



“Unlocking every child’s ability to achieve through faith and inspired learning”

Non-Confidential Minutes of the Governing Body

Monday 18th March 2019 at 5pm.

Governors Present: Mr. David Milham (DM): Chair
 Mrs Katie Wratten (EHT): Executive Head Teacher *arrived at the meeting at 17:15*,
 Mr. Tom Bird (HoS): Head of School,
 Mr. Charles Low (CL),
 Reverend Sheila Cox (Rev SC) *left the meeting at 19:12*,
 Mrs. Chrystal Denys (CD),
 Mr. Dan Freedman (DF) *arrived at the meeting at 17:10*,
 Mr. Simon Moloney (SM),
 Mrs. Heather Ashdown (HA).

Additional Attendees: Mr. Nick Morgan, Head of Governance & Estates *arrived at the meeting at 17:15*.

Clerk to the Board: Mrs Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and Rev SC led the Governing Body in prayer.	
2	Election of Vice Chair	CD self-nominated and was unanimously elected as Vice Chair.	
3	Apologies	Apologies were received and unanimously accepted from Mrs Gill Gibb.	
4	Declarations of Interest	There were no declarations made by members of the Governing Body.	
5	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 21 st January 2019 were approved as a true and accurate reflection of proceedings and duly signed off by the Chair. It was queried whether a discussion regarding the merging of both governing bodies was had as it was not included in the minutes but it was agreed that the information was included in the EHT’s report and there has been no discussion yet. <i>Dan Freedman arrived at the meeting at 17:10.</i>	
6	Matters Arising	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
7	Governor Monitoring Visits	The following monitoring visits have been carried out: <ul style="list-style-type: none"> • Pupil Progress CL + SM • Teaching & Learning • Notes of Visit CD • Subjects Leaders HA + DM • Health & Safety and Site Visit DF – to be discussed in the Health & Safety section of today’s agenda. <p><u>Pupil Progress:</u> SM and CL reviewed the achievement of pupils by looking at recent in year assessments and progress for Year R to Year 6. In summary, the school is in a</p>	



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better place than it was but achievement across the school is inconsistent. This links into the quality of teaching and learning. The school must ensure the performance of pupils at the end of this year, for KS2, is significantly better than before. Current evidence shows there has been considerable progress and the Year 6 outcomes are likely to be line with the national performance. This is a significant improvement on last year’s results. All the indicators show this year will get the school back on track. Good KS2 results will relieve the external pressure on the school to allow time to resolve the other issues which must result in staff working at greater consistency in good or better teaching across the school.

Katie Wratten and Nick Morgan arrived at 17:15.

DF and SM then spent the morning going into every class to observe teaching & learning. The report is based on those observations. Governors still have concerns for the current Year 5. They have made significant progress since the beginning of the year but are not yet at age related expectations. However, if they continue to move forward at the same accelerated rate then they will be ok by the end of Year 6. The current teacher is trying to fill in their knowledge gaps so progress doesn’t always show whilst consolidation takes place. DF and SM observed both job share teachers in Year 5 and agree they were doing well. 1 of the teachers will then follow them on to Year 6 to become the full time Year 6 teacher and will become the English lead next academic year. The other Year 5 teacher will be going into Year R / 1 and become full time the following year in 2020/21. *The remaining discussion relating to this visit was deemed confidential and recorded separately.*

They were comprehensive visits and there is no plan to make any more visits in terms 3 and 4 in order to give the school chance to embed the work currently being introduced. Staff still need to recognise what their role is within the SIP and this needs developing further.

Restorative justice, behaviour at lunchtimes and student voices

SC and CD visited and saw some great foundations for improvements in behaviour. As the introduction of restorative justice strategies are in their early stages, it was not possible to assess the impact yet but they could see the beginnings of a positive strategy to resolve conflict. Moving forward, staff have to take on board everything which engages the children in the right way to take ownership of their behaviour in school. These strategies need to be consistently applied. Governors were impressed by the school council members who had a clear understanding of how the council will be developing and they were excited to be taking on additional responsibilities. The EHT regularly meets with them and is encouraging the subject leads to meet with their subject warriors too. Kennington have seen an improvement in attendance where the children have an additional responsibility. DM sat in on a recent council meeting and he too was pleased to see their enthusiasm. They really value being listened too. SC and CD witnessed younger children being looked after by the older children and helping them with their lunches. They were proud to wear their lanyards. The next visit they hope to see how restorative justice has embedded. The Head of



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		<p>School is still being pulled from class to manage behaviour, as some staff are not applying the behaviour policy consistently. It is a work in progress. Behaviour concerns at a low level are recorded on SIMS and higher level issues are recorded on MyConcern. The use of MyConcern is growing and a lot of staff are now using this regularly.</p> <p>Q1: Are there many more entries now on MyConcern? R1: In the past, staff were not held to account for their logs. A lot of time has recently been spent back dating information to ensure these logs are up-to-date. TAs need to add more information as they were previously used to paper records. Kennington and Charing staff shared the sessions from Goldwyn and for IRIS. This helps them see how other staff are working in different schools.</p> <p>Q2: Is there scope to rotate Aquila meetings to other schools rather than going to Kingsnorth every time? Governors noted the comments raised in the staff questionnaire outcomes. R2: This was the case in previous years but travelling to other sites was an issue; for example it takes 1 hour to get to St Nicholas, New Romney. Therefore, Kingsnorth was deemed to be the middle distance school for most members of staff.</p> <p><u>Subject leaders</u> HA and DM met with the staff over 2 days. Whilst there is evidence of the beginning stages of good subject leadership, there is a lack of consistency and Governors could not say there was a clear Charing-way of doing things. All staff have their subject plans and HA + DM plan to return in Term 6 to see what has been achieved against those plans. The HLTAs will cover subject leader classes to facilitate more time being given to monitoring the consistent delivery across the school. To share the burden of subject leadership, Charing and Kennington full time teachers will be subject leaders monitoring across both schools. There is no requirement for the delivery to be the same in both schools but it will help ease the burden on some Charing staff who have 3 subjects to lead. Today there were 3 members of staff off sick and so staff absence is an issue when classes need to be covered. Most weeks there is at least 1 member of staff off. This is therefore adds to the burden of subject leaders.</p> <p>Q3: Is staff absenteeism indicative of poor morale or another issue? R3: It is not necessarily high but it is simply an issue in such a small school. Staff absence has been like this for a long time and attitudes towards standards also need working on.</p> <p>Q4: Governors noted more IT is needed? R4: There is a strong PTFA at Charing and they want to make use of the money they have raised. Therefore, they are buying some I-Pads. There are a lot of resources on site but they are not necessarily the right resources for the curriculum which needs to be delivered. Planning for resources for next year will form part of the Term 6 staff meeting.</p>	
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		<p>A number of subject leaders in KS2 have really valued their links with Kennington and whilst concerns were expressed that KS1 would be left behind (Kennington as a Juniors school only has KS2 pupils) all of Kennington's SLT have worked in KS1 and support is still being offered.</p> <p>ACTION: Invite subject leaders to give an end of year presentation to all staff and to be attended by Governors if they are available.</p>	EHT
8	Executive Head Teacher Report	<p><u>SIAMS</u> The vision has been finalised and Ms. Carrie Nichols (Christian Distinctiveness Lead at Kennington) will be joining Charing 1 day a week from September to lead SIAMS and Christian Distinctiveness. Collective worship is growing in expectations and developments are at the beginning stages.</p> <p><u>National Association of Head Teachers (NAHT)</u> At a recent NAHT meeting, the blending of schools was discussed. Kennington and Charing would stay different schools but could share resources such as 1 SENCO across both schools. One SENCO has 3 full days and one has 5 afternoons to provide support. The School Business Manager and Site Manager are also working across both sites. The NAHT made a recommendation for the Governing Body meetings to be blended so as to help them have the overarching support for each school through discussion and to reduce the number of meetings being held where some topics are covered twice. In order to reduce staff workload, it is recommended the meetings are staggered as follows: 5-6pm School 1 only, 6-7pm both Schools, 7-8pm School 2 only. This would also facilitate the sharing of knowledge and experience between governing bodies, for example Kennington has no parent governors and a less effective PTFA. Governors recognise the logic but express concern regarding the need to set a clear vision about what the direction for the school is in 3 or 5 years to ensure strategies between schools aren't merged or boundaries become unclear. Sharing resources is great idea but Governors are mindful of having their own goals for the school. NM recommended the 3 year SIP strategic plan needs some time spent on it. Some staff are looking for new jobs and the Trust also needs to feed into this development process. All Trustees are committed to ensuring this is the school of choice for Charing. The Trust recognise the short term goal is stabilisation and then everyone needs to work towards being a provider of first class education. Monitoring pairs may provide a useful connection to facilitate this and NM recommended a self-review as a governing body in term 1 or term 2 next academic year.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Both Governing Bodies to discuss this in July and consider the most appropriate governance structure for September. Aquila training: Guided self-evaluation for Governors on 3rd June, 6-8pm. <p><u>Attendance</u> Governors reviewed the most recent attendance figures in advance of the meeting and will be able to make termly comparisons moving forward.</p>	CLERK ALL



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	<p>Attendance is now recorded via an online system and is therefore a far more accurate picture. Initially, there was a lot of resistance to the new system but the new FLO is driving the focus by meeting with families and sending regular letters. She knows where every child is every week and takes a tactful approach to supporting families improve their attendance. For example, she will often meet with parents to discuss the issues rather than just sending a letter in the post. SLT are already seeing the positive impact of her work. For example, a large family recently suffered a bereavement and usually this would have led to a significant period of absence for the children. However, the family made an effort to ensure all children attended for a few hours every day. Governors noted the recent weekly attendance has been good.</p> <p>Other strategies to improve attendance also include moving CPD days to a Friday rather than a Monday. Changing break time and lunchtimes so children will get an extra 25 minutes of learning a week and an extra 16 hours over the course of a year. The proposed 2 week half term for October has had positive feedback from families and Aquila may change it for all schools in 2020. The school hope it will encourage families to take their holidays at cheaper times and reduce the number of missing learning opportunities during the term. The school is mindful of the historic issues in Term 6 where GRT families go travelling and they will continue to closely monitor attendance throughout the year. SATs dates have been added to class bulletin and the children are really keen to do well. Their pride in their work and drive to succeed should ensure most of them have good attendance during this period.</p> <p><u>Behaviour</u></p> <p>The EHT feels behaviour has really moved forward and any issues are often in line with those experienced at Kennington. Staff have never managed behaviour in this way before so there are some inconsistencies but well-being plans are working well and the team continue to celebrate those that do well.</p> <p>Q5: Is it clear why there are some friendship issues developing at lunchtimes? R5: These appear to be common issues which are seen in all schools.</p> <p><u>Other Updates</u></p> <ul style="list-style-type: none"> • There have been no formal complaints. • The EHT recommended the Governor monitoring timetable is agreed at the beginning of the next academic year. Governors just need to allocate times rather than areas for review as these will be influenced by the SIP. • The PTFA are organising a 10k race for the whole community. They would like to take all children to the panto in November but the EHT and HoS have concerns about this and have recommended the Gulbenkian as an alternative. • The school have advertised for a Sports Apprentice. • DF and EHT met with NJ (Aquila) and will be costing the staffing plan for September in due course. Kennington is no longer in deficit and they are considering blending the finances for both schools to ease the financial cash-flow. Some new members of staff were unaware they did not get sick pay for the first 4 months of their employment. 	
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		<ul style="list-style-type: none"> The creation of a new school website is being planned with costs proposed at £10 a month for monitoring compliance and £100 a month for keeping it updated. The school aims to move away from paper newsletters and use electronic versions instead, as well as using other communication tools such as Facebook. <p><i>The remaining discussion was deemed confidential and recorded separately.</i></p>	
9	Christian Distinctiveness	Thanks to Rev SC for being heavily involved in the vision development which has not yet been published on the boards around school but should be there after Easter.	
10	Finance	<p>The governing body reviewed the recent financial monitoring reports in advance of the meeting and are satisfied it is under control. Staffing costs were an issue as the original budget had understated the projected cost of office staff. There is still the potential to make improvements on the budget for next year and Governors need to be clear on how the school is spending the Sports Premium funding. Site costs have increased to ensure cleaners had sufficient and compliant resources. Many items of expenditure are greater than 50% spent already but overall, the school is relatively stable having moved from a potential deficit of £14k to just £839 deficit now projected for the end of the year. Support staff costs have increased as a result of the introduction of 2 Higher Level Teaching Assistants (HLTA) but conversely, the teacher costs will go down.</p> <p>Q8: A notional SEND budget was mentioned in the policy but it is not clear in the budget document how much that is?</p> <p>R8: Pupil premium is separate in expenditure but SEN is not tracked in the same way. However, High Needs Funding will show separately on the GAG income.</p> <p>77% of the supply budget has already been spent but moving forward the two schools should be able to cover each other rather than using supply. National Insurance and pension contributions will be over spent too. Next year, the working budget will run through much better and be closer to the master budget.</p>	
11	Risk Register	With an increase in focus on risk management by the ESFA and the DfE, the governing body was encouraged to define the top core risks for the school. Whilst operationally the school appears to be running smoothly and the senior leaders are managing the risk associated to standards, Governors have a statutory duty to expand their knowledge on the strategic management of risk. Examples of how risk management awareness can help in the formulation of contract, such as catering and the creation of policies was presented to Governors. In the same way that Governors approached the Severe Weather Policy, they should also risk assess their own school to identify key risks to Charing and what needs to be done to mitigate those risks. This is an issue that all schools across the Trust must get to grips with if they are to satisfy their legal obligations in the Academies Financial Handbook. As many schools work towards the Trust’s deadline of August for the completion of GRC-1, many LGBs are unable to summarise their core risks and talk through what actions are being taken. Therefore, when Governors are monitoring the actions taken by the school to complete the Risk Register, they are unclear as to whether any key risks have been missed or not adequately graded.	



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		<p><i>Shelia Cox left the meeting at 19:12.</i></p> <p>Governors are confident they always manage their risks and they have been discussed in previous minutes.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Complete “living your values, reaching your vision and managing the risk” module on learning link. • Create a working party to discuss risk management in greater detail. 	<p>ALL</p> <p>EHT</p>
12	Buildings + Health & Safety	<p>Governor noted the improvements to the windows and doors around site.</p> <p>DF Site Visit Report:</p> <p>DF met with the Site Manager to review the EW health and safety action plan. There are currently 24 priorities to be actioned and are all being addressed. The next EW visit will take a formal view on this in April. In a couple of instances the recommended actions had not been taken when DF checked. For example, the Site Manager had taken action which was then undone by members of staff. Therefore, work needs to be carried out to ensure on site operations are more joined up between site staff and the rest of the team. GRC-1 was not being actively used. There were some concerns as to who would maintain and update this software. As part of a site walk, it was clear security and the boys’ toilets are a key priority for improvement.</p>	
13	Policies	<p>Governors reviewed the following Trust policies in advance of the meeting:</p> <ul style="list-style-type: none"> • Allegations of Abuse Against Staff • Behaviour • Equality Policy • First Aid and Supporting Child with Medical Conditions • Pupil Premium • Relationships and Sex Education Policy • SEND Policy • Sports Premium <p>Governors unanimously approved the policies for Charing CEP School.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Clarify the wording in paragraphs 8.1 and 8.2 of the Allegations of Abuse Against Staff policy to ensure they do not contradict each other on documentation retention. • The front page of the Charging and Remissions Policy states “Charing and Remissions” and needs to be updated. • The SEND policy has inconsistent use of acronyms – SEN, SEND. • The formatting of the Home School Agreements needs to be adjusted as the policy states on the cover page rather than on page 1. • Term 6 meeting agenda: review the policy schedule and share out the checking of the policies ready for the new academic year. • Policies for the next time: review admissions changes which might be required for the consultation period starting in the new year for admissions 2021/22. 	<p>SENCO</p> <p>EHT</p> <p>EHT</p> <p>EHT</p> <p>CLERK</p> <p>CLERK</p>



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14	Governor Training	<p>PREVENT training has been completed and added to each Governor’s training record on GovernorHub.</p> <p>Governors noted the requirement to complete Learning Link modules on Exclusions and Managing Risk; as well as the proposed Aquila training session for a guided self-review of the governing body in June.</p> <p>The EHT distributed copies of Governance Matters and the School Resource Management guide to the top 10 planning checks for Governors.</p>	
ANY OTHER URGENT BUSINESS			ACTIONS
15	Any Other Business	<p>Newsletters</p> <p>Governors noted the recent newsletter had reference the Governing Body but not all members were aware it was going out. They expressed some concern that they would not be able to respond to questions on the playground if they did not have the information in advance.</p> <p>ACTION: EHT to give notice by copy and paste the info onto GovernorHub for questions in advance of newsletter publication.</p> <p>Plans for BREXIT</p> <p>Governors reviewed the KCC guidance issued after the last meeting in January and discussed the plans for no deal Brexit and its impact on the school. A key concern is the HoS has to travel in from Dover every day and this is already becoming more and more challenging. DM attended the district governors meeting with Marissa White from KCC and discussed the potential issues. Governors will look at adverse weather planning as a model for managing the impact of BREXIT. SATs papers are arriving early at the end of March.</p> <p>ACTION: The EHT will look at the staff forms completed as a result of the Severe Weather Policy and notify Governors of any immediate concerns.</p>	<p>HoS</p> <p>EHT</p>
16	Confidentiality	<p>Elements of item 7 and 8 were deemed confidential and recorded separately.</p>	
17	Date of Next Meeting	<p>Monday 20th May 2019, at 5pm</p>	

There being no further business the meeting closed at 19.54.

Signed:

Chairman of the Governing Body

Dated: