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Non-Confidential Minutes of the Governing Body Monday 20th January 2020 at 5pm.

Governors Present: Mr. David Milham (DM): Chair,
Mr. Tom Bird (HoS): Head of School,
Mrs. Chrystal Denys (CD): Vice Chair,
Mr. Dan Freedman (DF) *arrived at 17:30*,
Mr. Charles Low (CL),
Mrs. Sarah Siddiqui (SS).

Additional Attendees: Mrs. Janet White (Observer).

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 Ms. Eloise Symonds, Mr. Simon Molony and Mr. Nick Morgan.	
3	Membership	Katie Wratten has resigned as Executive Head as of the end of this term. Angela Matthews, Head Teacher of Temple Ewell Primary School, will be working with the leadership team as a consultant Head Teacher and will be attending the next Governing Body meeting. Recruitment: there is a vacancy for a community governor. HoS will be meeting with the parish council tomorrow and will discuss it with community stakeholders. The ex-officio position is vacant as the church is in interregnum.	
4	Declarations of Interest	The following declaration was made: <ul style="list-style-type: none"> • DM: his daughter, Ms Horsford, is currently teaching in Year 5 for this term only, as part of her teach direct placement. There were no further declarations from the LGB.	
5	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 25 th November 2019 were approved as a true and accurate reflection of proceedings. They were duly signed off by the Chair.	
6	Matters Arising	Governors reviewed the action list from the last meeting: <ul style="list-style-type: none"> • ACTION: Ensure the curriculum intent document is available in the SIP folder for future reference. • ACTION: Updated SEF is being re-written by Bruce McAlpine. A draft copy will be sent to CL and CD for review. 	CLERK HoS
SCHOOL DEVELOPMENT			ACTIONS
7	Leadership Report	The Governing Body received a copy of the report in advance of the meeting. The HoS outlined the key highlights: The school is within its OfSTED inspection window. They are expected around April.	
7.1	Christian Distinctiveness	IH (SENCO) will become the Christian Distinctiveness Lead. HoS will be requesting a visit from LP to provide her and the school, with support.	



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7.2	Attendance	<p>Currently at 93.6%. 3 children have been absent for medical reasons (surgery); one of which was off for 3 weeks. There are 14 children who are a cause for concern. Their families have been meeting with the FLO and reminder letters are regularly sent. Governors noted PP and GRT pupil attendance is significantly lower than the rest of the school. There is unlikely to be much of a crossover in both categories and therefore there appears to be 2 distinct groups of children with poor attendance. This is slightly higher than this time last year. This is a key priority for the school.</p>
7.3	Pupil Progress	<p>A pupil in year 6 has moved to another school this week and reduces the number of children in this group to 18. The HoS predicts 15/18 will achieve combined. There will be a more accurate picture available for Governors on 16th March when another assessment has taken place. There is 1 GRT pupil who has a boxing match in April and he will miss quite a lot of time from school. This will have a negative impact on KS2 combined achievement. Plans to mitigate this will be discussed with the Chair after the meeting. Early years are predicted to have better outcomes than last year.</p> <p>The publication of school league tables in December shows the school has made significant progress and has increased its ranking by 11,000 places. The school has moved from the bottom 1% to the top 20% nationally. Our school is the strongest performing school within a 5-mile radius. Consequently, the school is receiving far more interest from prospective parents since the results have been published. A press release has been created and the published information has also been added to the website.</p> <p>Q1: How can we ensure that showing parents around the school doesn't monopolise leadership time? R1: The HoS is keen to invest his time in meeting prospective parents as growing the school is critical.</p>
7.4	Behaviour	<p>Behaviour is good but there are some concerns in one class; the HoS is supporting the staff to bring about improvements.</p> <p><i>Dan Freedman arrived at the meeting at 17:30.</i></p>
7.5	Staffing	<p><i>This item was deemed confidential and recorded separately.</i></p>
7.6	Sports Premium	<p>Plans to recruit a sports apprentice have been unsuccessful and so the school will fund sports coaching instead; however, this is likely to be more expensive.</p>
8	Data	<p>The data summary sheet was circulated in advance of the meeting. There are currently 94 children on roll and not 92 as per the data sheet.</p> <p>Q2: Governors noted Pupil Premium (PP) children were below Kent averages in the data published for 2018/19? R2: Last year there were only 3 pupil premium children in Year 6. As this is not a significant sample size it can significantly skew the statistics. The PP children are</p>



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8.1	ASP Data	<p>benefiting from having 5 classes and this supports the school in working towards closing the gap for those children. There are currently 8 out of 17 in Year 6 who are PP.</p> <p>Q3: EYFS attainment: are you satisfied the figures are ok for this stage of the year? Girls seem to be doing better than boys? R3: At this time of the year, it is right to be cautious. KS1 data also presents a cautious outlook. The data is looking better this time than it did this time last year though.</p> <p>Q4: Why is Year 2 progress not as good as the others? R4: This is a cautious prediction. The staff do not want to overstate performance as it has been in the past. The staff are working with the children so that they are used to taking the test and there is still time for the children to make good progress. There are some cohort specific issues such as: 1 child has suffered a bereavement (of another child) within the family and is no longer in a position to learn at this point in time.</p> <p>KS1 and KS2 outcomes will be better than last year. Progress will be positive but not as significant as last year. The HoS is hopeful it will further improve the school's position in the school's ranking. The HoS needs more time to be released from Year 5 in order to support the Year 6 pupils but staffing issues have made this difficult. Interventions are taking place for reading, maths and spelling which will close gaps across the school.</p> <p>ASP data analysis for last year was circulated to Governors. The school's outcomes compared to national figures and is very positive. They are a very small cohort which makes group analysis difficult; for example, there are only 4 girls. So when the Real School Guide gave the school 3 stars instead of 5 this is because of some of the data comparisons were hindered by just one child having a significant impact on the statistics. Governors noted disadvantage children data doesn't look very good but neither does it reflect the positive progress, and impact, the school had on this child; who came close to exclusion. When taking into account the barriers to learning that this child had, the school did very well to support and develop him ready for secondary school; where he is now doing very well. This data does not evidence the school's commitment to inclusiveness.</p> <p>In terms of closing the gap between girls and boys, text power of reading inspires the boys particularly well. A lot of work, particularly in Year 5 and 6 has been done to close the gap in reading between gender groups. Early Years data has not yet been released. All ASP data is publically available online for parents to review.</p> <p>Q5: How can last year's Year 6 children have moved up in such a large jump? R5: The children in the previous year should not have achieved 23% combined. They should have achieved closer to 60%, in the HoS's judgement of pupil ability. It is not fair to label those children as not able. The quality of teaching and</p>
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		<p>learning was an issue. A lot of work was completed on test de-sensitization. The confidence transmits from the teacher to the children and this has had a positive impact on their mindset for learning. The current Year 6 children are hungry to learn and improve their marks. Staff expectation in the children has increased. At the end of test week, the children get more free time and last year every pupil received an ice cream at the end of the week. The children believe they can achieve.</p>	
9	Term Dates	<p>A consultation to change the term dates went out to parents and staff. Those proposals were:</p> <ul style="list-style-type: none"> • Proposal 1 – normal 1 week half term in October but earlier finish in July with inset days held throughout the year. • Proposal 2 – 2 weeks half term in June. • Proposal 3 – Continue with standard term dates – not finishing early. <p>Q6: Which strategy would improve attendance? R6: Unauthorised attendance has significantly reduced but is still too high. Attendance rates across terms were circulated to Governors as part of this agenda item. The two week half term in October was difficult for Year R children who had only just settled in and then had 2 weeks off. The absences in July are not necessarily as a result of family holidays; sometimes they take the day off just because the weather is nice. For some of our community, the Appleby Fair is a reason for absence but the two-week holiday in June would finish the week before so this would not have any impact either.</p> <p>Kent Maintained Schools are due to finish on 21st July. Governors are mindful of the impact a change to term dates will have on parents with secondary school age children; most of whom are likely to attend at Lenham who are due to finish earlier than the other Kent schools, on Friday 16th July 2021. Governors approved proposal 1 as the term dates for 2020/21 and will close the school on Friday 16th July 2021.</p> <p>The HoS has received positive feedback from parents for going out to consultation regarding term dates.</p>	
10	Governance Matters	<p>Notes of Visit from the 27th November were circulated.</p> <p>ACTION: Due to the confidentiality of the discussion surrounding the most recent NoV, the HoS will need to redact the document before publishing.</p>	HoS
10.1	Monitoring Visits	<p>1. Safeguarding (DM). The school is meeting its statutory requirements and safeguarding is a strength of the school. DM, HoS and SENCO discussed the recording of low level behaviour issues. The concern was that this could be a warning sign of other issues within a child’s life and how easy was it for staff to see a collated list of low level incidents per child. Upon further investigation, it would appear that the staff member would have to actively look for this information within the database as there is no</p>	



