



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
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Non-Confidential Minutes of the Governing Body Monday 15th July 2019 at 5pm.

Governors Present: Mr. David Milham (DM): Chair,
Mrs Katie Wratten (EHT): Executive Head Teacher *joined the meeting at 17:09*,
Mr. Tom Bird (HoS): Head of School,
Mrs. Chrystal Denys (CD): Vice Chair,
Mr. Dan Freedman (DF),
Mr. Simon Molony (SM),
Mrs. Heather Ashdown (HA),
Rev. Sheila Cox (REV SC).

Additional Attendees: Mrs Sarah Siddiqui (SS), Staff Governor Nominee, Observer.

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. Both staff governor nominees were invited to attend the meeting as observers; but only SS was available this evening to attend.	
2	Apologies	Apologies were received and unanimously accepted from Mrs Gill Gibb and Mr. Charles Low. The Governing Body received the resignation of Rev SC who will shortly be leaving her role as incumbent. Governors expressed their heartfelt thanks for her commitment to the Governing Body and the school; and wished her well in her retirement.	
3	Declarations of Interest	There were no declarations made by the Governing Body.	
4	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 20 th May 2019 were approved as a true and accurate reflection of proceedings and duly signed off by the Chair.	
5	Matters Arising	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
6	Head of School Report	<p>The Head of School report was circulated in advance of the meeting. The website is now accessible by the school and is being updated. There is an additional meeting on Thursday to make sure it is in full working order for September.</p> <p>Q1: Considering the school’s focus to celebrate our successes and attract more students to the school, should this timeline for website completion be accelerated?</p> <p>R1: The school is encouraging class teachers to develop class pages before the end of term and on the 2nd inset day there will be a reminder regarding the importance of keeping the website up to date.</p> <p>Governors noted that the opportunity to promote the school extends beyond the website. The school will also be maintaining an active school Facebook page, updates in the parish newsletter and engaging with the Trust’s Twitter feed.</p> <p><i>Katie Wratten joined the meeting at 17:09.</i></p>	



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		<p>This time last year, a newspaper article presented Charing as one of the worst schools in Kent and the school now has a significantly different story to tell. The children have made exceptional progress and their SATs outcomes evidence how the children are enjoying and engaging with the curriculum. The local estate agent has been given up-to-date information regarding the school.</p> <p>Q2: Attendance is still a concern. What actions are the school taking to improve attendance?</p> <p>R2: The FLO & SENCO have a number of case studies for attendance and improving it will not be a quick fix. A lot of work needs to be done with a core group of families. The FLO has met with every persistent non-attender and fines and regular letters have been issued. The school is doing everything it can to promote the importance of attendance. Previous issues regarding the consistency of approach towards absence has been covered in previous governors monitoring reports but it is improving over time. There is a better understanding across the whole school that good attendance is a non-negotiable. The FLO only started in January and it takes time to build relationships with families but the impact is already evident; with less families taking children out to go travelling during this term compared to this time last year. Moving forward, the school may want to reconsider the allocation of inset days and term dates to encourage better attendance.</p> <p>Q3: With the increasing popularity of after school clubs, could this be used as an incentive to encourage children to improve their attendance?</p> <p>R3: A new Sport's Coach will be starting in September and this might incentivise better attendance. A 5 day week after school club plan will be developed and a minimum level of attendance could be used as a requirement to attend the club. A key challenge faced by all schools with a low roll, is that every child is worth a significant percentage so every persistent non-attender has a big impact on overall statistics.</p>	
6.1	Vision Statement	<p>The Governing Body reviewed and agreed the vision statement for the school.</p> <p>ACTION: It was noted the vision signs around the school need to be updated to read "encourage independence" rather than "achieve independence".</p>	HoS
7	Data	<p>The un-validated SAT data and in house data was circulated in advance of the meeting. The Governing Body were delighted to see the significant progress being made by children across the school. Aspirational targets for the current Year 3, 4, 5 children will be set at a minimum of 77% when they are in Year 6. 2 children have joined at the end of Year 5 so will need to make accelerated progress but 77% Combined is achievable for this cohort next year. The HoS is hopeful the current Year 3s could reach as high as 80% by the end of Year 6. There is a high level of SEN in the current Year 4.</p> <p>Q4: Do we have case studies for OfSTED?</p> <p>R4: There are some in place but this needs to be developed further.</p>	



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Governors reviewed the following results:

Foundation Stage 2019

	Expected (or above)	Greater Depth
EYFS	66% (6 out of 9)	22% (2 out of 9)

Foundation Stage 2018

	Expected (or above)	Greater Depth
EYFS	81% (13 out of 16)	0% (0 out of 16)

Year 1 2019

	Passed (32 out of 40 or more)	100% (40 out of 40)
Phonics	93% (14 out of 15)	60% (9 out of 15)

Year 1 2018

	Passed (32 out of 40 or more)	100% (40 out of 40)
Phonics	81%	6%

Year 2 2019

	Expected (or above)	Greater Depth
Reading	85% (11 out of 13)	15% (2 out of 13)
Writing	77% (10 out of 13)	15% (2 out of 13)
Maths	77% (10 out of 13)	23% (3 out of 13)

Year 2 2018

	Expected (or above)	Greater Depth
Reading	77% (10 out of 13)	23% (3 out of 13)
Writing	62% (8 out of 13)	15% (2 out of 13)
Maths	69% (9 out of 13)	0% (0 out of 13)

Year 6 2019

	Expected (or above)	Greater Depth
Reading	93% (14 out of 15)	53% (8 out of 15)
Writing	80% (12 out of 15)	33% (5 out of 15)
Maths	80% (12 out of 15)	27% (4 out of 15)
Combined	73.3% (11 out of 15)	20% (3 out of 15)
GPS	87% (13 out of 15)	20% (3 out of 15)
Science	80% (12 out of 15)	N/A

2019	Average scaled score
Reading	108.6
Maths	104.7

Year 6 2018

	Expected (or above)	Greater Depth
Reading	53%	6%
Writing	59%	18%
Maths	29%	6%
Combined	24%	6%

2018	Average scaled score
Reading	100.3
Maths	98

A Greater Depth appeal for 1 child for Reading is in progress. 3 of the Greater Depth children are GRT. The Combined outcome of 73% is significantly improved on last year's 24%. Greater depth was also significantly improved at 20%.



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		<p>All GRT children achieved, with one child achieving a score of 118, out of a maximum of 120. Spelling was a challenge and will become a focus next year. Consequently, initial calculations suggest there will be significant swings in progress scores for this cohort.</p> <p>Governors congratulated SLT, all the staff and the children for their exceptional results. The HoS knew the current Year 6 children had the capacity to achieve when he met them at the beginning of the year. He is pleased with the results but is determined to continue to raise standards and is aiming for 80% Combined in future years. 60% of Year 1 children passed the phonics test with 100% and this shows the foundations are in place to move the school forward. The Year 2 results were the best in 5 years.</p> <p>Q5: What strategic support can Governors provide to support continuing progress across the school? R5: Data monitoring, Governor support at events and communication to parents via the school newsletters.</p> <p>Q6: What is the winning factor behind achieving these exceptional results? R6: Belief in the children and wanting them to achieve. Embedding their knowledge through daily practice based on key revision points. Making sure they read regularly and understanding what was being read too. Ensure children do not feel scared of the test and believe in them to be able to do it. Set individual targets by child and complete 4 practice papers per year. Big celebrations for individual achievements.</p> <p>Governors noted this is a very different mindset to last year, when children were scared of tests. Maths was a challenge but the children had good exam techniques, completing the easier questions first and then focusing on the harder questions later in the exam. Pupil progress meetings were not in place before the beginning of this year. Staff didn't have the data to make informed decisions. The HoS could see the potential in staff and PiXL was used to improve planning. SS acknowledged staff were given the freedom to teach in a way they thought best and were able to go back and plug knowledge gaps early on. This helped teachers move the children forward as they now had a clear understanding of the data.</p> <p>Q7: For long serving governors, what is your perspective? R7: It is wonderful to see the confidence the children have in themselves. Stability and consistency of expectations has had a clear, positive impact on the children. In 7 years of governance, never has Rev SC been to a presentation which so greatly evidenced the tide had changed. Preparation to take the test is obviously a key strength; as well as the environment and feeling surrounding the school during exams; which was excellent. This is in real contrast to previous years when some parents didn't even know it was SATs week and so took their children on holiday.</p>	
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		<p>The HoS has written a document regarding test techniques, for all teachers. Children know what they have to achieve before they sit the test and actively engage in setting their own targets with their teachers. The next step is for the team to develop an inspiring curriculum. Making academic achievement the school's ultimate priority motivates everyone who works here. Children are leaving the school with the mindset that they can now achieve. Governors noted, in order to raise standards every school needs two things – great teaching and great leadership; this school now has both.</p> <p>The internal data: Aquila data sheet and big sheets, were circulated in advance of the meeting and confirm the progress which has been made in all classes. They were reviewed and Governors had no further questions.</p>	
8	Staffing Structure 2019/20	<i>This discussion was deemed confidential and recorded separately.</i>	
9	Governance Matters	The following governance matters were discussed:	
9.1	Monitoring Visits	<ul style="list-style-type: none"> • HA completed a review of safeguarding and the report is available on GovernorHub. Big steps been taken and there is much more structure in place. The school has come a long way since the last visit. All processes are robustly adhered to. • DM observed a staff meeting outlining the curriculum plans for next year. He was impressed with the enthusiasm of the staff for the changes being introduced. • School Improvement Partner Notes of Visit: 2 have been circulated. No further comments other than it is further evidences the positive strides forward being made by the school. 	
9.2	Election of Chair and Vice Chair 2019/20	<ul style="list-style-type: none"> • Chair: HA nominated DM, which was unanimously supported by the Governing Body. • Vice Chair: CD self-nominated to be Vice Chair and was unanimously supported by the Governing Body. 	
9.3	360 Review of the Chair	ACTION: All Governors were reminded to submit their completed 360 review of the Chair forms to the Clerk before the next Governing Body meeting.	ALL
9.4	Staff Governor	<p>The election process of a new Staff Governor will conclude tomorrow morning at 9am.</p> <p>ACTION: Clerk to notify the Governing Body of the outcome via GovernorHub tomorrow.</p>	CLERK
9.5	End of Year Evaluation	A last minute request from the Trust for an LGB end of year review was received by the Chair and circulated to Governors for review in advance of the meeting.	



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		There will be a requirement to submit an annual report from now on. The SATs results are just a snapshot of current academic performance and the Trustees would like to know about the wider context of governance at the school.	
10 10.1 10.2	Finance Year End Budget 2019/20	<i>These discussions were deemed confidential and recorded separately.</i>	
11	Risk Register	<p>In accordance with the recently adopted Risk Management Policy, risks must be reviewed on a regular basis. DF tabled a matrix report from the GRC-1 risk monitoring tool which outlined the school's core risks and scores them by likelihood and impact. He recommended the Governing Body focus their efforts on those risks categorised in red.</p> <p>The report provides information at top level; underneath which are the threats and any relevant control measures. Governors agreed to look 1 or 2 risks in detail at every meeting and receive an update from the EHT or HoS on any significant movements in risks not being covered as part of that discussion. The purpose is for Governors to develop a clear understanding of what is in place to mitigate these issues and satisfy themselves that every possible action has been taken to contain the risk. Governors should not expect to turn every risk green.</p> <p>Areas of responsibility are currently being delegated to staff. Governors should consider how monitoring risk fits in with school monitoring responsibilities.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • NM to provide every Governor with a login to GRC-1. • The LGB to allocate core risks to governors alongside monitoring responsibilities in September. • Risks 753 and 50 should be reviewed at the next meeting. 	<p>NM</p> <p>CLERK</p> <p>DF</p>
11.1	Residential Trip	As parents drop off and collect their children from the trip, there is only a risk assessment for the site; not travel. The EHT and HoS have both reviewed the information and are happy with the risk assessments in place. Having reviewed the risk assessment in advance of the meeting, the Governing Body unanimously approved the trip for 2019/20.	
12	Safeguarding	<p>ACTION:</p> <ul style="list-style-type: none"> • Governors were reminded to attend with the face-to-face safeguarding training on 3rd September at Charing at 8.45am. Or • Complete the Safeguarding Training Module on the NGA's Learning Link before the next Governing Body meeting in September. Available at: https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning/Learning-Link-modules/Compliance/Safeguarding-the-governors-role.aspx 	<p>ALL</p> <p>ALL</p>



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13	Buildings + Health & Safety	<p>Ellis Whittam have completed the school's annual Health & Safety audit on 8th July and whilst the school await the final report, the Site Manager circulated summative feedback in advance of the meeting.</p> <p>Essentially, the school has moved on significantly over the last year and the systems now in place are showing to be effective, particularly those for recording site checks and Off Site Visit RA's. During the visit, there was some difficulty accessing some of the online documents that are stored on Ellis Whittam's new system, whilst this was inconvenient it was also useful for their representative to have experienced these issues first hand. The greatest concern was regarding the kitchen and the site walk coincided with Jenny Wood's 'out of hours inspection'. A number of issues were highlighted and witnessed by both auditors and the catering supplier will receive a number of items to action as a result.</p> <p>During the summer, the Hall floor will be repaired and quotations will be sought for repairing the damaged floor by the school's reception.</p>	
14	Governor Training	<p>HA has completed Exclusions training and attended an OfSTED Questioning Training. DM presented at the NGA conference a discussion surrounding Governors' responsibility for well-being.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Governors reminded of the NGA webinar, this week on Wednesday at 6.30pm regarding self-evaluation of governance. • HA to provide the Clerk with a copy of the slides from the OfSTED Questioning training for upload to GovernorHub. 	<p>ALL CLERK</p>
15	Policies	<p>Governors reviewed the policy review schedule for next year; which included the allocation of lead staff members for each policy. The EHT is developing a Learning & Teaching handbook which will be developed in line with the new OfSTED framework.</p>	
ANY OTHER URGENT BUSINESS			ACTIONS
16	Any Other Business	<p>The HoS investigated the concerns expressed at the last meeting, regarding the tutoring company leaflets which went out to all families and confirmed these would no longer be distributed.</p>	
17	Confidentiality	<p>Items 8 and 10 were deemed confidential and recorded separately.</p>	
18	Date of Next Meeting	<p>Monday 23rd September 2019, at 5pm</p>	

There being no further business the meeting closed at 19:03.

Signed:
Chairman of the Governing Body

Dated: