs S Carr, Mr A Bonner, Mrs R Smith 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 M West.

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. Governors welcomed Mr Alan Bonner (new Co-Opted governor). No new business interests to declare.

4 MINUTES OF THE LAST MEETING

Chair went through the minutes of the last meeting with governors present. The word Compliants was amended to Complaints on pg 3 Item 10. The minutes of the meeting of 25 January, 2017 were agreed by those governors present and signed by the Chair.

5 MATTERS ARISING

Item 2 – Mr A Bonner has been appointed as a Co-Opted Governor.

Item 5 – Discussed at the Curriculum Sub-Committee, Headteacher approached Mrs Hazel King from Christchurch to see if she would like to become a Local Authority Governor at the School and she was delighted to be asked and happy to agree. Mrs King had been a primary school teacher at Barham for 17 years and is now working as a maths specialist teacher and senior lecturer in primary education. She has supported trainee teachers at Eastry since 2015 and fully supports the School's ethos and values. Her expertise and knowledge of the curriculum will be a real asset to the governing body. Chair proposed her appointment as Local Authority Governor, which was seconded by Mr S Booth and all other governors were in favour.

Following on from the minutes of 25 January, 2017, Rev. D Ridley proposed that Dr D Sugden change from Local Authority Governor to Co-Opted Governor. Mr S Booth seconded and all other governors agreed. Dr D Sugden will continue as Chair. Governors congratulated Ms S Heath on her recent marriage (now known as Mrs S Carr).

ACTION POINT – Clerk to advise Governor Support and Diocese of governor changes.

Governor visit carried out on 10 February – agenda item.

Item 7 – Godly Play - Rev. D Ridley is arranging this. Staff from Northbourne Primary/The Downs Primary will be joining our staff in this at Eastry School.

ACTION POINT – Rev. D Ridley to contact Ronni Lamont to arrange training at Eastry School.

Item 15 – Governor Induction were dates sent out.

Governors were told that regrettably Mrs D Wheeler who was on a phased return to School had handed in her notice and since left due to health reasons. A card and flowers have been sent to Mrs Wheeler. Her position as Teaching Assistant in the Fledglings class was advertised internally and Mrs Katie Laker was appointed (already covering the role in class).

6 BUDGET MONITORING (inc Edukent Payments)

January monitoring was discussed.

Pg 1 – Revenue Income – Original budget showed an income of £965,750; this is expected to pass £1,000,000. Income received should be at approximately 85% at this time of year. School has applied for more funding to support individual pupils. Pupil Premium and LA funds are on track.

I08 – Income from facilities/services includes Every Child Counts income which was set up after the budget had been set.

I11 – Insurance Claims – £6200 has been received so far which has almost paid for the premium.

I13 – Donations include PTA donation of £6100 towards the playground equipment.

Pg 2 – Revenue Expenditure – Staffing costs are as expected.

E09 – Staff development includes training paid for on behalf of the consortium schools which has then been claimed back and entered under income I08.

E12 – Building has gone over budget (as agreed by the governing body) due to the unexpected costs of repairing the hall doors which were a fire risk, replacing air conditioning units and changes needed in Year 5 for a visually impaired child.

E13 – Grounds include the playground equipment which is used by the children all the time and the PTA donated £6100 towards.

E14 – Cleaning – To be increased from £1500 in next year's budget as it has not been increased for several years.

E27 – Brought in services – as discussed at the Curriculum meeting, this includes the cost of a counsellor in school 1 morning every week. The number of children needing this service has dramatically increased and there is currently a waiting list. School would like to continue this service which gives children the opportunity to discuss their concerns. Some schools cannot afford a counsellor and children are referred to their GP which lengthens the process.

Anticipated rollover according to submitted £32,246, balance brought forward from previous year £57889 (includes £3000 virement) and year end rollover based on latest estimates £34,277. Budget is still healthy.

Governors questioned what would happen to the budget if the rollover continued to decrease over the next few years. Headteacher said that the new budget formulas had just come out and that he would need to see this year's budget first.

Pg 3 – Capital Income – capital balance carried forward of £4369 is to be used for updating the ICT suite. Mr West is confident that he will be able to obtain resources updated it for free or very little. Governors questioned whether the capital income can be moved to pay other things – Headteacher explained that capital income can only be used to pay for 'fixed' items like buildings. Current BCM limit is £76,618.96.

Edukent Payments

Governors discussed price breakdown of the KCC services we use.

Classcare £389.39 p/mth - package runs for 3 years and if the school does not use all its allocation then this is reimbursed. Repairs to the roof were covered by Classcare and they recently carried out negotiations with the Parish Council on the school's behalf to get the bottom playground repaired.

Refuse collection £167.96 p/mth - arranged through KCC to obtain a group discount.

EIS (website) £10.30 p/mth - this is increasing to £600 p/annum plus an annual subscription on top. Mrs Sampson and Miss Bowers met with 2 website providers (Go Vicinity and Storm) to change the School website before September. Go Vicinity already runs Wingham and Preston Primary School's sites. Although the initial outlay will be more (approximately £2000), there will be no annual fee.

KCC Insurance Scheme – £407.23 p/mth – KCC offers best School insurance

Kent Educational Psychology Services £150 p/mth - gives the School access to an Educational Psychologist which we use a lot and proves very helpful to SENCO.

Kent Teach £48.72 p/mth - advertises on the School's behalf online through Kent Teach, twitter and Facebook and puts adverts in the Guardian. (An advert in the local Extra or Gazette is £400 for 1 week).

Financial Services £75.00 p/mth – deals with all finance issues, budget etc., very useful for Bursar.

Personnel Package £209.67 p/mth – currently have the silver package which covers all personnel issues such as staff contracts, pensions etc. School is happy with the current package and is arranging a fixed price for next 2 years.

Governor Services £40.96 p/mth – covers training courses and gives access to governor support.

The School also pays for ad hoc KCC training courses (SENCO attending SEN briefings). Headteacher prefers to arrange training himself through an independent trainer in order that he can get the exact training he wants.

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 – the Christian Values logo is being stuck on every child's RE book in school. A display in the school hall shows the values and photos of children demonstrating them, helping children understand what the values mean. Signs are being displayed around the school. The Christian Values will be put on the website as part of our mission statement. Staff have gone through the bible stories given by Rev. D Ridley to see what they already cover in their year groups and will put each value it relates to in their discussion points. The values will be reiterated in worship by Rev. D Ridley.

ACTION POINT – Governors to go through the values to see what they mean in terms of governance.

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 – Mr S Booth had checked the website prior to the meeting and emailed the Headteacher and Chair. Some of the points raised were;

Exam & Assessment results – all the data that is required is in place but it would be helpful to provide a brief explanation of the progress figure.

Performance tables – link is in place but maybe have it on the results page as well (can do this on the new website)

Information on Curriculum – reference to phonics programmes only available on SEN report (amended) and instructions on how to get advice not on the curriculum pages.

PE and Sports premium – No breakdown for current year (2016/17) - PE Coordinator is updating this.

SEN & disabilities – there is nothing specific about our admission policy for pupils with special needs and disabilities – actioned by putting a link on the admissions section.

Governor information – as we do not have any associate members, maybe we should state this on the governor's page.

The School's Statement of British Values is being put on the website.

Part of the new website package will include professional photos of the school being taken to go on the website.

3. To foster stronger links at all levels between the 4 schools for the benefit of the children – governors are joining the 3 other schools for training on the '21 steps assessment' on 15 March at St Josephs. At the training session held at Eastry on 1 February, the Headteacher showed governors from Cartwright & Kelsey round the school. Governors will have the opportunity to do the same at St Josephs on their visit on 15 March. The Schools now have links between pupils, staff and governors.

8 SUB-COMMITTEES FEEDBACK

CURRICULUM – minutes sent out prior to FGB meeting. Action points were;

Headteacher to contact Christchurch to see if anyone would like to become a Local Authority Governor – actioned.

Clerk to print off certificates once governors have entered their evaluation online – ongoing.

Mrs Plant to make a video to help parents with reading at home – being actioned.

RESOURCES – meeting was cancelled due to insufficient numbers. Agenda items were transferred to FGB Agenda.

Mrs R Smith and Chair to set a date for health & safety audit before Easter break.

9 REVIEW OF POLICIES

SCHOOL COMPLAINTS PROCEDURES (including social media and governors roles and responsibilities)

The policy was drafted using KCC issued guidance (first 12 pages KCC complaints process) and training carried out at Eastry on 1 February on managing parental complaints. Pg 13 to 30 deals with complaints against schools and settings by parents or carers on social networking sites. Headteacher read out to governors the following sentence; *'It is also essential, at this stage, that members of staff (including non-teaching staff) and governors do not become embroiled in any of the discussion threads as this sometimes can inflame the situation'*.

The Headteacher would also like to add the following paragraph to the Home School Agreement (HSA); *"We will support the school's approach to e-safety and will not upload, share or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community."* This is always mentioned to parents before any family worship. At the Founders Day service a child from Year 5 delivered the message in his own words which had more of an impact with parents. Governors agreed and ratified the School Complaints Procedures. Governors decided that it was not necessary to include Appendix 1 or 2 on the website.

ACTION POINT – Paragraph on e-safety to be added to Home School Agreement in September.

ACTION POINT – Child instead of Headteacher to deliver message regarding the taking of photos and videos during worship.

ATTENDANCE POLICY

Policy adapted from KCC model policy. School encourages good attendance (currently 96.7%). Children are registered as late after 9.10am and 1.10pm. School has never issued a penalty notice. Governors questioned whether it should be up to the Headteacher or FGB to decide whether to impose a penalty. It was discussed that as it would be a last resort, it would be better to come from the governing body. The Headteacher explained how attendance is monitored closely by Miss Bowers and Mrs Thomas, so that any issues are dealt with quickly and sympathetically so that the goodwill between parents and school is not destroyed. Governors agreed and ratified the School Attendance Policy.

ACTION POINT – Remove picture from front page of Policy.

10 COLLABORATIONS

EASTRY/CARTWRIGHT AND KELSEY, ASH

The Headteacher, following discussions with the governors and acting Head at Cartwright & Kelsey, has agreed to remove his help. The acting head will continue to get support from her previous school (Green Park, Dover). This is the best option for Cartwright & Kelsey in their current situation as Mr Halling is unable to give any more of his time although he will always support them if they need anything specific (always on the end of the telephone). Governors agreed that a letter should be sent to the governors at Cartwright & Kelsey to end the agreement.

ACTION POINT – Send letter to Cartwright & Kelsey giving 2 weeks' notice to end Memorandum of Understanding.

SANDWICH CONSORTIUM – NEW FORMAT

The consortium is looking for someone to run a choir made up of the 4 primary schools, Sir Roger Manwoods and Sandwich Technology and governors were asked for their help.

Heads are meeting shortly; writing and maths moderations have been carried out at St Josephs this week through all year groups and SENCOs met last week.

EASTRY/AYCLIFFE

Heads are meeting next week to discuss putting a teaching project together.

11 ASSET REGISTER

Asset Register is up to date. Paper copy of Asset Register held, together with a copy held on a memory stick and on the office computer.

12 SFVS (Schools Financial Value Standard) including Statement of Internal Control

Copy of SFVS circulated to governors prior to review. Although it is not a requirement to have a Statement of Internal Control, it is 'best practice' to have this in place. This was reviewed, agreed and signed by the Headteacher, Chair and Chair of Resources sub-committee. Governors agreed that the SFVS report be submitted to Schools Financial Services before 31 March.

13 GOVERNING BODY DECISION PLANNER & FINANCIAL MANAGEMENT SKILL FORMS

Planner lists delegated responsibilities. Tasks are delegated to the sub-committees and Headteacher. Any areas of uncertainty default to the full governing body. Governors agreed to keep the planner the same as last year apart from now ticking Question 82. Financial Management Skill Form completed by Headteacher and Bursar.

ACTION POINT – Clerk to send out skills audit forms to all governors.

14 BUDDY GOVERNORS

Mrs J Willis visited SENCO a few weeks ago to discuss the Talk for Writing programme by Pie Corbett. The programme looks at children that do not have language skills or story books at home to help give them the oral language and experience to develop their story writing skills. The books and work looked at showed a significant impact on writing. They also discussed Paired Reading which had been discussed in detail at the Curriculum Sub-Committee meeting which had shown impressive results. Mrs Willis is coming to observe the intervention teacher Mrs G Harvey on 9 March.

Mr A Bonner was advised how governors are assigned to particular year groups and also subjects (SEN, PP). Mr Bonner will be a buddy governor with Year 4 and join the Resources Sub-Committee.

Mrs R Smith has been helping Year 3 with their weekly swimming sessions and went with Year 1 to Wingham Wildlife Park recently. Mr Booth attended the Year 3 family worship which was very good.

15 GOVERNOR VISITS

The visit was carried out by Rev. D Ridley and Mrs S Carr on 10 February. A copy of the report was given out prior to the meeting. Both governors found it helpful to see how disadvantaged children are supported on a daily basis. They said that staff were continually giving praise and being positive and the children were always encouraged and not made to feel different by their peers. The children seemed enthused, positive and upbeat. They had an opportunity to speak with the PE coaches and found them passionate and that they had a good understanding of different children's needs.

The Headteacher told governors that a child who is currently at the school but is moving to a specialist setting soon had been told that 5 specialist settings had not wanted to admit the child as he was 'too bad' for them. This was a testament to the staff involved in helping this child.

Governors also wanted to thank Mrs Plant for the fantastic job she does and the huge amount of support she gives to both parents and children.

Mrs Smith also commented on the useful advice given to her by the class teacher on how to deal with the children in her group when she helps out at swimming.

ACTION POINT – Mrs Carr and Mr West to carry next visit before 26 May (Mr Booth to help if Mr West not available).

16 GOVERNOR TRAINING

MANAGING PARENTAL COMPLAINTS – 1 February at Eastry School

Attended by Headteacher, S Booth, Rev. D Ridley, Dr D Sugden, Mrs J Willis and governors from Cartwright & Kelsey and Sandwich Infant School. Governors found it very informative.

‘21 STEPS’ – 15 March at St. Joseph’s Primary School, Aylesham from 7.00pm to 9.00pm

Governor magazine – sent out after agenda and discussed at meeting

Governors went through magazine and discussed items generally.

Pg 3 – Letter about funding by Patrick Leeson discussed.

Pg 15 – Online Safety – Kent Police now have 2 dedicated e-safety training advisors. Kent Police and NSPCC recently carried out an e-safety presentation to Years 5 and 6. Governors questioned whether parents are clear on how they can keep their children safe at home and maybe the school could arrange a workshop for parents.

Pg 16 SEN – School is compliant.

Pg 22 - Various training courses available to governors.

ACTION POINT – Chair to forward letter regarding DfE Consultation on proposed changes to schools funding and high needs funding from 1 April 2018.

ACTION POINT – Arrange e-safety workshop for parents

17 DATES OF FUTURE MEETINGS

Resources Sub-Committee meeting – Wednesday 10 May, at 6.00pm

Curriculum Sub-Committee meeting – Wednesday, 14 June at 8.00am

Data Monitoring Group meeting – Tuesday, 25 April at 8.00am

Full Governing Body Meeting – Wednesday, 17 May at 7.00pm

18 ANY OTHER BUSINESS

Mrs Carr attended a contented children course. The workshop explained ways of helping children with anxiety and incorporating this into the class. As many as 1 in 8 children are currently being diagnosed with anxiety, reducing their potential for learning and affecting their behaviour. Some staff have attended a similar course called drawing and talking at the School. Mrs Carr is going to discuss this with Mrs Plant.

Attendance figures for attendance at the 2 parents evening were given to governors. The majority of parents attended (90%). Some parents are seen by teachers at other times due to prior commitments or the parents are already seen on a regular basis. The results will be compared back at the next parents evening to see if there are any trends.

Parents also completed a short survey on whether their child likes school, children behave well, teaching is good, being kept informed and if staff treat their child fairly. 58 questionnaires were returned. The feedback was very positive.

19 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: _____