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		<p>flagging system. The SENCO proposed a new process whereby a simple spreadsheet log is maintained and this is working well across the school.</p> <p>2. Website (CD): Further to the review with the EHT in September, CD met with the HoS in January. A review of the statutory requirements was carried out; such as contact information, policies, governance information, PP and Sports Premium strategies. To ensure compliance there have been some minor tweaks to the information published for PP, SP and governance.</p> <p>The website should also be a means to encourage more people to visit school and to engage parents in a way that improves pupil attendance. More good news information will be published, such as the recent hospital fundraiser and the increasingly popular toddler group; which has really evolved from a 15-minute storytelling session to now it is a 1 hour stay and play session. Another community quiz night is planned for 31st January, which last time raised £450.</p> <p>3. Christmas Lunch (CD + DM). Governors reviewed Science afterwards. ICT was deferred to the next visit. The children were very engaged and communicated their practicals in science very well. Year 1 and 2 showed evidence of using scientific method. A visit report will be circulated for the next meeting.</p> <p>4. CD and SS completed a visit today and report will be available for next meeting.</p>	
11	Finance	<p>DF, DM and HoS met with the Chief Financial Officer of the Trust on Friday to discuss monthly monitoring. The key headlines were:</p> <ul style="list-style-type: none"> • £16k year-end deficit expected; plus, a rollover of £19k so the school will end the year in surplus. • The deficit has grown from £8k to £16k in year. Absorbing ¼ of the EHT’s salary while we have overlap. £5k more than expected has been spent on water and electricity. The expected income for the SENCO covering 1 day a week at Kennington has stopped at Christmas. • The school is self-insuring for teacher absence of £4k in the budget. It’s a provision not a policy. This is both an opportunity and a risk. It might be released later in the year if not used. • Income is driven by enrolment. 94 children are the borderline of what is manageable. When the school is 10% of enrolment over GAG there may be an uplift which could be accessed. • PP funding is £40,950. The school would struggle if there was a drop in funding. There are likely to be more children in the KS1 who are PP but not yet applied as they are UFSMs. • Next year, a consultant HT will be a significant saving on a EHT. Angela Matthews is the HT of a small school in Temple Ewell. • The HoS is hopeful about pupil numbers as the last 11 days has seen significant increase in parent interest since the publication of the Real Schools Guide. 	



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12	Risk Management	<p>The risk matrix was circulated in advance of the meeting. Each risk is scored on how likely it will occur and what impact would it have if it did. The LGB will focus on higher impact and higher likelihood risks, and oversee how the school is addressing these risks. It is the school's responsibility to keep the register updated and to change it accordingly as circumstances change.</p> <p>The key focus today is on red risks and ensuring they are the right red risks.</p> <p>Q7: The report is missing the control measures? R7: ACTION: The HoS will add the information to the next report for key risks.</p> <p>The residual score is after the control action has taken place. Governors must open up and look into this in more detail for the red risks. There is some concern about the complexity of the system and Governors are keen not to add to the current workload of the HoS.</p> <p>RED RISK Attendance is consistently low for all pupils or groups of pupils and shows no sign of improvement. The post mitigant risk remains red. Governors are satisfied that this is the correct rating based on the conversations earlier today. Governors have had a significant focus on attendance and continue to do so until it moves closer to its target. This had a significant impact on the real schools' guide released on Monday. All other areas of the school had a very good level of stars but attendance has only 1 star. This will be a concern for prospective parents.</p> <p>Q8: Reviewing the whole list of risks and their current grading, do Governors feel any other risks should be red? R8: Quality of Teaching, T757, is a concern and if it drops then the school would lose pupils. This time last year this was a significant risk and was graded red. But the LGB believe it has improved and are satisfied it has been moved to amber. ACTIONS: Governors recommended the impact score should be higher for this risk.</p> <p>Q9: Is the LGB satisfied attendance is our key risk? Or should key staff dependencies and school continuity be a concern if HoS was off long term? R9: There is some concern. Every staff member here has a huge impact because it is a small school. The culture and ethos of the school is important, and as the children and staff enjoy coming to school; this risk should remain as it is. The pleasure of teaching comes from children wanting to learn and our children have this mindset.</p> <p>Q10: Is the LGB comfortable with the actions being taken to address the attendance risk? R10: The attendance case study has been useful in assessing the effectiveness of these actions. CD will do a deep dive on this as part of her monitoring visits. Term 1 had a really positive move forward then last day of term had a significant</p>	<p>HoS</p> <p>HoS</p>
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		impact when there was a suspected case of hand, foot and mouth. Term 2 was doing very well and then 3 children had to have an operation. It takes longer to change the culture of the parents, and their approach to attendance, than it does for the children.	
13	Buildings, Health & Safety	Funding for toilet improvement will be covered by the PTFA. These facilities are not up to scratch and need to be rectified. They are a key priority for capital expenditure.	
ANY OTHER URGENT BUSINESS			ACTIONS
14	Any Other Business	Parish council: Governors feel it is important to build better connections with the parish council and would like to offer an invitation to them to attend an LGB meeting. ACTION: DF to draft an invitation for DM to send out.	DF
15	Confidentiality	Staffing discussions were deemed confidential and recorded separately.	
16	Date of Next Meeting	Monday 16 th March 2020, at 5pm. Apologies from CD were received in advance for the next meeting.	
17	Closing Reflections	Thank you from JW for being allowed to observe as part of her clerking CPD. She noted that her current school also faces the similar challenges such as attendance and these discussions mirror many of her own Governing Body.	

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

Signed:
Chair of the Governing Body

Dated: