



Charing CE Primary School
Minutes of the Local Governing Body
Held at the School on 24th September 2018 at 1800 hrs

"Unlocking every child's ability to achieve through faith and inspired learning"

Governors Present:

Mrs. Gill Gibb (GG) *left the meeting at 20:02,*
Mr. Charles Low (CL),
Reverend Sheila Cox (Rev SC),
Mrs. Chrystal Denys (CD),
Mr. Dan Freedman (DF),
Mr. Simon Moloney (SM),
Mrs. Deborah Borthwick (DB),
Mr. David Milham (DM).

Additional Attendees:

Rev. John Richardson, Chair of the Aquila Board of Trustees *arrived at 18:34.*
Mrs. Annie Wiles, CEO Aquila Trust,
Mr. Nick Morgan, Head of Governance & Estates,
Ms. Marian Scally, Director of Finance & Business Services.

Clerk:

Mrs Lorraine Bondzie-Mensah.

Action

1. Welcome and Opening Prayer

The CEO welcomed all attendees to the meeting and Rev SC led the Governing Body through prayer. The Governing Body welcomed two new members; Mr. Moloney and Mr. Milham.

2. Apologies for absence

Apologies were received and unanimously accepted from Ms. Crockford and Mr. Moon.

3. Declaration of Business Interests

- Rev SC declared she is a Governor of Egerton Primary School.
- SM declared he is an Aquila Consultant and member of St Nicholas Intervention Board.
- DM declared he is the Chair of Governors at Sheldwich Primary School.

The annual review of the Business & Pecuniary Interests Register was completed.

4. Minutes of the Meeting held on 16th July 2018

- a. The minutes from 16th July 2018 were approved as a true and accurate record of the meeting and signed by the Chair; subject to the amendment on Page 2, Item 5.4 – a year 6 child was involved in the collective worship review and not the delivery of collective worship to the school.

Governors reviewed the action points from the last meeting:

- Software issues remain for reporting attendance. In addition, there is a training issue for staff who need to mark their registers electronically.



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ACTIONS:

Kennington to provide training and support for marking registers on SIMS. MS will follow up the issues with EIS to ensure support is delivered in a timely basis.

HT
MS

- The Home School Agreement has been actioned and uploaded to GovernorHub for review.
- The Trust's GDPR policy is available and needs to be personalised to meet the needs of the school.
ACTION: GDPR Policy to be updated for review at the next meeting.
- **ACTION: Governors are invited to attend the next Parent Forum at St Nicholas' Primary School, New Romney on 29th October 2018 at 6.30pm.**

HT

All

SM discussed his first-hand experience of the positive impact of the forum at St Nicholas. This was a school which had experienced some difficulties in achieving the required standards of progress and attainment. For the past 12 months, the school has had an Intervention Board and as part of this process, a parent forum was created to ensure representation from the parent body was in place. The parents who joined have shown a lot of interest in the school and some are likely to stand as parent governors when the school converts back to a local governing body. The parent forum has been influential in focusing the school's attention on matters which are key issues for parents, such as parking and access to the school. The parent voice has been listened to and their issues were collaboratively solved working with the HT and the Trust. They are not a PTFA, neither are they are governing body but they are the piece in between. They have class linked parents to support parents on the playground and they have been very good at setting up a new PTFA. The forum has been vital in improving communication between the school and parents. Children now want to go to school and attendance has increased to 94.8%, fractionally short of the national expectation of 95%.

- **ACTION: Communicate with parents the grant funding recently received of £1200 for science and £3k for the pond and outdoor learning.**

HT

b. The following Matters Arising from the Minutes of 16th July 2018 were discussed:

- DB has issued 2 penalty notices for poor attendance this term already and another 2 are pending.

The remaining matters arising were deemed confidential and recorded separately.



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5. Governing Body Matters

5.1 Governing Body Structure

The Governing Body unanimously agreed to maintain a circle model of governance for this academic year. As an academy, there is no requirement for Terms of Reference.

5.2 Annual Review of Code of Conduct

The annual review of the Governors Code of Conduct was completed.

5.3 Election of Chair

It is with great sadness the Vice Chair reported the resignation of the Chair of Governors – Mrs. R. Burns, Governor – Mrs. L. Bellamy and the Head Teacher – Ms. A. Crockford. A letter to the Governing Body from Mrs. Burns was circulated to the full governing body and discussed.

The CEO confirmed, Mrs. Burns did have the full support of Aquila and the Trust recognise the workload requirements of Chairing a Governing Body, a voluntary role, in a school which requires accelerated progress. No one in the Aquila team underestimates the difficulties faced by the school and the governing body.

Rev Richardson arrived at the meeting at 18:34.

The Governing Body acknowledged the amount of work and effort put in by RB. They expressed their sincere gratitude for her help in moving the school forwards. Governors expressed concern at the relentless improvements expected by the Trust and request more time is given for developments to embed, before more changes are added to the list of actions. The Governing Body understand the importance of targets and as a Christian school, they hope everyone can move forward, working in the spirit of togetherness.

The remaining discussion in this agenda item was deemed confidential and recorded separately.

5.4 Vice Chair Election

GG was nominated in order to maintain a level of continuity within the GB but reminds Governors she is working full time. It is about the children and she is happy to support the GB move forward with a Chair who has a fresh view of the school.

The Governing Body unanimously elected Mrs Gill Gibb as Vice Chair for 2018/19.

5.5 Exit Interview Summary

This discussion was deemed confidential and recorded separately.



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6. Strategic Review and Forward Planning

6.1 Finance

This discussion was deemed confidential and recorded separately.

6.2 School Improvement Plan 2018/19

ACTION:

- Check why the targets are lower than last year for Early Years. Is it cohort specific or is it based on national expectations.
- Check why the phonics targets are lower than last year.

Chair

Chair

KS1 targets are in line with Kent and national. The Maths target is lower. It is an improvement on outcomes for this year but maths must be a key focus for the school and there will be no maths lead when the HT has gone.

ACTION: Appoint a maths lead before term 3.

HT

ACTION: NM to meet with DB to discuss this year's Sports Premium plan.

NM/DB

This remaining discussion for this agenda item was deemed confidential and recorded separately.

6.3 Monitoring Pairs

The Governing Body agreed to monitor in pairs, where possible, this academic year. The following responsibilities were allocated:

Responsibility	Monitoring Pair
Finance	DF + GG
GDPR + website	CD
Literacy, Reading, Writing, SPAG	CL + KM
Maths	DF + SM
SIAMS + RE	Rev SC + CL
Safeguarding	GG + DB
Attendance	CD + DB
SEN + Pupil Premium	GG
Health & Safety	KM
Wider Curriculum	DM
Governor Training	CD

SM and DM are here to support the GB and not replacing those who have left. Therefore needs additional governor recruitment needs to take place.

ACTIONS:

- All Governors to complete the skills audit.
- NM to provide an update on Governor recruitment at the next meeting.
- Finance Monitoring Pairs to review the budget every month and to meet in

All
 NM
 DF / GG



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- person with the Aquila Finance Officer every quarter.
- SM to liaise with CD to share best practice for attendance from Kennington.

SM / CD

6.4 Final SEF – July 2018

Governors questioned whether the judgements were supported by the evidence they have been provided with. Governors were referred to the School's Improvement Partner's NOV to unpick this further.

ACTION: The SEF to be updated and revised before the next meeting.

HT

Q10: How much School Improvement Partner support was provided to the school by the Trust?

R10: Last year the school received 25 days. This was more than all other schools in the Trust and significantly more than KCC has provided to the school in the past. Support has covered school improvement, SIAMs actions and bespoke training on reading including monitoring of implementation of developments. In addition the Trust line manages the caretaker. There is no charge for this work.

Q11: That is a significant amount of support. How much is planned for this year?

R11: 12 days. Many of the teachers who needed to be challenged have now moved on and there are strong teachers in EY and Year 6. This is still significantly more than would have been provided by the Local Authority.

7. Review of Policies

7.1 Child Protection

This is an Aquila policy to be implemented Trust-wide. This year's edition reflects the change to the Early Help process in Kent.

The policy was unanimously adopted by the Governing Body.

Gill Gibb left the meeting at 20:02.

7.2 Pay Policy

Governors reviewed the Aquila Pay Policy and adopted Section 4, Option A for the award of pay progressions this academic year.

The policy was unanimously adopted by the Governing Body.

This remaining discussion in this agenda item was deemed confidential and recorded separately.

8. Any Other Business

This item was deemed confidential and recorded separately.



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9. Confidentiality

Items 4b, 5.3, 5.5, 6.1, 6.2, 7.2 and 8 were deemed confidential and recorded separately.

10. Closing Reflections

The Trust Board recently had an RSC and DfE review, where discussions surrounding Charing took up a lot of time. The Board are committed to ensuring the support and resources of the Trust will continue to come into the school and Governors should be assured, Trustees have had sleepless nights too. Rev Richardson gave his personal commitment to ensuring the school improves rapidly.

Meeting closed at 20:14.

Signed:

Date:.....

Chair of the Governing Body