

Charing CE Primary School
Minutes of the Local Governing Body
Held at the School on 5th November 2018 at 1800 hrs

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

Governors Present: Mr. David Milham (DM): Chair
Mrs. Gill Gibb (GG): Vice Chair *left at 20:00,*
Mrs Katie Wratten (EHT): Executive Head Teacher
Mr. Charles Low (CL),
Reverend Sheila Cox (Rev SC),
Mrs. Chrystal Denys (CD) *arrived at 18:10,*
Mr. Dan Freedman (DF),
Mr. Simon Moloney (SM),
Mrs. Heather Ashdown (HA).

Additional Attendees: Mr. Nick Morgan, Head of Governance & Estates.

Clerk: Mrs Lorraine Bondzie-Mensah.

Action

1. Welcome and Opening Prayer

The Chair welcomed all attendees to the meeting and Rev SC led the Governing Body through prayer. The Governing Body welcomed Heather Ashdown, the Chair of the Kennington Junior School Governing Body to the Governing Body.

2. Membership of the Governing Body

The Chair notified the GB of the recent resignation of Mrs. Borthwick and the decision of Mr. Moon to not renew his term of office on the Governing Body. HA joins the GB as an experienced Governor in a school which required improvement and has recently had a very positive OfSTED inspection. Governors reviewed the Skills Audit matrix and identified a need for an educationalist with assessment, progress and attainment experience.

ACTIONS:

- NM to advertise for a new Governor on the Inspiring Governance and Governance for Schools websites on behalf of the Governing Body. NM
- A staff governor election will take place after Christmas to fill the vacant post. EHT

Crystal Denys arrived at 18:10.

3. Apologies for absence

Apologies were received and unanimously accepted from Mr. Simon Moloney.

4. Declaration of Business Interests

- Rev SC declared she is a Governor of Egerton Primary School.
- DM declared he is the Chair of Governors at Sheldwich Primary School.

ACTION: The Clerk to update the Business & Pecuniary Interests Register with the details from HA. CLERK

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5. Minutes of the Meeting held on 24th September 2018

The minutes from 24th September 2018 were approved as a true and accurate record of the meeting and signed by the Chair.

There were no matters arising not covered by today's agenda.

6. Executive Head Teacher's (EHT) Report

The Governing Body acknowledged the time constraints placed on the EHT before today's meeting and thanked her for her hard work in preparing the documentation for today's meeting. The EHT confirmed the paperwork will normally be available a week in advance of the meeting from now on.

The EHT will be introducing an impact report to the papers circulated for each Governing Body meeting. This will require staff to review and answer a number of questions designed to analysis the impact of work since the last meeting. The staff will need to provide a brief response, no more than a sentence which enables governors to clearly track progress across the school since the last meeting. It is also a useful tool to inform monitoring priorities before Governors visit the school.

a. Attendance

The EHT was only added to SIMS last week and therefore has limited data to provide the Governing Body on this occasion. There are currently 102 children on roll and 1 child has left the school since last term.

Q1: Further to the discussion at the last Governing Body meeting, are the attendance registers in SIMS now being marked?

R2: No. Registers are still being taken in paper form and this is a cause for concern as last week when 5 children were absent, only 3 parents contacted the school directly and the other 2 families were not followed up in a timely manner.

When comparing data between Term 1 last year and Term 1 this year, persistent absence has reduced from 20 children out of 102 to 16 children this year. CD confirmed she has not received an attendance monitoring report since the beginning of term. The EHT clarified the attendance reward system which has been introduced, based on receiving an afternoon of golden time by earning additional stickers. Attendance initiatives will also include punctuality rewards. At the start of term, there was a number of children still on holiday and this had a big impact on attendance data in Term 1. All children should aim for over 96% attendance. The aim every seasonal term is to reward individual high attenders and in Term 6 those children can have a day off-site doing something exciting such as forest school. Fixed penalty notices will be pursued for those who do fail to meet the required level of attendance.

b. Behaviour

The Head of School (HoS) reported this week the children have demonstrated excellent behaviour. The school have been allocated jobs / responsibilities to the children such as being a worship warriors or a sport lead for football. This has

Commented [DM1]: Changed from Fines

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empowered many children which has had a positive impact on behaviour. The re-organisation of TAs at break time into zones has helped to ensure any behaviour issues are dealt with before they escalate. However, the school are in need of more playground equipment.

Q2: As break time behaviour is a key concern of parents, is it possible to share this good news as soon as possible?

R2: This message was communicated at collective worship where over 30 parents were in attendance this week. The EHT will be introducing a new format to the newsletter from next week in order to improve regular communication with parents. Those children who have earned rewards will be mentioned.

Q3: The PTFA expressed concern the newsletter will be too lengthy and they are concerned there will be a loss of identity by using Kennington's newsletter format.

R3: The newsletter will still be branded as Charing Primary School. The format is sharp and has short sections which will be better for parents to read and more easily find the information they need. This will also provide families with the opportunity to celebrate children's achievements outside of the school.

Q4: Governors expressed concerns about accessibility for families with a low literacy ability. Picking out information and scan reading a document is an advanced reading skill which a number of parents are unlikely to have.

R4: There are a lots of pictures and the document will be following a similar formats of the other schools within Aquila.

The changes to the Governing Body membership also need to be communicated to parents. Governors acknowledge there is a lot of change, in a school already experiencing a high level of changes in the past, which can be challenging for parents. This was reflective of the message delivered to SLT when they recently met with parents.

MyConcern will be used to record behaviour issues as well as safeguarding matters. This system is then utilised as means to collate evidence for exclusions and meeting with parents. There was a fixed term exclusion last term which appears to have no evidence recorded on the system and this must be improved in the future. The child has now had a very good return to school this week.

ACTION: The Chair will ensure the school office sends copies of the newsletter to Governors. CHAIR

c. Policies

A new behaviour policy is in place and it is a recommendation of NPQEL that all policies under 1 EHT should be consistent across all schools. The EHT has noted a high number of policies are out of date and will be need to be sorted out by Christmas and uploaded to the website as soon as possible.

ACTION: The Clerk to develop a policy review schedule. CLERK

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d. Governor Monitoring Timetable

ACTION: Governors to provide the EHT with 3 dates across the academic year for Governor Monitoring Visits. ALL

e. Health & Safety

Outside lights have been put in to ensure the safety of staff when locking up. As the nights draw in, it was clear that it was very dangerous for staff to lock up in the darkness. NM recommended the use of a SALIX loans to rip out the lights and turn them over to LEDs. The cost savings would then be used to make the loan repayments. After 5 years, the cost savings would be realised by the school. NM has co-ordinated an assessment of the lighting system and will have more information for Governors by Term 3.

f. GDPR

There is a concern that not all parents have provided contact information. This is now being checked by the school office team and it has been reported to the DPO, who will follow up on this matter during her next compliance visit.

g. Safeguarding

Staff are now signing in and out. Lanyards will be given to visitors and parents cannot walk around on their own, they must be escorted. The HoS will ensure the staffroom is secured to ensure it is GDPR compliant. Access will be restricted to staff members only and PTFA meetings will have to move to the family room.

Commented [DM2]: Deleted comment re PTFA – my recollection was that concerns related to the proposed Parent forum

h. Staff

This item was deemed confidential and recorded separately.

i. Website

A review of the website shows there are a number of actions required to bring the content up to date. For example, the most recent edition of the Child Protection Policy needs to be added and a number of DfE mandatory policies have not been reviewed since 2016.

8. School Improvement Plan

a. Updated School Improvement Plan (SIP)

The updated document will also be on display in the staffroom. Currently, the key focus is the 1 year plan but it also includes a long term (3 year) plan. The plan is split into 5 core areas, reflective of the OfSTED Inspection Framework: Effectiveness of Leadership & Management, Quality of Teaching & Learning, Personal Development, Behaviour & Welfare, and Site Management. Each area is broken down into Areas for Improvement, Success Criteria and key milestones to outline what the staff, subject leaders and governors need to do to improve the school; and sets a clear expectation of the non-negotiables in place. As the academic year progresses, the SIP will be colour coded Red, Amber, Green

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(RAG'd) and a narrative added as to what is needed to turn it to Green, where required. All targets are based on observations by the EHT and School Improvement Partner. Weekly PPA meetings will focus on marking processes as per the expectations set by Westminster in 2016, to bring Charing up to date with national guidelines.

ACTION: All Governors are encouraged to participate in school events and they should review the Events List added to GovernorHub and notify the EHT of which one they are able to attend. ALL

This plan was developed in partnership with School Improvement Partners Margo Barraclough and Lorna Priddle who met with the EHT and HoS last week. Teaching & Learning will only move forward when there is consistency in behaviour, application of procedures and the embedding of expectations. Governors felt this plan was a great road map for moving the school forward.

Q5: How are staff responding to this new plan?

R5: The staff have not yet provided any feedback. On Wednesday, the SIP will be discussed in more detail in the staff meeting. This will provide the team with an opportunity to discuss the challenges and aim to move the school forward together. It has to be adopted by all staff, not just teachers.

Commented [DM3]: in

Q6: Further to your concern that some data may not be in the right starting position for the pupils, how long will it take to review this and ensure the data is robust?

R6: The reassessment process has begun and the information will be reviewed by the EHT in time for reporting at the next Governing Body meeting. Some of this information will hopefully present a more positive picture. For example, current testing of the Year 6s show a possible 60% at combined. There is a thirst for learning in this year group and the children know they are no longer standing still.

Q7: What is restorative justice?

R7: It is a common sense policing approach to managing behaviour. The FLO will begin the process by speaking to each child and encourage them to share information together; encouraging reflection and respect for each other's opinion. The aim is to teach the children a new approach to dealing with problems. They are encouraged to hear both sides of the story, think about how they would behave differently if this happens again in the future and the importance of talking it through in order to get to the bottom of the problem. This is a process which has worked well in Kennington and has developed to the children doing it themselves without the FLO involvement. It was also noted as a key strength by HMIs at the recent OfSTED Inspection where behaviour was graded as Outstanding. No one is judged, no one is shouted at. The HoS feels the school needs to set high expectations of behaviour and change the language of the school. These behaviours are reflective of the Christian ethos of the school.

Commented [DM4]: well

The following definitions were also clarified:

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- KAGAN: this teaching strategy seats children by their learning style rather than by ability. It takes a while to establish but works well when it is embedded and has a positive impact on learning.
- DOJO: the class DOJO system is a means to encourage good behaviour and is particularly good during learning and in the playground. It will text the parents to tell them of the achievements of the children and feedback from parents has been very positive. NM reminded Governors, consistent application of the policy is crucial here though and the school needs to develop the Charing way of doing things.
- BLP: Building Learning Power is a Charing initiative introduced by the HoS and is being used by 4 or 5 other Aquila schools to give teachers the tools to encourage better learning.
- PRE-TEACHING: providing opportunities to identify the key gaps in knowledge before delivering content, via the means of a quiz or other activity to measure each child's pre-knowledge of the subject matter.

b. Data

There will be more comprehensive data provided at the next meeting. It will be compared to last year's data and Governors will then see at the end of each term how the school is progressing towards its SIP goals. Aquila data sheets will be uploaded to GovernorHub every term and "big sheet" data will provide Governors with information relating to different cohorts of children such as Pupil Premium / non-Pupil Premium.

Q8: Is there going to be enough support in place for the Head of School?

R8: Yes, the EHT will manage assessment, strategic matters, the SEF, and the SIP. The HoS will manage day to day issues.

The EHT will encourage teachers to have tidier classrooms as it will be easier for the children to engage in learning in this environment.

Q9: The EHT report has not include much information relating to funding and finances?

R9: The management of the school's finance is held centrally with the Trust. Before the next meeting, the EHT will liaise with them and add any further information to the report. Initial review of processes within the school would indicate there could be more efficient ways of using the school's resources which would improve the school's financial position.

c. Parent Forum

The Governing Body encouraged the EHT to think about reaching out to the parents more and building their confidence. The parent forum has a specific structure and is not open for all to attend but the newsletter implied it was. The agenda needs to be organised with the HoS and training must be given to those joining the forum. Governors expressed concern the parents hoping to join the

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forum are not ready for the structure proposed in the current model. There is a concern the PTFA may feel threatened by the new forum and it needs to be better communicated that this is a completely different role. NM encouraged Governors to develop a set of ToRs which work for Charing and should begin the first meeting setting expectations and communicating the purpose of the group. It is a joint problem solving mechanism to develop better links with the parent community.

ACTION: CD, DF and the HoS to meet on Monday 12th November to plan dates and a means of moving the forum forward.

CD/DF/
HoS

d. School Vision

A review of the school's vision needs to take place. The vision needs to be developed by the staff, governors and parents. The school need to have one overarching biblical narrative which encapsulates all that this school is.

ACTION: At the next meeting, the Governing Body should set up a working party to develop the school's vision.

CHAIR

Q10: How is staff morale?

R10: On the whole, it is positive. There are pockets of concern, where members of staff are worried about change but they can see the school needs moving forward. The school has great potential and the staff can see this. In a couple of years' time it could be the complete opposite to its current position. The TAs have risen to the challenge and staff are rolling their sleeves up and are joining in. There is a clear passion for the children of Charing and this has been celebrated by the EHT and the HoS.

9. Monitoring

a. Governor Monitoring Visits

Should be not judgemental but be used as an opportunity to gain a better understanding of the key strengths and areas for improvement within the school. It is good practice to provide feedback to the EHT after a visit. SM will be delivering training at Kennington on Monitoring and the role of Governors on Monday 3rd December at 6pm. All Governors are encouraged to attend. SM and DM will be attending the next pupil progress meeting and CD will be visiting the school council on 22nd November. Governors were in agreement that monitoring of individual subjects should be stopped and Governors should focus on the key priorities outlined in the SIP, such as Safeguarding, Attendance and Pupil Premium. DM recommended monitoring should be carried out in pairs. The Governing Body will agree monitoring priorities after SMs training.

The EHT expressed concern there was no pupil premium report on the website and neither is there a report within school which clarifies what was spent last year.

ACTIONS:

- Governors were reminded of the need to reallocate the health & safety monitoring responsibilities now that KM has left the Governing Body.

CHAIR

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- **Governors to provide the EHT with 3 monitoring dates throughout this academic year.** ALL

Gill Gibb left the meeting at 20:00.

10. Finance

Governors reviewed the September monitoring in advance of the meeting. Whilst the monitoring shows actual spend to date, it is against the original budget from June 2018 and not the current working budget which will be available for the next Governing Body meeting. Further amendments will need to be made, such as the additional of the new HLTA salary and concerns relating to the 0.6 job share roles need to be discussed in further detail with the Trust. The EHT is concerned there is only 1 member of office staff, which is a big job for 1 person to do. The School Business Manager from Kennington will be coming over to provide support and ensure consistency of work processes.

There is not yet a Sports Premium Plan in place and the annual plan needs to go on the website.

11. Safeguarding

Staff now sign in and out. The use of mobile phones in the school needs to be addressed. All Governors signed the safeguarding register to confirm they have read and understood the most recent version of Keeping Children Safe in Education.

ACTION: HA needs a DBS to be completed for Charing. HA

12. Any Other Business

ACTION: Governors to meet at 5pm for the next meeting on 21st January 2019.

13. Confidentiality

Item 6h was deemed confidential and recorded separately.

Meeting closed at 20.22

Signed:

Date:.....

Chair of the Governing Body