



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

## Non-Confidential Minutes of the Governing Body

Monday 20<sup>th</sup> May 2019 at 5pm.

Governors Present: Mr. David Milham (DM): Chair *left the meeting at 19:19*,  
 Mrs Katie Wratten (EHT): Executive Head Teacher,  
 Mr. Tom Bird (HoS): Head of School,  
 Mr. Charles Low (CL),  
 Mrs. Chrystal Denys (CD): Vice Chair,  
 Mr. Dan Freedman (DF),  
 Mr. Simon Molony (SM),  
 Mrs. Heather Ashdown (HA).

Clerk to the Board: Mrs Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	<b>Welcome and Prayer</b>	The Chair welcomed all attendees to the meeting and SM led the Governing Body in prayer.	
2	<b>Apologies</b>	Apologies were received and unanimously accepted from Mrs Gill Gibb and Reverend Sheila Cox.	
3	<b>Declarations of Interest</b>	There were no declarations made by members of the Governing Body.	
4	<b>Minutes of the Previous Meeting</b>	The minutes from the previous Governing Body Meeting held on 18 <sup>th</sup> March 2019 were approved as a true and accurate reflection of proceedings and duly signed off by the Chair. <i>The discussion surrounding the confidential minutes was deemed confidential and recorded separately.</i>	
5	<b>Matters Arising</b>	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
6	<b>Executive Head Teacher Report</b>	<p>The Governing Body reviewed the EHT report in advance of the meeting. Future reports will be generated by the HoS and will include an EHT commentary. The SEF has been completed. HA as Kennington Chair met with the Chair and EHT to ensure there is a clear understanding of what is expected but not yet formalised, for the roles of EHT and HoS. A formal meeting is due to take place with Aquila to discuss this in more detail.</p> <p><u>Attendance</u>            Attendance for Term 4 was 92.6% and overall from the beginning of the year it is currently 93.4%. Attendance information is included on the newsletter every week. Governors noted EAL attendance has dropped significantly but this is because there is only 2 EAL pupils and so one day off has a significant impact on attendance statistics.</p> <p><b>Q1: Does the school receive any support from KCC for those children with attendance below 95%?</b>            R1: The FLO works closely with KCC. The benchmark for attendance has dropped from 96.6% to 95%. Conversations with all parents whose children are below the expected levels of attendance have taken place and they have been supportive</p>	



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	<p>in ensuring attendance improves. Governors referred to the monitoring report from CD which mentions the work being carried out by the FLO and the recommendation to look at slicing the data in other ways to ensure all vulnerable groups are identified. These were recommendations made by the School Improvement Partner. The FLO has built up a very good relationship with all the families concerned. There was 1 child who barely attended in Term 2 but has significantly improved attendance and has only missed 2 days since.</p> <p><b>Q2: As it is commonplace for GRT children to be absent in Term 6, would OfSTED accept a case study which identifies this is cultural?</b></p> <p>R2: HMIs would want to see what the school is doing to support the children and to encourage a positive level of attendance. Rewards for children who attend well are in place and parents have a greater awareness of the impact of poor attendance. For example, a parents brought their child to school at 9am so that they were marked present and then collected them at 9.15am to attend a doctor’s appointment. Parental engagement has also helped to improve behaviour.</p> <p><b>Q3: What plans are in place for training for restorative justice?</b></p> <p>R3: Staff training has begun and all TAs will be trained next term.</p> <p><u>Complaints</u></p> <p>There have been no formal complaints to the school. However, a parent has contact the Trust to raise concerns about parents waiting in their cars at drop off without turning their engines off. The HoS has been out on patrol and only saw one car running. Governors acknowledge concerns about air quality but it is not on school property and therefore not enforceable. There has been a poster competition and the school has outlined concerns in the newsletter numerous times. The school have responded directly to the parent who complained.</p> <p><b>ACTION: Clerk to notify the Trust the complaint has been responded to and there is no further action required.</b></p> <p><u>PTFA</u></p> <p>The PTFA are doing an excellent job and their Quiz night on Friday was very good, having raised £440 for the school. The parish council had a table and they expressed a keen interest to support the school. They have organised the Charing 10k to take place in June.</p> <p><u>Website</u></p> <p>The website is not up to date as the school do not have access to it. A new website is being built and the school are hopeful it will be ready by the end of May.</p> <p><u>Staff Absence</u></p> <p><i>This item was deemed confidential and recorded separately.</i></p> <p><u>School Improvement Plan</u></p> <p>The updated SIP has been added to GovernorHub. The EHT, School Improvement Partner and Governors will be monitoring the plan in Term 6. Staff and Governors need to be included in generating the draft plan for 2019/20. The Governing Body is happy the school is working towards the key priorities.</p>	<p>CLERK</p>
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		<p><u>Pay Committee</u></p> <p>It is important to reward those who have had a positive impact on outcomes and the EHT recommended 2 governors convene a Pay Committee to meet with her and the HoS at the beginning of September or at the end of Term 6 to oversee the pay progressions for 2019/20.</p> <p><b>ACTION: DH and CL to send availability dates to EHT.</b></p>	DH CL
7	<b>Data (Term 4)</b>	<p>Governors reviewed the data in advance of the meeting. The data presents a more genuine picture of performance in the school. Year 2 was a concern but the HoS is far more optimistic for this group. Coaching is helping staff develop teaching and learning and this is helping the school move forward.</p> <p>Year 5 has only 3 children at Age Related Expected (ARE). The teachers are drilling down into each child’s needs and progress is growing. The School Improvement Partner has attended pupil progress meetings but has not looked at data specifically. Everyone is school, including the SIPartner, needs to be using the SIP to move the school forward.</p> <p><b>ACTION: EHT to remove the names from the recent Notes of Visit from the SIPartner and a copy to the clerk for upload to GovernorHub.</b></p> <p>Term 5 data is a little more positive as progress is growing. Governors expressed concern that the current Combined performance for Year 5 is at 15% for a target of 65%. There is a long way to go in Terms 5 and 6 if this is to be achieved. The target for combined for this Year 6 is that it is going to be closer to 80%. However, in a small group, one child is worth 7.5% so it only takes 2 children to have a bad day during their SATs and attainment would drop to 65%. The effort and application to SATs by the children was outstanding. The Chair visited during SATs week and confirmed all the regulatory steps had been followed to the letter. There were 2 groups of children who sat the SATs; a group of 8 and a group of 6 children. The second group were those with additional time. All children met for breakfast every morning and the PTFA went above and beyond in their support of the children during this time. Results will be issued on 9<sup>th</sup> July. 1 child phoned in sick but came in for the test in the morning and then went straight home. 1 child was very poorly and came in and did the SATs test the following day and sat with Tom to do it. 1 child broke his arm and the EHT was his scribe. It was exceptionally well organised and Governors expressed their thanks to the HoS.</p> <p><b>Q4: Returning to concerns regarding the 3 of 18 in Year 5 who are on track, what are the barriers stopping them from progressing?</b></p> <p>R4: Previously, quality of teaching was an issue but the school are confident the teaching is now good and can bring them forward. HoS has looked at books and could see progress is really moving forward.</p> <p><b>Q5: Was the current Year 6 pupils in the same place last year?</b></p> <p>R5: At the end of year 5 they too were not at ARE. Based on the current Year 5s, the school is hopeful they will achieve 65% in 2019/20 SATs. This is unlikely to be as good as the current Year 6 but comprehensive plans are in place with the current teacher to drive them forward. Their current part time Year 5 teacher</p>	EHT



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		<p>will become full time and continue to teach them in Year 6. She will be studying a middle leadership qualification and will become the English lead. The EHT is confident she will bring about rapid progress.</p> <p><b>Q6: What were the Kent test outcomes for the current Year 6 pupils?</b> R6: 5 children sat the test and 3 passed.</p> <p><b>Q7: The process for the KS1 SATS was informal. Is this normal procedure?</b> R7: Yes. They were taken throughout May; prior to year 6 SATs. Phonics tests will take place after half term and should bring about a higher level of outcomes this year.</p> <p><b>Q8: Year 3 and 4 data is also a concern?</b> R8: The school is aware of the issues and changes will be made for September. Some children have been identified in year as SEN children. Year 4 aged children often have some behavioural issues. The SENCO is putting forward applications for lots of support.</p> <p><b>Q9: Governors note the targets for every year group are largely the same at 65%. This is not individualised to the progress of the children in each class. A target should emerge from an aggregated estimate of the children’s outcomes rather than a blanket target across all groups?</b> R9: When the EHT joined, she had little information and therefore had to set minimum expectations. Teachers didn’t know their targets previously and now have a much better understanding of data. There needed to be a starting point. Assessment sheets for children have been introduced. The school need to identify the more able children and ensure they are challenged. This will inform more realistic and achievable targets next year.</p> <p><b>ACTION: The clerk to remove the 2<sup>nd</sup> tab of data from the workbook on GovernorHub and reload in a PDF format.</b></p>	CLERK
8	Governor Monitoring	<p>On 3<sup>rd</sup> May, CD and Rev SC visited the school:</p> <ul style="list-style-type: none"> <li>To gain an understanding of the school’s attendance levels. To learn about the strategies to celebrate and improve attendance as well as the procedures in place and steps taken to improve attendance. To assess the impact these strategies and procedures have had on school attendance.</li> <li>To learn about and observe the E safety measures in place at school. To understand how E safety has been advocated to both children and to their families. To assess the impact of E safety on the school community.</li> <li>To learn how welfare and behaviour are being developed through Class Dojo and other methods. To assess the impact of the new approaches on welfare and behaviour, including SIMS and MyConcern.</li> </ul> <p>The following feedback was provided: consistency of applying behaviour management was a concern. There are a lot of rules which have been recently introduced and it felt frenzied. The school was very busy. Staff were going from place to another and Governors were worried about staff being burnt out. Rev SC expressed concern regarding Fortnite and forwarded her concerns to the Chair before today’s meeting. Controlling behaviour at lunchtime was a challenge as the HoS was not available to provide support on that day. Governors are seeing very good things in place and the foundations have been laid but they are not yet able to assess impact. Fortnite is a concern for many schools. It is a</p>	



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		<p>cartoon game which you have to be over 13 to play but many younger children appear to have access to it. This is a concern as not only is it violent, it is also interactive where they can talk to anyone online as they play. A number of schools have an issue with WhatsApp, children are excluded from the group and talked about. WhatsApp is encrypted and cannot be used in a court. This doesn’t appear to be a big issue at this school at the moment though. SLT is having a conversation with parents if they are noticing the children have been engaging with this game.</p> <p>All checks are in place for children who are absent from school. The FLO does not carry out home visits alone and is receiving support from the local council. Award schemes were not clearly referred to. This is going to be updated and made tighter in September.</p> <p>School Improvement Partner reporting is not being linked to school data and the Chair will discuss this in greater detail with the Aquila Trust.</p>	
9	<b>Scheme of Delegation</b>	<p>The Scheme of Delegation from the Trust Board was reviewed in advance of the meeting and follows the same principles as the previous one. This will be reviewed on an annual basis moving forward.</p> <p><b>Governors unanimously adopted and signed the Scheme of Delegation.</b></p> <p>A guided self-review has been planned by the Trust. The purpose is to help the Governing Body analyse the SEF and identify what should be included in the SIP for next year. Governors were invited to attend on 3rd June, 6-8pm at Kingsnorth Primary School.</p>	
10	<b>Finance</b>	<p><u>Budget 2019/20</u></p> <p>A proposed budget from the Trust was circulated in advance of the meeting. The budget reduces the number of classes to 4 but this was rejected by Governors who are keen to maintain 5 classes in order to continue to raise standards. <i>The remaining discussion relating to Staffing was deemed confidential and was recorded separately.</i></p> <p><u>5 Year Forecast</u></p> <p><b>INCOME:</b> It is expected that on 8 pupils will be joining Year R next year but it is hopeful the new houses will be inhabited by Christmas and may bring in additional pupils. It is possible this could be a 1 form entry school within 2 years. Pupil Premium funding is for free school meals and paying for TA support. There are 2 more children eligible for High Needs Funding children which must be applied for. Year 2,3,4,5 have children eligible for additional funding.</p> <p>Governors noted the Residential Trip expenditure has been missed out on one of the years but it makes no difference to the bottom line as income and expenditure should always balance out.</p> <p>Income will be based on detailed live birth information in Kent and KCC will predict the potential intake for the school every year. Governors queried why the cost of teaching staffing has also dropped in 2020/21 and this requires further investigation.</p> <p>Governors recommended increasing the donations made to the school from the PTFA, as it currently shows £1k in the budget. The PTFA have already made a</p>	



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donation of £2k this year and is expecting to contribute a minimum of £3k for the year in total. Donations “other” is from the village community. Governors note this is a risk and shouldn’t assume it will continue year on year. Governors are concerned that they are unable to marry the current finances to this new budget and it would be really helpful if there was a column which gave a comparison to actual spend. The end of year brought forward figure is estimated to be £21k and the Chair is satisfied this is the right figure, based on the regular conversations had regarding the monthly monitoring of this year’s budget.

**EXPENDITURE:** the teaching staff expenditure needs to be updated to accurately reflect the costs associated with the EHT. However, if the school is to continue with 5 classes this is likely to put the school in an in year deficit position which will not be approved by the Trust. Governors were greatly concerned that making the school move to 4 classes would have a negative impact on standards and the school would lost the good progress which has been made this year. The school either needs to increase income or needs to find £7k of savings to make a 5 class budget balance. The following costs look higher than expected and potential savings should be investigated in:

- Grounds Maintenance
- Hygiene – It currently costs £300 but costs £100 in Kennington. Governors approved the procurement of hygiene services through Kennington and recharged to Charing in order to save money.
- Science Resources. Each class has £800 in total for resources but there is a lot of science resources in stock on site and these should be used rather than purchase more.
- Residential Trip costs should be reduced from £3k to £2k. Families need to make a contribution every month through the year. PP funding can be used for families who do not have the financial means to fund the trip but the school can no longer fund school trips. They must be self-financing as the school needs to focus its financial resources on maintaining 5 classes.
- Capita payroll is not the right company and needs updating. Confirmation of whether the right costs for the new payroll provider must be checked.
- A number of errors in the recording of staffing costs were noted, such as the duplication of 1 staff member and a decrease in teaching costs over time rather than an increase. It is possible that more staff may leave. There are interviews for an NQT in June.

The Governing Body approved the budget in principle based on the changes discussed today. The EHT will make the changes and circulate an updated budget to all Governors before the half term for final ratification.

The Governing Body thanked the EHT for making sense of the numbers and noted the GB was heavily reliant on her as there was little comparative information to current actual costs.

*David Milham left the meeting at 19.19.*





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<b>17</b>	<b>Confidentiality</b>	Elements of item 4, 6 and 10 were deemed confidential and recorded separately.	
<b>18</b>	<b>Date of Next Meeting</b>	Monday 15 <sup>th</sup> July 2019, at 5pm	

There being no further business the meeting closed at 19:41.

Signed: .....

Chairman of the Governing Body

Dated: .....