



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

Non-Confidential Minutes of the Governing Body

Monday 21st January 2019 at 5pm.

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

Additional Attendees: Mr. Nick Morgan, Head of Governance & Estates (Aquila Trust)

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, devoted to Christian unity.	
2	Membership	The Governing Body acknowledged the recent communications from the Vice Chair and are keen to retain her valuable membership within the Governing Body. They note Mrs. Gibbs unavailability until the end of the academic year.	
3	Apologies	Apologies were received and unanimously accepted from Mrs. Gill Gibbs.	
4	Declarations of Interest	There were no declarations made by members of the Governing Body.	
5	Minutes of the Previous Meeting	<p>The minutes from the previous Governing Body Meeting held on 5th November 2018 were approved as a true and accurate reflection of proceedings and duly signed off by the Chair. The Clerk noted the duplication of the word “encouraging” on page 5 and will update the final draft accordingly.</p> <p>Review of Action Points: The current Governing Body membership has not yet been communicated directly to parents. However, the details on the website and parents are aware there is a new Chair, as DM has spoken to a group of parents this morning.</p> <p>ACTION: An update on the Governing Body membership will be added to the next newsletter.</p> <p>The school are experiencing some challenges accessing the website to update it. The EHT does not have a password and other passwords only provided limited access. Therefore, a number of inaccuracies remain. For example, the school is unable to remove and replace the out of date Sports Premium information. This is of particular concern at a time when Governors are keen to celebrate and promote the school. The website is a key development area on the School</p>	EHT



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		Improvement Plan. Governors consented to their information being published on the website. Confidential Minutes: <i>this item was deemed confidential and recorded separately.</i>	
6	Matters Arising	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
7	Executive Head Teacher Report	The Governing Body reviewed the EHT Report in advance of the meetings. The EHT provided an update of matters arising since the issue of the report and welcomed questions from the Governing Body.	
7.1	Attendance	Attendance has not quite met the required standard. In terms 1 & 2, there were 41 children whose attendance was over 98%. Some children had very specific issues which had a negative impact on the overall school attendance. The Trust are recommending a change to term times next academic year, in a bid to stop mid-week returns to school. As a result of the children being expected to return on the Thursday after New Year, attendance was very low; not just for this school but for many others across the Trust. Positive rewards for attendance are working very well and the children love the Hot Choc rewards. SLT have spoken to the school council about attendance and the children have developed their own reward system for golden time. <i>The remaining discussion for attendance was deemed confidential and recorded separately.</i>	
7.2	Data	Governors reviewed the most recent assessment sheets available on GovernorHub. Staff knowledge of how data is used is growing; there is a concern that testing was not robust enough in the past. As a result, the children are not prepared for tests and find the process of testing more challenging than they should. The Year 6 children helped mark some mock papers last week and they demonstrated a really positive attitude towards the test, asking how the children came to the answer which had been written and discussed some of the questions in greater detail. Early suggestions indicate the Year 6 children should achieve well in the May SATs. Some children, who have had behavioural issues will have 1-2-1 support based on Margo Barraclough's recommendation, this should reduce the impact on the other children. The HoS has given TAs different roles at lunchtime to help support the improvement in outcomes, such as opening the KS2 and KS1 libraries in break time.	
7.3	Questions	Q1: Governor expressed concern that the information presented in the EHT Report appears to reflect a different, more positive picture than what is presented in the staff's Impact Report? R1: The staff are experiencing a period of change, for example there is now an expectation that teachers will manage behaviour in the classroom rather than sending the child out; and the embedding of this new process can take time. Consequently, the staff are developing new working practices and this can sometimes be a cause of concern. However, the school is making good progress and if Governors were to see the behaviour in the playground today compared	



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8	Data	<p>Governors reviewed the Aquila termly data summary sheet in advance of the meeting. It is a very honest picture and furthermore, the school has had some issues with judgements which were not secure. Consequently, the data for progress over time could be problematic as the assessments are revisited and more rigorous judgments are made.</p> <p>There is quite a lot of gaps for Year 5 children. Consequently, outcomes for KS2 combined next year are a concern as they will be a smaller Year 6 cohort and any child who does not achieve will have a big impact on the overall percentage. The target of 65% is a minimum expectation, which the current Year 6 will outperform but is a more realistic outcome for the next cohort. There are 100 pupils on roll and the school’s capacity is 140 children.</p> <p><i>The School Improvement Partner discussion was deemed confidential and recorded separately.</i></p> <p>The EHT had no minutes from the previous progress meeting so it was unclear of what actions were agreed. Book scrutiny will take place in Terms 4 and 6. CL visited to carry out a monitoring visit to observe the pupil progress meeting. He was very impressed by how each child was dealt with on a 1-2-1 basis and noted the NQT was being very well supported.</p> <p>The EHT referred Governors to the “big sheet” data which provides a more in-depth analysis of data, which can be found in the Data Folder on GovernorHub. These are 18 sheets of data, per year group, per subject. In comparison to the Aquila summary sheet which provides an overarching picture. The big sheets more easily identify key problem areas. By the end of Term 5, children need to have made 4 steps of progress. Where staff didn’t have a robust understanding of data there has been a lot of drill down required. TAs working with children in class has made a positive impact on progress and the new FLO is also working with children in the mornings.</p> <p>Q7: What is the hope for number of pupils on roll in Sept 19? R7: Whilst there are more houses being built in the local area, they have yet to have an impact increasing our roll. In fact, Pluckley has reduced the number of admissions for next year. The concern is that parents will look at league tables, which currently do not show Charing in a favourable light. It will be at least another year before this improves as a result of the current Year 6’s results being published. Consequently, the HoS is more hopeful roll would increase in Sept 2020.</p> <p>OfSTED consultation is currently in progress to introduce a new inspection framework. They suggest they will be looking at the whole education, more than just test results. Governors can expect the school to continue to be judged by previous results but there is so much more going on in the school now, such as after school clubs and improvements to the curriculum. A staff development day for creative curriculum planning will take place at the end of Term 3.</p>	
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		<p>Q8: Has the school found the PTA activities useful? R8: They have been superb and their support was excellent.</p>	
9	Christian Distinctiveness	<p>The school has begun the process of developing the new school vision. Children have chosen the following 3 key words: aspire, achieve and independence. The school will keep their current values. The Christian Distinctiveness Leader will ensure the one of each of the 5 values has a focus for a term. The EHT and Rev SC will be meeting to discuss the development of the vision. LP noted God was not in the previous vision. The IT room will now be a parents meeting room and a vision board will be in there and the school community will be able to see the values around the school. A biblical narrative will also feed into this vision. There will be 1 for the school vision and then a different narrative for each school value. The vision should be finalised by the next Governors Meeting. Children are beginning to get involved in leading worship and this should be embedded by the end of the year.</p>	
10	Governance Matters	<p>The Governing Body reviewed matters relating to Governance since the last meeting.</p>	
10.1	Training	<p>The Governing Body thanked SM for his bespoke training session last term on 5th December. The training focused on the Governors role in monitoring, evaluating and visiting the school.</p> <p>Other Training:</p> <ul style="list-style-type: none"> • Finance Training with Aquila on 4th December: HA + DM • ASP Training on 28th November. • 16th November full day training for ASP: HA + DM <p>ACTIONS:</p> <ul style="list-style-type: none"> • Governor Training to be added to each Governor’s record on GovernorHub. CLERK • Governors to complete PREVENT training from the link circulated by the Clerk. ALL 	
10.2	Monitoring Visits	<p>The following visits have been carried out:</p> <ul style="list-style-type: none"> • Safeguarding: HA • Pupil Progress: CL • School Improvement Partner LP, visit on 10th December. Governors note her recommendation to make the curriculum more creative and rely less on printed worksheets. <p>ACTION: EHT and DM to review NoVs to ensure they are GDPR compliant before publication on GovernorHub. EHT / DM</p> <p>Future monitoring visits planned:</p> <ul style="list-style-type: none"> • CL + SM visit on Friday 25th Jan to look at pupil outcomes. • SM + DF visit on Wednesday 23rd Jan to look at teaching and learning. • CD + SC visit to look at restorative justice. • DF to meet with the Site Manager this week to review Health & Safety. 	



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Monday 21st January 2019 at 5pm.

		<p>ACTIONS:</p> <ul style="list-style-type: none"> • Governors to provide 3 dates for visits to the EHT. • Governors to review the list of forthcoming events and notify the EHT if they will be in attendance. 	<p>ALL ALL</p>
11	Finance	<p>The EHT, DF and DM meet with Aquila to discuss the current finances reported in the December Monitoring Report, which was shared with Governors in advance of the meeting. The key highlights were:</p> <ul style="list-style-type: none"> • £16k extra for pupil premium. • £5492 additional income from selling the old tiles from the roof. • Sports premium came in November, some of which has been spent on trampolining which also covers the cost of having a member of staff on site on a Saturday while the club takes place. • Letting costs will be reviewed and referred governors to lettings policy later in the agenda. • Capital money can be used to create a new school website. <p>The EHT and HoS will look at rationalising staff contracts and ensure the commitments are in line with what was expected by the Trust. The budget looks better than expected and the ratio of staffing costs to total expenditure is now at 80%, which is in line with DfE expectations. The school are expecting an in year deficit of £724. Site management cost are expected to decrease as there were a lot of items out of date which needed to be replaced and there are protocols in place to ensure these consumables are used more efficiently to reduce expenditure in the future. Ultimately, more children would make the classrooms more cost effective. There are no CIF bids this year.</p>	
11.1	Internal Audit Compliance Report	<p>Governors reviewed the Audit Compliance Report in advance of the meeting and noted 3 high level recommendations:</p> <ul style="list-style-type: none"> • Bank signatories will be updated before the end of term. • The school are in the process of changing the payroll forms to ensure the evidence on file for all changes to salaries is robust. The SBM from Kennington will be supporting this process at Charing. • Clarifying office responsibilities and segregation of duties for month end payroll needs to be actioned. <p>ACTIONS: EHT to report an update on resolving this issues at the next meeting.</p>	EHT
12	Buildings + Health & Safety	<p>DF noted a number of high risk items outstanding on the Ellis Whittam portal and will be discussing these in more detail with the Site Manager later in the week.</p>	
13	Policies	<p>Governors reviewed the following Trust policies in advance of the meeting:</p> <ul style="list-style-type: none"> • Parental Complaints Policy, • Severe Weather Policy, • Governor Monitoring Policy, 	



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		<ul style="list-style-type: none"> • Lettings Policy. <p>Governors unanimously adopted the policies for Charing CEP School.</p> <p>Severe Weather Policy: The school needs to be aware of its own site specific issues during inclement weather. The school could open if there was snow s there is 1 teacher, 2 TAs and 2 cleaners who live close enough to open the school. The school would stay open for parents who have to go to work, unless it is unsafe to do so. Children who live within 1 mile are expected to come to school but the opening times may be changed to open later and close earlier. If children live more than a mile away then the risk of travel is too great and they would not be expected to attend. Governors noted the teachers might need to collect their children too and they are happy for teachers to bring their children to our school if required.</p> <p>Lettings Policy: Governors note the reference to the “10 session rule” but there is no explanation of it in the conditions. Governors are satisfied this is a charging rule relating to VAT as outlined by HMRC.</p>	
ANY OTHER URGENT BUSINESS			ACTIONS
14	Any Other Business	There was no minuted discussion.	
15	Confidentiality	Elements of 5, 7.1 and 8 were deemed confidential and were recorded separately.	
16	Date of Next Meeting	Monday 18 th March 2019, at 5pm	

There being no further business the meeting closed at 19:00.

Signed:

Chairman of the Committee

Dated: