



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

Due to COVID-19, this meeting took place remotely, via video conferencing.

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),
Mr. Simon Molony (SM),
Mrs. Sarah Siddiqui (SS).

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. The Chair confirmed the resignation of Ms. Eloise Symonds and the Governing Body wished her well in her new job.	
2	Apologies	There were no apologies required.	
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: <ul style="list-style-type: none"> • 16th March • 20th May (school opening review) • 9th June (school opening review) were approved as a true and accurate reflection of proceedings.	
5	Matters Arising	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
6	Leadership Report	<p>The HoS expressed his sincere thanks to all staff, pupils and parents for their co-operation and support during the re-opening of school. Nearly 2/3rds of the children have returned and the school will have seen around 70 children by the end of term. Governors noted this is significantly more than many schools who are seeing around 1/3rd of pupils return. All children have benefited socially and emotionally from returning to school and there has been very positive feedback from all parents. Furthermore, parents have been very supportive in home learning and early indications suggest very few have seen a drop in their ability. This is a very positive position for the children to be in when the full school re-opens in September. The whole staff team have worked incredibly hard – not only in developing plans for 2020/21 but taking on board new working practices and ensuring the school is safe for every child.</p> <p>The website figures suggest there has been a dip in home learning but this is to be expected with the level of children returning to school. 8 out of 11 Year R children have returned. 2 children have joined the school in term 6, and a further 7 will be joining in September. 16 Year 6 children will be leaving next week and</p>	



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

		<p>whilst only 12 Year R children will be join in September, there will be no reduction of pupils on roll due to the new starts across other year groups. The Kingswood residential trip has been cancelled and parents will be refunded.</p> <p>Q1: What percentage of families engaged with the home learning programme? R1: Exact figures are not available but the school anticipate around 1/3rd of families.</p> <p>Q2: Are there concerns that there will be a significant level of knowledge gaps when the pupils return in term 1? R2: No this does not appear to be the case based on teachers' assessments of those who have returned so far. The government has announced additional catch-up tuition funding. There are some concerns that some children will find it difficult when they return in September. Extra 1-2-1 support and targeted interventions will be built into next year's SIP. There will also be a focus on the emotional wellbeing of the children who have not been in school since March.</p> <p>Q3: The recommendation in the HoS report to have a Site Manager 1 day a month seems a very small amount of time. Is this realistic? R3: There will be a caretaker on site. Currently, she provides oversight of the general tasks around school but there will be a need for a Site Manager who has experience in compliance tasks and can ensure the EW portal is actioned / maintained.</p> <p>Q4: The current interim caretaker will not be working past October though? R4: This is the end of the current contract. The school's requirements will be reviewed at this time and will be discussed with the current caretaker as to how we can take this forward. She has done a wonderful job and the school would be delighted if she could continue to provide her support.</p>	
6.1	September Re-opening Plans - APPROVED	<p>The September re-opening plans were circulated to the Governing Body in advance of the meeting and included the proposed letter to parents. The risk assessments have been updated and have been checked by the Chair and DA at Ellis Whittam.</p> <p>Key changes will be that the children will go to the school hall to collect their dinners and then return to their classroom to eat. The school will ensure they continue to wash their hands as frequently as possible. There will not be social distancing within their bubbles. On the first morning, all children will be reminded of the rules. The school will continue to segregate the toilets. The guidance states there should be a minimum of 1 cubicle per 20 pupils and there will be 2 cubicles per 20 children. School photos have been postponed to term 2. Luckily, 2/3rds of the children have already had the opportunity to get used to this new school environment.</p>	



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

	<p>Q5: Will there be an opportunity to have a school visit for parents whose children have not yet returned to school to try and alleviate any concerns in advance of the 1st September? R5: This may be possible but visitors to site are limited at the moment. ACTION: HoS to discuss site visits for parents with the FLO.</p> <p>Q6: What steps will be taken to encourage better attendance in September? R6: It is a legal requirement for all children to attend from 1st September onwards and therefore the school's normal attendance policy and protocols will be reinstated.</p> <p>Q7: Are all the workforce happy to return in September? R7: Yes.</p> <p>Q8: Governors noted the possibility that Ashford may enter into a localised lockdown and this may reach as far as surrounding villages. Are the school prepared for a return to home learning if this happens? R8: Yes, this will be incorporated into the plans for September.</p> <p>Q9: Whilst Governors understand the need for segregating toilets, some are nicer than others. Will there be any work taking place over the summer or are there any other plans in place? R9: Agreed, the Year 6 toilets are not the best. However, the costs of refurbishment are currently too high. This is a priority and whilst the school source more quotations, the work is unlikely to take place until October half term. Additional cleaning is planned for these toilets and menstruating Year 6 children will have access to the staff toilet as well.</p> <p>Q10: Some children will have missed 5 months of teaching. The prescribed content for their year group will not have been delivered in full and they will be entering the next year group with missing knowledge. Are there sufficient plans in place to make sure that next year's curriculum delivery will be accelerated to ensure all children are up to date by July 2021? Is it appropriate to put it all into 1 years' worth of teaching? R10: The starting point of the year group will be looked at in September, gaps will be identified and interventions will be targeted accordingly. The overall plan is to get all the children back on the full curriculum by term 5 and fully up to speed by July 2021. SLT recognise this adds pressure to the teaching team but having it continue into 2021/22 would have a negative impact on the children. The school's biggest worry is Maths. Staff Governor: filling gaps in pupils learning is what we do all year, every year. Subject leads have already begun the process of assessing what has been covered and what was missed so that plans can be updated for next year. There may be a need to prioritise topics and some topics may be left to the latter part of the year.</p>	HoS
--	--	-----



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

6.2	School Vision - APPROVED	<p>Q11: Will some of the missing curriculum topics been covered by the home learning programme? R11: Yes. Also some topics will have been touched on before lockdown began. As the next 12 months develop, there will be a some very targeted individual and group working taking place. It is hopeful this can be picked up with the additional financial resources are revealed in more detail from the government. An ex-teacher will be volunteering in Year 6 and will be available to offer additional interventions too.</p> <p>Q12: Will there be a need to outline / set the expectations of additional work to catch-up with the parents? R12: Yes, but not sure it is appropriate to do this now as we do not want to fuel anxiety within the parent community.</p> <p>Q13: Will there be a need to hold classes outside of standard school hours? R13: Not yet. It should be during class time however, OfSTED did not like interventions being held outside of class. But the school's priority is bringing every child back up to speed.</p> <p>Q14: Is there a role for after school clubs here to help fill those gaps? R14: Whilst this is possible, the key issue will be social distancing as they cannot mix with other children from outside their class bubble. Historically, the children of Charing have endured a legacy of poor teaching so this is a great opportunity for all those gaps to be filled. SLT need to be careful not to lose the breadth of curriculum the school now has. This is achievable as the last Year 6s made effectively 2 years' progress.</p> <p>The Governing Body unanimously approved the re-opening plans for September.</p> <p>CF and DM have already engaged with the team tasked in developing the school's vision. They recommended the vision was updated to:</p> <p><i>Living and Learning with Faith, Friendship and Fun.</i></p> <p><i>Charing School is an inclusive family, proud of our faith in God and out friendship with our community.</i></p> <p><i>We develop respect, aspiration, curiosity, tolerance and determination.</i></p> <p><i>We are a creative, compassionate and confident team.</i></p> <p><i>Confidence – Determination – Faith – Friendship – Respect</i></p> <p>Feedback from the parents has been very positive and was circulated to all parents in the newsletter last Friday. A selection of feedback was read out to the Governing Body. The plan is to go live 1st September. The website will be updated and will be a core foundation of the SIP.</p>
-----	-------------------------------------	--



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

		<p>Q15: When referring to the story of creation, is it possible to identify multi-forms of family units. Children must feel included even if they do not fit with the standard nuclear example of the family? R15: Yes, this has already been included in the plans.</p> <p>Q16: Do you feel the school has exhibited these values over the last 12 months? R16: Yes! The school is always aspirational for all its pupils, it is committed to inclusivity and the lockdown has evidenced what a creative and compassionate team of staff we have.</p> <p>The Governing Body expressed their sincere thanks to Mrs. Hammond and Mrs Peterson for all their hard work in developing the updated vision for the school; which was unanimously approved by the Governing Body.</p>	
7	COVID-19 Health and Safety Audit – COMPLIANT	<p>The school had a COVID-19 compliance audit carried out by the Trust’s appointed Health & Safety person (DA). His visit was very supportive and reassuring for the team to know that the school is COVID-19 compliant. The findings report was circulated to the Governing Body in advance of the meeting. All additional recommendations had been actioned within 72 hours. The only exception was the electrical work issue which will be completed over the summer. Governors were pleased to receive confirmation that the safety protocols in place have been quality assured by Ellis Whittam.</p>	
8	Governance Matters	<p>The following Notes of Visit (School Improvement Advisor) were circulated to the LGB:</p> <ul style="list-style-type: none"> • 21st May 2020 • 8th June 2020 • 29th June 2020 <p>Q17: Is the GRT project highlighted in the report going to be delivered across all year groups? R17: Yes. Every class topic will be linked to the local community; this includes GRT and their history. There will also be celebrations of culture, music and dance.</p> <p>Q18: The report refers to the sports coach who was recruited and is proving to be an asset to the school. Is this a new recruitment? R18: Governors were reminded that the school was unable to recruit a sports coach apprentice. This relates to an external provider who has been providing some outside PE sessions. The budget will need to be reviewed before we can commit for him to return next academic year and clarification on what would happen in inclement weather needs to be finalised.</p>	
8.1	Monitoring Visits	<p>Governing Body Monitoring Visits:</p> <ul style="list-style-type: none"> • <u>Safeguarding</u>: 19th June 2020 (remotely) – DM reviewed how many children have been kept in touch with during lockdown. A huge amount of effort had gone into maintaining contact with all vulnerable families across the school. DM was impressed with the work carried out by the FLO and the SENCO. The school has done everything possible to 	



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

		safeguard all children. Furthermore, the HoS has ensured that all vulnerable children have been in school since 1 st June.	
9	Finance	<p>A revised budget was submitted to the Governing Body, which includes an increase of £7k for sports premium. This has improved next year's in year-deficit from -£13k to -£4k. However, the school hope to finish this year with a £13k surplus which will leave the school with an overall surplus at the end of next year of just under £9k.</p> <p>A lot of work has gone into reviewing all key contracts in place across the school and identifying potential savings. However, the school will need to improve their pupils' numbers for long term financial security. If there are not enough pupils in January, the school will have to revert to 4 classes only. The budget will be discussed with staff during the next inset day. Plans are in place for an increased level of budgetary control next year.</p> <p>Q19: If our current roll is 95 pupils, how many are needed by January? R19: 108 pupils.</p> <p>Q20: Does this explain the decrease in teaching costs in 2023/24? R20: Yes, moving to 4 classes will reduce staff costs but a member of staff will be retiring that year which should also reduce costs.</p> <p>The Governing Body approved the updated budget for 2020/21.</p> <p>ACTION: Capital spend strategy to be submitted to the Governing Body at the next meeting.</p>	HoS
10	Risk Management	<p>The Risk Register was circulated in advance of the meeting. The key areas for concern are:</p> <ul style="list-style-type: none"> • T818: exposure to viruses but this has been covered extensively in the recent review meetings and integration of school risk assessments. • T784 + T786: inadequate funds risks. Governors are satisfied there is closer control over the budget and noted the requirement for an increase in pupil numbers. • T796: attendance is consistently low and shows no improvement. COVID has been a key issue in overcoming the attendance issues particularly as parents have chosen to self-isolate their families. The key mitigant is the strong relationships being built by the FLO. <p>Q21: How realistic is it that a significant level of pupils will join the school before January? R21: The key issue has been the impact of no SATs results this year. There would have been another set of excellent results and this would have helped encourage more casual in year admissions. There is an alternative mitigant planned and that is the reduction in classes to 4.</p>	



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

		<p>Q22: Will the monitoring of attendance be relaxed in future terms? R22: It is unlikely to change Ofsted's strategy. Those self-isolating are likely to have a specific code / register mark allocated to them. Inspections will not re-start until January 2021. This is a concern as whole years could go off very quickly if a confirmed case happens in a class bubble. Every second in school is going to count next year. This will be a key focus of everyone in school and the Flo will be delivering this message home to all parents.</p>	
11	Safeguarding	There was an issue during lockdown where there was a funeral at the cemetery and attendees came on site to urinate in the bushes. A request for additional fencing across the front of the school has been made to the Trust and an application for SCA funding has gone to the Board of Trustees.	
12	Buildings, Health & Safety	<p>The HoS, SH and the Business Administrator met with the Aquila Head of Governance & Estates on 6th July to discuss site management strategies and to gain a better understanding of mandatory actions which fall to the Trust and which fall within the school's remit. NM also provided support on prioritising capital projects which need to be reviewed in line with the current capital reserves of the school.</p> <p>The impact of COVID has meant that the focus of teaching & learning had some rest bite and the HoS was really able to use this time to get a firmer grip on site management issues which he is hopeful will bring about more cost efficiencies next academic year.</p>	
13	Policies	The Data Retention Policy (Aquila) was adopted by the Governing Body.	
14	Meeting Schedule	The Governing Body approved the LGB meeting schedule for 2020/21.	
ANY OTHER URGENT BUSINESS			ACTIONS
15	Any Other Business	<p>The LGB is hopeful a new vicar will be appointed by Christmas and they will join the Governing Body.</p> <p>Governors acknowledged that this is the penultimate meeting before the term of office of CD comes to end. Due to work commitments she will be unable to continue for another term. She has made an outstanding contribution to the Governing Body and will be greatly missed.</p>	
16	Confidentiality	No items were deemed confidential.	
17	Date of Next Meeting	Monday 5 th October 2020, at 5pm.	
18	Closing Reflections	The Governing Body offered their heartfelt thanks to Tom Bird and all the staff team for their incredibly hard work over the last few months. Not only have they managed to safely welcome back so many children, they have also been able to maintain support for those continuing with home learning. The school is in a good position for re-opening in September. Happy summer break to all.	

There being no further business the meeting closed at 18:45.



*As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future.
Everyone is empowered to recognize their God-given potential and to become lifelong learners.
We work together to ensure we achieve our aspirations and encourage independence.*

Non-Confidential Minutes of the Governing Body Monday 13th July 2020 at 5:00pm.

Signed:
Chair of the Governing Body

Dated: