



*Charing School is an inclusive family, proud of our faith in God and our friendship with our community.*

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*We are a creative, compassionate and confident team.*

*Confidence – Determination – Faith – Friendship – Respect.*

## Non-Confidential Minutes of the Governing Body Monday 15<sup>th</sup> March 2021 at 5pm.

Governors Present: Mr. David Milham (DM): Chair,  
Mr. Tom Bird (HoS): Head of School,  
Ms. Angela Matthews (AM): Consultant Head Teacher,  
Mr. Dan Freedman (DF),  
Mr. Charles Low (CL) *left the meeting at 18:50*,  
Mrs. Sarah Siddiqui (SS),  
Mr. Simon Molony (SM),  
Mx. Ana Olea Fernandez (AOF),  
Mr. Daniel Sutch (DS).

Clerk: Mrs Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	<b>Welcome and Prayer</b>	The Chair welcomed all attendees to the meeting and AM led the Governing Body in prayer.	
2	<b>Apologies</b>	Apologies were received and accepted from Ms. Susan Ashford-Smith.	
3	<b>Declarations of Interest</b>	<ul style="list-style-type: none"> <li>TB: Mrs L. Bird is volunteering in Year 6.</li> <li>DM: Daughter is employed by the school (Mrs. Horsford).</li> </ul>	
4	<b>Minutes of the Previous Meeting</b>	The minutes from the previous Governing Body Meeting held on 24 <sup>th</sup> January 2021 were approved as a true and accurate reflection of proceedings.	
5	<b>Matters Arising</b>	<b>ACTION: HoS to publish the Kent Test results in the parish magazine.</b>	HoS
SCHOOL DEVELOPMENT			ACTIONS
6	<b>Head of School Report</b>	<p>The key highlights of the HoS report are:</p> <ul style="list-style-type: none"> <li>15 new children have joined, increasing the roll to 106 children returning on the first day back and 110 children in total this week. 1 child has left and potentially 2 more children may join later in the term. Class structures will need to be reviewed next year and will form part of the financially planning discussion in term 5. At the moment, there would be a class of 33 in KS1 which exceeds permitted limits of pupils per class. All new parents have been very positive and their children are enjoying school.</li> <li>As mentioned in the report, 1 teacher is shielding but the team are managing as best they can. Staff are being very supportive.</li> <li>Assessments: the children were assessed last week and pupil progress meetings have taken place this week. As expected, the children who have engaged well in online learning have done better than those who did not engage.</li> <li>Fixed term exclusion: <i>this item was deemed confidential and recorded separately.</i></li> </ul>	



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		<ul style="list-style-type: none"> <li>• The SEF has been updated and shared with governors.</li> <li>• Finance: Budget planning meeting is booked for the first week of next term.</li> </ul> <p><b>Q1: When will Governors be able to return to on-site visits?</b> R1: The CoG has started on-site visits this term. Governors may be able to return in term 6 but will need to do a lateral flow test before attending. School Improvement Partners have started to visit this term.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Wendy Simmonds next visit will cover work relating to remote learning and CL + SM will pick up on the actions from that report in term 6.</li> <li>• AOF and DS to provide a brief monitoring report on the parent governor’s view of remote learning and outline any improvements which could be made in the future.</li> </ul> <p><b>Q2: What is the impact of the formal assessment of children? Is it shaping the curriculum offer between now and next July?</b> R2: Governors noted the deep dives of the curriculum. Maths update: it is a challenge to cover the curriculum the children have missed. Staff are focusing on ready-to-progress criteria and the team will deliver the key descriptors essential for enabling children to move from one year group to another. The staff are using progression documents to narrow down what could be delivered before the end of this academic year. English: longer writing tasks are being reviewed at pupil progress meetings to identify where the next steps need to be. Reading – a lot of children have gone up a level at home.</p> <p><b>Q3: Governors reviewed progress data for term 2. Year 2 is looking like only a third of children will achieve combined attainment?</b> R3: This is a small cohort with only 8 children, with 1 planning to move overseas soon. 1 child is SEN. 2 children have moved in from other schools and have a lower starting point than the others. Each child is worth 12.5% statistically. The group as a whole had a lower than average starting point.</p> <p><b>Q4: Governors noted that approximately 20% of the children were not fully engaged with the remote learning. On the whole, do these children have anything in common?</b> R4: SEN engagement improved considerably with the introduction of 1-2-1 groups. There are a number of cases where children have returned better than when they left. All those not engaging were chased regularly. Every child did something, some were just less engaged than others. Levels of engagement were discussed in the virtual safeguarding visit with CoG and AOF. They are satisfied</p>	<p>CL + SM</p> <p>AOF + DS</p>
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		<p>the school did everything they could. The team managed to persuade a significant proportion of the children not engaging at home to come in. Therefore, a quarter of the school children were attending by the end of lockdown.</p> <p><b>Q5: How will the school manage the costs of the additional children before the lagged funding begins? What age range are they and where are they from?</b> R5: A third of the new children have come from local schools but the majority are from North Kent / London and have relocated to the local area. Lenham school is full. Teachers held zoom calls with some of the families before they joined. After school tours happened when the children had gone home. Lockdown has seen a demand in individuals looking to move out of the cities. Every class has had new children. The biggest was 4 children in year 5. Year 2 and 4 are still low pupil numbers. When the current year 6 leave in July, the roll will drop back into the 90s. The number of Reception places will be confirmed on 31<sup>st</sup> March.</p> <p><b>Q6: When will funding be received for these children?</b> R6: These children will not count until the October census which will inform the funding for September 2022.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Parent survey results and pupil feedback to be shared with Governors.</li> <li>• SEF to be reviewed as a separate agenda before the next meeting.</li> </ul>	HoS ALL
7	Nursery Provision	<i>This item was deemed confidential and recorded separately.</i>	
8	Governance Matters		
8.1	Governor Monitoring Reports	<p>The LGB received the safeguarding monitoring report from DM + AOF. This was a virtual safeguarding visit with staff to hear how they are trying to engage with all children.</p> <p><b>ACTION: Another safeguarding visit will take place in term 5.</b></p> <p>Future visits planned:</p> <ul style="list-style-type: none"> <li>• Governors will review how the school has responded to the advice and judgements made by the school improvement partners.</li> <li>• Remote learning review (virtual) – 1 parent governor and CL to review.</li> </ul> <p><b>ACTION: HoS to circulate the relevant information before the next meeting.</b></p>	AOF  HoS



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8.2	<b>School Improvement Partner Notes of Visit (NoV)</b>	<p>Visits: 28.01.21, 24.02.21, 10.03.21</p> <p>Governors noted there are a lot of actions but they are very positive reports. The LGB reflected on how Lorna Priddle has been a very good friend to the school in recent years. She has provided a very thorough assessment. The Trust have been very supportive in a range of fields, but the SIP support has been particularly valuable. The reports from September onwards are demonstrating how well the school is acting on the SIP recommendations. The next visit will review book scrutiny and the work happening in the classroom. Due to COVID restrictions, they will only be in the classroom for 15 minutes.</p> <p><b>ACTION: HoS to provide the teaching profile statistics at the next meeting and a comparison of the teaching profile over the last couple of years.</b></p> <p>A definition of “Schools Direct” was provided as being an unpaid student teacher. They train at the school and then have university days for study. But they spend most of their time in school. They also have 1 term where they visit another school to provide them with a wider teaching experience. Their teaching commitment increases as the year goes on.</p> <p>A definition of a “teach first mentor” was provided. There was an opportunity for a trainee to join the school temporarily to widen their teaching experience. However, the trainee felt travelling to Charing would be too far.</p> <p>A definition of the data labels ‘% at X’ and ‘% at +X’ were provided as ‘X’ = age expected. Therefore, X+ is for the children working at greater depth. The percentages are per cohort. The data shows 8% of the cohort are expected to fall below the expected standard. At our school this will only be 1 or 2 children though.</p>	HoS
9	<b>Finance</b>	<p>The Governing Body received an updated Budgeted Monitoring Report and Cash flow statement for February. An update on the perimeter fencing was provided - planning permission is now required.</p> <p><b>ACTION: HoS to provide contact information for the Borough Councillor for Charing and parish council to provide NM will support in making the application.</b></p> <p><u>Grounds Maintenance</u></p> <p>The LGB approved the request to approach the local football club to cut the grass in return to an annual donation of £2k to the club and an offer to cover 40% of the annual maintenance and repair costs. The wild meadow option was also considered to be a good option but the school will wait for the fencing to be erected before exploring further options.</p> <p><u>Budget Monitoring</u></p> <ul style="list-style-type: none"> <li>• The school has a strong surplus position.</li> </ul>	HoS



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		<ul style="list-style-type: none"> <li>• Another ACF application will be made to draw down capital funds for the toilet refurbishment.</li> <li>• FSM children who are self-isolating are receiving Wonde vouchers. A claim window will be opened by the DfE in April for the school to claim the additional top-up funds for FSM.</li> <li>• The rollover position has now been confirmed by the auditors.</li> <li>• The server warranty will expire in June but initial investigations suggest it does not need replacing and the warranty could be extended to safeguarding school data.</li> </ul> <p>Governors noted there is a reduction in surplus on the previous monitoring report, largely due to unforeseen site costs.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Pupil premium grant information needs to be updated.</li> <li>• A breakdown on money spent and the impact of how that is being spent should be shared with the LGB at the next meeting.</li> <li>• The extra allocation of pupil premium + children should be identified to show how it benefits the children.</li> </ul>	<p>HoS</p> <p>HoS</p> <p>HoS</p>
<p><b>10</b></p>	<p><b>Risk Management</b></p>	<p>The risk register was reviewed in full. The LGB focused on the core red threats:</p> <ul style="list-style-type: none"> <li>• Infectious disease</li> <li>• Access to the premises</li> </ul> <p>T771 – unexpected loss of staff has seen an increase and is a result of the school recognising that fully re-opening increases the risk of staff catching COVID. A member of staff who is shielding is also having an impact on this risk.</p> <p>Governors noted that the risk relating to ‘leadership falling below required standards’ and the risk relating to ‘professional development’ has decreased from red to amber and is a result of an interim evaluation of all staff appraisals.</p> <p><b>Q8: What threats remain in terms of improving or undertake training?</b></p> <p>R8: Financial risks – the small school budget leaves little additional money for staff training and development compared to 1 form entry schools which are full and generate more GAG funding. DSL refresher and paediatric first aid training has been completed since the last meeting. The school rely heavily on the free training and sharing of skills across the Trust.</p> <p>Governors noted the new risk: T978 – an amber risk relating to children falling behind while not in school. Likelihood and impact is graded as 3 and is in relation to remote learning. With the return to school, the likelihood will drop but the</p>	



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		<p>impact will stay the same. Mitigating steps – there is still a threat for self-isolating children and the COVID catch up funding will be used to mitigate this risk.</p> <p><b>Q9: Can the movement in risk on the register be tracked?</b> R9: No, this is a software issue and Governors will need to compare the risk register from the last meeting to today's updated register.</p> <p>Governors noted there are a lots of risk in the amber category and the concern is not knowing how close these risks are to turning red. Many are covid related and will improve in future months. <i>Charles Low left the meeting at 18:50.</i></p> <p><b>ACTION: Consideration should be given to what risks does the additional students introduce from a finance / funding / behaviour / class sizes perspective.</b></p>	HoS
11	<b>Safeguarding</b>	<p>All safeguarding matters were included in the HoS report.</p> <p><b>Q10: In the report, the LGB was informed of 12 safeguarding incidents and Governors are particularly mindful of potential issues arising as children return from lockdown. How is the wellbeing of the children?</b> R10: Most of the referrals mentioned in the report relate to when the children were in school before lockdown. Since then, there has been a bereavement in a family which required support. Otherwise, the children have returned well. Staff were expecting lots of anxieties but very few concerns materialised. The children that were causing the most concern had been identified during the lockdown and had already been invited to attend school so there were really no new surprises when the school fully re-opened.</p> <p><b>Q11: Has the Single Central Record (SCR) been reviewed recently?</b> R11: Yes, it was checked by the CoG this term and he confirmed it is up to date. All information on new members of staff was complete but there were a few minor gaps in the information held for new Governors and this is being followed up by the school office.</p>	
12	<b>Buildings + Health &amp; Safety</b>	<p>The risk assessment for re-opening had already been circulated to Governors and approved in advance of the return to school. The CoG noted the school was looking in good condition when he visited for the first time last week. Classrooms have really interesting displays and were looking good to welcome the children back.</p>	
<b>ANY OTHER URGENT BUSINESS</b>			<b>ACTIONS</b>
13	<b>Any Other Business</b>	<p>There was no minuted discussion.</p>	



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<b>14</b>	<b>Confidentiality</b>	The discussion relating to the exclusion of a child in item 6 and all of item 7 were deemed confidential and recorded separately.	
<b>15</b>	<b>Date of Next Meeting</b>	<ol style="list-style-type: none"><li>1. SEF Review – Extraordinary Meeting to be held on Tuesday, 20th April at 5.30pm</li><li>2. Next FGB Meeting – Monday, 17<sup>th</sup> May 2021 at 5pm</li></ol>	
<b>16</b>	<b>Closing Reflections</b>	<p>The Chaired thanked all attendees for their contribution. There were a lot of papers circulated and digesting them in advance has enabled the LGB to get through a lot of today's business with very focused discussions. Governors are very pleased to see how the school is continuing to move forward. Remote learning evidence shows how they have tried to engage every single child.</p> <p>The HoS thanked his team and Governors for their hard work and support. Compared to this time last year, the school has many more children and the finances are unrecognisable in comparison.</p> <p>Governors are looking forward to coming in and seeing how the school has physically improved over the last year. Despite COVID, so much has been achieved.</p>	

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

Signed: .....  
Chairman of the Governing Body

Dated: .....