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Non-Confidential Minutes of the Governing Body Monday 16th March 2020 at 5:15pm.

Governors Present: Mr. David Milham (DM): Chair,
Mr. Tom Bird (HoS): Head of School,
Mrs. Angela Matthews (AM): Consultant Head Teacher,
Mrs. Chrystal Denys (CD): Vice Chair,
Mr. Dan Freedman (DF),
Mr. Charles Low (CL),

Additional Attendees: Mr. Nick Morgan: Head of Estates & Governance (Aquila Trust).

Clerk: Mrs Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and AM led the Governing Body in prayer. AM was formerly welcomed by the Governing Body.	
2	Apologies	Apologies were received and unanimously accepted from Ms. Eloise Symonds, Mr. Simon Molony and Mrs. Sarah Siddiqui.	
3	Declarations of Interest	There were no further declarations from the LGB.	
4	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 20 th January 2020 were approved as a true and accurate reflection of proceedings. They were signed off by the Chair.	
5	Matters Arising	Governors reviewed the action list from the last meeting and there were no further matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
6	Leadership Report	<p>The Governing Body received the leadership report in advance of the meeting. The HoS outlined the highlights as follows:</p> <p>Parental engagement for 3 out of 5 classes is quite strong but the younger classes are those with the least engagement. Governors noted the connection between this and the relatively poor attendance rates for the same class. The FLO and SLT are working to improve this to ensure this is not a 6-year trend. There is some concern as to whether many of these children will be doing work at home if there are school closures.</p> <p>Attendance rates were steady until a parent went into self-isolation and over 20% of the school then chose to self-isolate. The school has received mixed messages from KCC regarding absences and whether they should be authorised or not. The HoS will review this on a case by case basis. It is very clear from the announcement made this evening that whole families will need to self-isolate moving forward. There were 86 children at the end of term 3. The school lost 4 children, who were also poor attenders and the HoS anticipates another 4 joining later next term. The school is now setting very clear expectations regarding attendance and it is clear the school ethos is not shared by some families. The</p>	



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		<p>school welcomes every child but have high expectations for them all and hope every parent will work in partnership with the school.</p> <p>The sports coach has started and attends every Thursday. They have been very complimentary regarding the pupils. The school will be engaging in a village project making the anniversary of Henry 8th visit to Charing. The children will be creating a mosaic which will be fully funded by the village. The forest school is going well. Swimming is organised for next term. Originally, it was costed at £12.70 per session but this has been reduced to £5 and the children will be using the train rather than travelling by coach. Unfortunately, the Damien Green visit didn't get the media coverage the school had hoped for. Governors noted the school advocates did very well during the visit.</p> <p>Staffing – <i>this discussion was deemed confidential and recorded separately.</i></p> <p>Standards: SIAMS inspector (LP) visited last week to support to the CD Lead and complimented the RE books. KS2 results will be good but the HoS expects outcomes to be based on teacher assessments rather than exams as result of potential school closures. Whilst these assessments will be moderated, this means outcomes are likely to be higher nationally, overall. SLT looked at consistency in presentation in books today and they are satisfied 4 out of 5 classes are consistent. AM is supporting HoS to develop this further in the one class where concerns were identified.</p> <p>Website is up-to-date and there are new photos being uploaded soon. A new page is being developed in the event of home schooling being required in the future. It currently link's the children's music and purple mash accounts.</p> <p>Q1: How is the Forest School used? Purely as curriculum or also as a reward? R1: It is not used as a reward programme. Everyone has an opportunity to attend Forest School as part of the school's whole school curriculum plan. The HoS feels every child will gain something from the Forest School. It has an excellent instructor and the children are really engaged in the programme. It is vital to have a curriculum which is engaging in order to boost attendance. It is a powerful learning environment and uses the site to its full potential.</p> <p>Q2: Is there an opportunity to use after school clubs as part of a reward programme? R2: This can be looked at but Rabbits do not go to after school clubs and neither do they attend very well. Only 4 parents from this class attended parents evening.</p> <p>Q3: Did you call the parents who did not turn up? R3: Yes, and HoS is picking up some appointments and is encouraging others to attend.</p> <p>ACTION: HoS will remind families that they can bring all their children to parents evening if childcare is a barrier to attending.</p>	
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HoS



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		<p><u>School SEF</u> Q4: Overall effectiveness states there is a clear Christian vision and values. However, recent monitoring would indicate that this is not necessarily the case? R4: The phrases could be worded better and this is being revisited.</p> <p>Q5: Cultural capital is not well defined? R5: This is because it is not clearly outlined in teacher’s planning and therefore it is not sufficiently embedded in the curriculum. ACTION: HoS to update the wording in the SEF.</p> <p><u>Parent Questionnaire Outcomes</u> The responses identified some behavioural concerns from parents. Consistency, in terms of following policy and enforcement, is the main issue. The staff need more support in this area. The school is particularly proud of the leaps forward made in the behaviour of the children but there is a mismatch with parents’ feedback. This is likely to be a result of the school having the benefit of seeing the bigger picture whereas parents will make a judgement on their own personal experiences. There are pockets of incidents but behaviour has moved forward significantly in the past 18 months. <i>Parent voice is discussed in more detail in section 9 of today’s agenda.</i></p> <p><u>SIP</u> This has been updated to include the RAG rating and re-circulated to Governors.</p>	HoS
7	Coronavirus	<p>A number of steps have been taken, such as improving cleanliness: increased hand washing and sanitising. The school and the Trust are following the exact guidance from the DfE which is being received on a daily basis at the moment.</p> <p>Children are being encouraged to wash hands at least 4 times a day and are supervised in doing so. The lunchtime has been spread out so that the hall is not too congested. The school has allocated an extra 30 minutes a day for cleaning in order to give extra attention to light switches, door handles and desks every day. Teachers are making sure every room is tidy so that the cleaner’s time is dedicated to keeping the environment clean.</p> <p>The school need to consider whether they should continue with acts of collective worship. The mothering service on Friday will be cancelled and so will the celebration worship. The HoS is expecting attendance to drop over the coming weeks. The school has 2 members of staff with underlying health problems and will need to consider how best to protect them. People are understandably worried and there was a false alarm today which caused some concern. Moving forward, the HoS will consider joining classes together and asking vulnerable members of staff to stay at home. Governors are also mindful that staff may have vulnerable family members at home. The school has a duty of care to all those who are vulnerable.</p>	



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		<p>Q6: What steps are being taken to ensure a vulnerable child does not come to school? R6: The guidance today is that if one child is off then all others in the household will need to stay at home too. The school will need to track when the child left and when they can come back to ensure they do not come back early.</p> <p>Q7: What are other schools doing across the Trust? R7: All schools are responding in the same way. Children are being sent home quickly if they are showing signs of being unwell. Most parents are being open with the school about the health of their children and are being sent regular guidance.</p> <p>ACTION: The website to be used to highlight where the most up-to-date information can be found as information is changing on a daily basis and parents need to be following the most up-to-date guidance.</p> <p>The school must ensure they minimise the risk to the individual. There are a number of children who also have underlying health conditions as well as adults. The school are mindful of the impact on the community as a whole; particularly as this could continue for many months to come. Guidance must be followed and until such time that the DfE shuts schools, the school must have a clear understanding of who is vulnerable. If a parent felt their children were vulnerable, then their absence will be authorised. Governors suggested those with a management responsibility could cover other duties while their class is covered.</p> <p>Q8: Are the children scared, worried or upset? R8: There is an element of fear within the children and the school is using Newsround clips to explain the impact of the virus from a child friendly approach.</p> <p>Q9: What home study can be provided for the children already in 14-day isolation? R9: Work has begun to develop a new webpage. It is a challenge to get it ready while the school is still running. The school should consider contacting KCC's local home school officer for further guidance on useful websites which can be used by those in isolation. The school will need to contact parents to understand how many families do not have internet access and require a paper pack of work. The work needs to be purposeful for the children and there are significant concerns that children's development will stagnate if they do not continue with their school work. Guidance is changing at pace and Governors urged the school to get something in place as soon as possible.</p> <p>Q10: Does the Trust have a platform that all schools can use? R10: No, because each school will operate different strategies which need to be continued at home.</p>	HoS
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	<p>Q11: How many children on free school meals do we think will be unable to get a meal on school closure days? R11: There is concern for 11 children (4 families). The FLO will phone them once a week to check on the children’s wellbeing and alert authorities accordingly. If the school closes before the country lockdown, then the school will support all of these families. The FLO is contacting parents to make sure they are thinking about the impact of a possible closure.</p> <p>Q12: How many of our parents are critical front line staff? R12: Possibly 5 families.</p> <p>All of the school’s volunteers are elderly and will be advised not to come in.</p> <p>Q13: How many of our families have the means to home school? Are there a mix of assignments or online programmes for those who do not have the time/the ability to home school? R13: There is some concern for our GRT families. 3 families have confirmed they have no printer access. If the school is closed for a few months, then some children will do nothing.</p> <p>Q14: Is there some concern about get resources back after they have been sent home? R14: The school does not want to send books home and would prefer to purchase an online reading subscription instead. ACTION: Clerk to ask if there are economies of scale of purchasing similar subscriptions across Aquila.</p> <p>The school is ensuring contracts are in place for staff who have been regularly doing overtime for intervention work which is funded by HNF to ensure they are not financially vulnerable during any school closures.</p> <p>Q15: If staff are unable to attend, can we use supply? R15: Staff absence would be an issue if pupil attendance was at 100% but it is likely to drop as well, so the school will merge classes instead.</p> <p>Virtual governance will take place via GovernorHub, Skype / Zoom if required. Governors are encouraged to download to the app to ensure they receive alerts for all communication across GovernorHub.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Clerk to ensure all Governors have access to a contact list on GovernorHub. • Staff working from home should focus on subject leadership, policies, long term strategies and setting work for children to work on remotely. • HoS must plan for staff shortages and ensure there is a mechanism for tracking children who are off for 14 days. 	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p> <p>HoS</p> <p>HoS</p>
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		<ul style="list-style-type: none"> Families already self-isolating should be used as a front running group to test the home school webpage to make sure it is working well before any possible school closure is announced. 	HoS
8	Data	<p>Predications have changed as children have left and others have joined. The HoS is hopeful the KS2 SATs will be better than last year. Year 2 will be on par with last year. KS1 phonics is better and having a strong teacher has made a huge impact. 8 out of 9 children will achieve. Early Learning Goal (ELG) achievement will be better than last year with 8 out of 10 expected to achieve.</p>	
9	Parent Voice	<p>Governors reviewed the results from the parent survey and felt the feedback was positive. Only 1 parents said she wouldn't recommend the school and this is a result of an ongoing / historic issues. There were 37 replies out of approximately 50 families. The next step is to encourage parents to complete the OfSTED questionnaire.</p>	
10	Attendance Case Study	<p>An attendance case study was circulated to the LGB in advance of the meeting.</p> <p>Q16: What was the impact of the training with KCC's GRT lead? R16: The meeting was more focused on engaging the children in learning and encouraging the community to engage with the school.</p> <p>At the time of writing the case study, there were 88 children on roll and 95.2% attendance. The coronavirus will have a negative impact on this now.</p> <p>Governors noted that the persistent absentees largely had very good reasons for not being in school. A change to the term dates should have a positive impact and parents becoming increasingly engaged with the school's efforts to improve attendance. The FLO is developing very strong links with the parents and this too is having a positive impact. The school needs to keep up the momentum. As the roll increases, the less an impact those individual absences will have. The school has had a surge in interest from 12 families this term; the HoS is hopefully the roll will be increasing soon.</p>	
11	Governance Matters	<p>The following Notes of Visit (School Improvement Advisor) were circulated to the LGB:</p> <ul style="list-style-type: none"> 16th December 2019 10th January 2020 30th January 2020 25th February 2020 <p>The trend shows the school continues to make good progress and these are very encouraging reports.</p>	
11.1	Monitoring Visits	<p>Governing Body Monitoring Visits:</p> <ul style="list-style-type: none"> <u>Classroom Behaviour</u>: 20th January 2020 – CD & SS. There were some low level issues identified in 2 classes during the visit. The HoS felt this was not a true reflection of one class. However, there is constant support being provided in the other class. This class has 2 disruptive children who 	



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		<p>have recently moved to another school and the class is much calmer now.</p> <ul style="list-style-type: none"> • SIAMS: 11th February 2020 – CL. There is a lot of work in progress. CL returned to the school on Friday afternoon to meet with the SIAMS inspector and recommends the school should consider drafting a new vision and values. The school’s vision must be comprehensible by every child. There was no stakeholder engagement in the current vision. <p>ACTIONS:</p> <ul style="list-style-type: none"> • The vision and value should be a standing agenda item so that the LGB can ask HoS to take a phrase or sub clause and provide evidence of it in action around the school. • The value of “Friendship” to be evidenced at the next meeting. • Every governor monitoring visit should evidence the values and vision around the school. • Clerk to update the monitoring form accordingly. 	<p>CLERK</p> <p>HoS</p> <p>ALL</p> <p>CLERK</p>
12	Finance	<p>DF, DM, AM and HoS met with the Chief Financial Officer of the Trust on Friday last week to discuss monthly monitoring. The key headlines were:</p> <ul style="list-style-type: none"> • There is likely to be a deficit of £25k this year. The deficit is growing each month. • The issues related to staff being paid for but are unable to contribute to the school, issues surrounding utility and catering costs. But the school and the Trust are working towards getting to the bottom of these issues. • Including the rollover, the school will end the year with a £6k overall deficit. The budget is very tight and it is very difficult to plan ahead but there is a £4k self-insurance budget which has not yet been used and may be released back into the budget at year end. • The challenge is to keep on top of costs and be mindful of the cost implication of a school closure. <p>The Finance Governor acknowledged the challenging financial circumstances of the school but is satisfied it is under control.</p>	
13	Risk Management	<p>The risk register has been updated in the category of infectious diseases to reflect the current coronavirus situation. Governors are satisfied it is truly reflective of the current situation in school. This risk has been discussed in greater detail earlier in the agenda.</p>	
14	Safeguarding	<p>The school have submitted a formal complaint to social services regarding their handling of a child protection case. There was an incident with a child where social services were reluctant to provide support. There was no home visit and no support for the family since November. Daily reports were being made by the school to social services and despite their promises, no action was taken. There has been no contact from the new social worker either.</p>	
15	Buildings, Health & Safety	<p>There has been no news on possible funding for the refurbishment of the toilets. The school will be creating an ICT suite over the next few weeks. The school closure may be an opportunity for a deep clean.</p>	



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ANY OTHER URGENT BUSINESS			ACTIONS
16	Any Other Business	Governors should be prepared that the next LGB meeting may have to take place remotely.	
17	Confidentiality	The discussion regarding staffing was deemed confidential and recorded separately.	
18	Date of Next Meeting	Monday 18 th May 2020, at 5pm.	
19	Closing Reflections	There have been a number of very difficult issues to address today. The school continues to move forward well and must ensure their Christian vision is truly reflective of these actions happening in school. The school should be the school of choice for the local community.	

There being no further business the meeting closed at 19:15

Signed:
Chair of the Governing Body

Dated: