



*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 23rd September 2019 at 5pm.

Governors Present: Mr. David Milham (DM): Chair,
Mrs Katie Wratten (EHT): Executive Head Teacher,
Mr. Tom Bird (HoS): Head of School,
Mrs. Chrystal Denys (CD): Vice Chair *left the meeting at 18:05*,
Mr. Dan Freedman (DF),
Mr. Charles Low (CL),
Mrs. Heather Ashdown (HA),
Mrs. Sarah Siddiqui (SS).

Additional Attendees: Ms. Eloise Symonds (ES), Observer.
Mr. Nick Morgan (NM), Head of Governance & Estates.

Clerk: Mrs Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and the HoS led the Governing Body in prayer.	
2	Apologies	Apologies were received and unanimously accepted from Mr. Simon Molony.	
3	Membership	Welcome to our new Staff Governor, Sarah Siddiqui and our soon-to-be newly appointed Community Governor, Eloise Symonds. She is in her final year of a PhD in educational research and has experience in secondary schools, higher education and tutoring of young children. On behalf of the Governing Body, the Chair thanked them for volunteering to support the work of the school. They join us at an exciting point of the school's journey; as we anticipate an OfSTED Inspection from Term 4 onwards. Mrs Gill Gibb's term of office has expired and she has not made a request for re-appointment.	
4	Declarations of Interest	The annual review of the Register of Business & Pecuniary Interests was completed. DM declared he is involved in an External Review of Governance Sunny Bank Primary School, Sittingbourne.	
5	Code of Conduct	All Governors present, reviewed and signed the Governors Code of Conduct.	
6	KCSIE	All Governors confirmed, either in person or via GovernorHub, they have read and understood the 2019 Keeping Children Safe in Education and noted the updates had also been included in the school's Child Protection Policy [to be approved later in this agenda].	
7	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 15 th July 2019 were approved as a true and accurate reflection of proceedings, with a grammatical error corrected on the top of page 5. They were duly signed off by the Chair. Governors were reminded that Confidential Minutes are only available to the Governing Body and Trustees of Aquila.	
8	Matters Arising	There were no matters arising.	



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SCHOOL DEVELOPMENT			ACTIONS
9	Head of School Report	<p>The school has had a positive start to the year with lots of changes happening around the site. All the staff have put in a lot of time and effort to make improvements to the learning environment and this should be apparent to Governors when they carry out their monitoring visits over the next few weeks. Stable staffing has had a positive impact on the children and they have had a good start to the new academic year.</p> <p>Progress data will place the school in the top 5% of all schools in the country. Governors agreed these are exceptionally strong results and are the highest level in 10 years, for all areas including phonics and Year 2; not just Year 6 SATs. This is remarkable considering the school was in the bottom 3% of the country last year. Governors are encouraged by the evidence they have gathered in their monitoring which suggests this is a sustainable and long term trajectory for the school.</p>	
9.1	Attendance	Attendance over the first 11 days is 3% better than the same time last year; it was 97% compared to 94%. Governors noted there was a good piece on attendance in the recent school newsletter.	
9.2	Parent Engagement	<i>This discussion was deemed confidential and recorded separately.</i>	
9.3	National Leader in Education	John Camp has been visiting the school as part of his work supporting schools with poor outcomes. He felt the school had significantly changed since his last visit in February and noted a different feel around the school. All children are fully engaged and there is a real buzz around the school this year. The parent governor confirmed the school felt more settled and his child felt it was just like the start of another term, rather than the start of a new year.	
9.4	Site Matters	Further changes planned to the site are: to make the area behind the meeting room into an overflow playground when the field is wet and alternative car parking arrangements for visitors and staff.	
9.5	Executive Head Teacher	The EHT comments have been added to the HoS report, in red. Using the new OfSTED framework, SLT reviewed the SEF last week and are confident there are no areas of the school below the level of Good. The next steps are to ensure all staff are focused on the curriculum changes which have been introduced. Governors were reminded that inspectors will be asking the same questions to all staff, including those who are non-academic and Governors.	
9.6	Mocksted	<p>A Mocksted will take place on 31st October and 1st November, the first Thursday and Friday after half term.</p> <p>ACTION: DM to check with LP as to her expectations for Governors during these two days and will circulate a timetable as necessary.</p>	DM



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9.7	Sports Premium	<p>HoS and EHT acknowledged the link to the report on the website is not active and needs updating. The school anticipate around £18k in funds but plans have had to be reviewed as applications for a sport apprentice were low.</p> <p>ACTION: EHT to check the report has been provided to the website host for uploading.</p>	EHT
9.8	Pupil Premium	<p>The strategy is in draft form and will be added to the website shortly.</p>	
9.9	Website Compliance	<p>CD agreed to check the website for compliance using a validation tracker from the Key for Governors. The Trust validated a number of school websites over the summer holidays. Any queries identified were circulated to the school and have now been actioned.</p> <p>ACTION: The school office to add ES to the newsletter circulation list.</p>	CLERK
10	School Improvement Plan	<p>Governors reviewed the RAG-rated SIP and the 3 year plan in advance of the meeting. The SIP has been built with the school’s vision as its foundation and is crucial to life at the school. Page 3 outlines the main priorities and targets have been categorised in line with the new OfSTED framework headings. The SIP has been circulated to staff and is on the staffroom noticeboard. It will be updated every seasonal term and Governors’ monitoring will focus on key priorities outlined within it. The Governors expect to find evidence that the SIP is a living, working document across the school and that all staff are working towards its successful completion.</p> <p>Q1: Should the SIP be more reflective of this being a Christian school? R1: There should be Christian distinctiveness mentioned in most of the priorities or in the success criteria. It was noted in the SIAMS feedback that the school must relate Christian values explicitly to learning and our vision and mission statement are very clearly shown on the front of the SIP. Governors should be considering our Christian ethos during their monitoring of the SIP.</p> <p>Q2: Is there a new curriculum document available for Governors to review? R2: Individual subject policies are available on the school website and forms part of our long term plans for each subject. The statement of intent for our curriculum is in draft form and will shortly be available for review. Governors noted the requirement for it to be tailored to the needs of our local community and will be seeking evidence of its implementation across the school during their monitoring.</p> <p>Q3: [To SLT] How confident are you that this is reflective of our vision? R3: We are confident it is. Governors need to satisfy themselves the implementation of this plan is happening consistently and effectively across the school and later in the year, assess impact through collecting evidence during monitoring visits. Visitors to our school should feel the values are being underpinned in school and it is not just a tick-box exercise. Policies are also reflective of values, and these are consistently applied. The monitoring of</p>	



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		<p>behaviours and attitudes should also provide an opportunity for Governors to identify whether the SIP and the school is distinctly Christian. The vision is something which is lived; not laminated. Every term, the school could focus on a value and delve deeper into the understanding of each school value.</p> <p>Q4: In curriculum design, it is common for the focus to be on the 3x Rs. Should our SIP make more reference to other subjects? R4: These have to be an area of focus because of their importance in all subjects but also because of the financial investment in Read Write Inc and the need to measure how effective this initiative is. The school must ensure teachers are delivering and have access to resources to deliver an inspiring curriculum which meets the needs of all pupils.</p> <p>Q5: In terms of a broad curriculum offer; is there not a danger that external assessments of our school may be concerned that these fantastic improvements came at a cost to curriculum delivery? As in, they could only have been achieved with a harsh focus on reading, writing & maths; leaving little time for other subjects? R5: Agreed. Improvements here are sustainable without having a negative impact on a broad curriculum. The foundation subjects must be in place but for example, science and RE has been moved to the morning, so that pupils can better enjoy and explore these subjects within their school day. The staff governor feedback suggested the children are particularly enjoying RE in the morning and are more positive and engaged with the subject. The next step is to hold another staff meeting to review how it went this term and how can we make it better next term.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • HoS to review the SIP again and add additional comments to ensure the plan reflects our distinctly Christian character. HoS • HoS to circulate the curriculum statement of intent. HoS • HoS to share the overall timetable so Governors can clearly see a significant amount of time is given to additional subjects and ensure it forms an appendix to the curriculum statement on the website. HoS 	
10.1	Monitoring Responsibilities	<p>In order to monitor the implementation of the SIP, Governors agreed the following monitoring responsibilities:</p> <ul style="list-style-type: none"> • Quality of Education: SM + ES. • Behaviour & Attitudes: CD + SS. This includes attendance, which was a key concern last year. • Leadership and Management: DM + HA. This includes a focus on middle leadership and subject leadership. • Personal Development: CL + DF. • Safeguarding: HA. • SEN: ES. • Christian Distinctiveness: CL (until the appointment of an ex-officio). 	



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		<ul style="list-style-type: none"> • Buildings, health & safety, site management: DF. • Staff Well-being: DM. • Finance: DF + DM. • Website Compliance: CD. • Training & Development: SS. <p>ACTIONS:</p> <ul style="list-style-type: none"> • Governors invited to attend Pupil Progress meetings; the next round of meetings will take place on Wednesday 30th October. • There is an expectation that Governors will carry out 3 monitoring visits a year. Governors to provide 3 preferred visit dates to the EHT before the next meeting. <p><i>Crystal Denys left the meeting at 18:05.</i></p> <p>Q6: The SIP targets does not include any relating to the building improvements?</p> <p>R6: It has been focused on the OFSTED strands. However, the current work is a benefit to the learning environment and there is an overall long term plan, so this should be included in the 3 year SIP. Improvement work has moved on significantly in the last 2 years and the school is in a position to provide opportunities for better learning spaces.</p> <p>ACTION: NM, DF, DM + HoS to meet before the next meeting to discuss a site strategy which will be added to the 3 year SIP.</p> <p>Governors expressed their sincere thanks to the HoS and the Assistant HoS for their efforts in drawing together an excellent school improvement plan and their thanks to the EHT for her guidance, support and strategic oversight.</p>	<p>ALL</p> <p>ALL</p> <p>NM / HoS</p>
<p>11</p> <p>11.1</p> <p>11.2</p>	<p>Governance Matters</p> <p>Notes of Visit</p> <p>Governor Training</p>	<p>The Governing Body discussed the following governance activities:</p> <p>The Notes of Visit from the School Improvement Partner were circulated in advance of the meeting and are very positive. There has been another visit today, focused on preparing for an OfSTED inspection. Governors noted the recommendation to introduce a 'Big Breakfast' to encourage children to come in before school starts. Clubs will be running from next week but have been hindered by the inability to recruit a Sports Apprentice. A breakfast club might be viable in the long term.</p> <p>ACTION: HoS to feedback on the 'Big Breakfast' at the next meeting.</p> <p>All Governors have completed PREVENT training and all but 2 Governors have completed Safeguarding training, due to issue with the NGA site.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Safeguarding training to be completed by DF and CD. 	<p>HoS</p> <p>DF / CD</p>



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		<ul style="list-style-type: none"> • Safer Recruitment Training to be completed by HA and HoS. • ES and SS to attend the Aquila Induction Course on 14th October 2019, at 6pm at Charing. <p>Aquila training provided this year:</p> <ul style="list-style-type: none"> • Key Subscriptions • NGA Learning Link – training modules specifically for governors • Face-to-face sessions for induction, health & safety and training & development guidance. 	HA / HoS ES / SS
12	Finance	The August financial monitoring report had been circulated to Governors in advance of the meeting but has not been formally discussed with the Trust.	
12.1	Admissions	The school has had an additional 5 pupils enrol this academic year which was not expected. The school anticipate another child starting next week. This will take the school to 94 on roll. Due to lagged funding, income will not increase until next year. However, this is a positive step forward for the school. The EHT plans to meet with parish counsellors and the PTA to encourage more community engagement. They have generously provided the school with £600 for CCTV and are bidding for a grant to provide the school with new toilets too. The HoS is promoting the school on Charing Chatter, as well as a stay and read event for local toddlers.	
12.2	Pay Committee	The Pay Committee met on Monday 16 th September to validate performance related pay increases based on 2018/19 appraisal information.	
13	Risk Register	<p>The EHT has a weekly programme of review of the Risk Management Tool, GRC-1 and has been providing SLT with a list of actions on a regular basis. Updating the risk register is moving forward. The register at school level informs the overall Trust wide risk register. The requirement to complete it in a timely manner is to ensure the Trust as a whole holds a robust register of risks. Governors were reminded to review the risk register as part of their monitoring responsibilities and ensure it feeds a robust questioning system.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • NM to check all Governors have log in details. • The EHT will provide the clerk with a copy of the matrix report for uploading before every FGB meeting. 	NM EHT
14	Safeguarding	<i>This item was deemed confidential and recorded separately.</i>	
15	Buildings + Health & Safety	Governors noted the improvements carried out around the site, in particular the hall, KS1 library and KS2 library, as well as improvements to the staff room and	



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		the creation of a meeting room. The changes to the library provision is a significant improvement for the children.	
16	Policies	<p>An updated Child Protection Policy was circulated in advance of the meeting and reflects the changes outlined in the most recent edition of KCSIE, and was ADOPTED by the Governing Body.</p> <p>A large quantity of policies had been circulated by the EHT and the Governing Body expressed their sincere thanks to CL for his robust review of these policies in advance of the meeting. His commentary will be circulated to the EHT for updating and the policies will be formally approved at the next meeting.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • The updated Aquila Staff Handbook and Pay Policy will be circulated in advance of the next meeting. • The clerk will provide a new policy review schedule to ensure policies are reviewed in line with statutory requirements and not posted en masse to the LGB at the first meeting of each year going forward. 	<p>CLERK</p> <p>CLERK</p>
ANY OTHER URGENT BUSINESS			ACTIONS
17	Any Other Business	The Governing Body confirmed their receipt and review of the 2019 Academies Financial Handbook and noted the importance of the “must do’s” outlined in Part 8.	
18	Confidentiality	An element of item 9 and all of item 14 were deemed confidential and recorded separately.	
19	Date of Next Meeting	<p>Monday 25th November 2019, at 5pm.</p> <p>ACTION: Clerk to notify SM and CD of the date change.</p>	SM / CD
20	Closing Reflections	Not only has the school greatly moved forward, the robust analysis and discussion surrounding the School Improvement Plan today, evidences the strides forward also being made by the Governing Body.	

There being no further business the meeting closed at 19:02.

Signed:
Chairman of the Governing Body

Dated: