



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

*We develop respect, aspiration, curiosity, tolerance and determination.*

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

*Confidence – Determination – Faith – Friendship – Respect*

## Meeting of the Local Governing Body

### Minutes of the Local Governing Body Meeting

Held at the School

Monday 2 October 2023

*In attendance:*

*Tom Bird, Headteacher, David Milham (Appointed/Chair), Steven Penny (Parent) Rob Norris (Appointed), Revd Sandra Marsh (Ex officio), Sarah Siddiqui (Staff),(attended remotely)*

*Also, in attendance:*

- *Ros Golden (Assistant Headteacher)*
- *Lorraine Bondzie-Mensah, Sarah Halliday (Trust Finance Team)*
- *Louise Barr, Local Governance Professional*

*Apologies accepted:* Dan Sutch (Appointed), Rosaleen Burgess (Parent), Charles Low (Appointed).

		Action
	<b>Procedural</b>	
1.	<p><b>Welcome, Prayer, Introductions &amp; Apologies</b></p> <ol style="list-style-type: none"> <li>1. Governors &amp; Trust visitors (LB-M &amp; SH) were welcomed to the meeting</li> <li>2. Apologies had been accepted from Dan Sutch (Appointed), Rosaleen Burgess (Parent), Charles Low (Appointed).</li> </ol> <p>Governor SM led governors in a moment of reflection and prayer including thoughts &amp; best wishes for RB's daughter who was in hospital currently.</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declaration of Business Interests</b></p> <ol style="list-style-type: none"> <li>1. Business / Conflicts of Interest Relevant to the agenda. None</li> <li>2. Governors were reminded of their annual responsibility of updating Business/Conflicts of Interests on GovernorHub</li> <li>3. Governors were reminded of their annual responsibility of updating of Code of Conduct on GovernorHub</li> </ol>	
3.	<p><b>Governor Body Business/Constitution</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair for next academic year 2023/24               <ul style="list-style-type: none"> <li>- Trust nominated <b>David Milham</b> to stand as <b>Chair of Governors</b> for the forthcoming academic year which was approved unanimously by all other governors. DM added –“ it is a privilege “</li> </ul> </li> </ol>	

	<p>2. Election of Vice Chair for next academic year 2023/24</p> <ul style="list-style-type: none"> <li>- David Milham nominated <b>Steven Penny</b> which was seconded by TB to stand as <b>Vice Chair</b> for the forthcoming academic year. This was approved unanimously by all other governors.</li> <li>- Governors noted the importance of succession planning.</li> <li>- Training – Chair/Vice Chair was available on NGA on -line Learning Link “, The Key</li> </ul> <p>3. Scheme of Delegation (updated)</p> <ul style="list-style-type: none"> <li>- Governors approved the updated scheme of delegation.</li> </ul> <p>4. Service Level Agreement (Clerking)</p> <ul style="list-style-type: none"> <li>- Governors approved service level agreement.</li> </ul> <p>5. Headteacher Management Appraisal Panel</p> <ul style="list-style-type: none"> <li>- Panel to consist of DM/RN/LP</li> </ul> <p>6. Agree Governor Delegated Responsibilities</p> <ul style="list-style-type: none"> <li>- covered in Item 8</li> </ul> <p>7. Proposed Governor Meeting Schedule – schedule for this year was approved with a request for the first meeting of the next academic year to be earlier - 14<sup>th</sup> September 2024 as it was an 8xweek term. <b>Governors asked whether a 2xweek half term should be considered?</b> No, momentum and progress of new starters/younger children would be lost.</p> <p>8. Annual requirement “Keeping Children Safe in Education” – governors were reminded of the responsibility to confirm that they had read the updated version</p> <p>9. Annual training reminder – Safeguarding &amp; PREVENT – every other year Governors were reminded to upload their training certificates to G/Hub.</p> <p>10. Skills Audit Summary – a skills audit would be carried out once governing membership was full – ie there was a vacancy for a Co-opted outstanding. Governors noted the Diocese had encouraged the recruitment of governors that were of a Christian background/foundation. Charing primary school was a voluntary aided school with a strong Christian ethos.</p> <p><b>Action: Ex Officio SM to speak to LB-M re potential candidate</b> <b>Action: Chair to check scheme of delegation re types of governor ratio</b></p>	<b>SM Chair</b>
<b>4.</b>	<p><b>Minutes of the last meeting of the Governing Body, Actions Arising and Chairs Actions</b></p> <ol style="list-style-type: none"> <li>1. The minutes of the last Full Governing Body Meeting and confidential items held on 10.07.23 were agreed for content and accuracy and were signed off by the CoG electronically on GovernorHub.</li> <li>2. <b>Matters &amp; actions arising from last meeting:</b> <ul style="list-style-type: none"> <li>- Gov recruitment <b>COMPLETE</b></li> <li>- Agenda printed <b>COMPLETE</b></li> <li>- Meeting schedule <b>COMPLETE</b></li> <li>- Inclusion – safeguarding breakdown self-harm <b>COMPLETE</b></li> <li>- Level of risk monitor check – racist language <b>COMPLETE</b></li> <li>- Confidential item – nothing further had come of this to date.</li> </ul> </li> </ol>	
<b>School Improvement</b>		
<b>5.</b>	<p><b>Headteacher Report including Pre-School</b> <i>Supporting papers: Headteacher report T1 was circulated to governors prior to the meeting (via GovernorHub) and the following was additionally discussed:</i></p> <ol style="list-style-type: none"> <li>1. Headteacher Report – T1</li> <li>2. Charing Primary – Letter of Thanks</li> </ol> <p>Parts of the Headteacher’s report were confidential and have been reported on separately.</p> <p><u>Staffing</u></p>	

	<ul style="list-style-type: none"> <li>- Office Manager Governors were informed that the office manager, newly in post, had resigned and then withdrew her resignation – to then resign again. At this point the Headteacher reported that he decided to accept the resignation and draw a line under the situation. She would however, provide cover for a 2xweek period whilst a recruitment process for her replacement was put in process and it was hoped an office manager would be in post by term 2.</li>   <li>The Headteacher informed governors that he would be reminding all staff and the wider school community (including prospective governors) who had an on-line presence - the need to always adhere to the vision and values of the school. <b>Governors asked whether a negative or harmful post on-line by a prospective candidate – would prevent a person from being interviewed?</b> Potentially, but every situation would need talking about on an individual level.</li>   <li>- School FLO FLO Tracey Nunn was leaving to take up a full-time permanent position, and the Headteacher informed Governors - she would be missed. It now, however, gave the school the opportunity of reshaping this area in the future.</li>   <li>- <b>Governors asked about exit interviews?</b> A questionnaire was sent to all leavers from the Trust, but it was not compulsory for it to be filled in. All replies also went back to the Trust and the information was really wanted at local level ie the school (positive or negative).</li> <li>- <b>Action: Exit interviews - What was the protocol for this at school level?</b></li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>- 2 x families had moved to central Ashford and this was now affecting their attendance. Both pupils were in Year 6</li> <li>- The school had supported a bus pass for one of these families to help improve their attendance.</li> <li>- Ashford borough Council were going to find an alternative school closer to home for 1 x Refugee/Ukrainian family</li>   <li>- <b>Governors questioned attendance figures and how they compared to last year and against national?</b> Compared to last year – better this year in terms of unauthorised absences but worse in respects of illness. National data was not yet published. Governor noted there had been a lot of media attention on attendance since the pandemic.</li> </ul> <p>The Headteacher informed governors that 2 x pupils had left with poor attendance and this should lift figures – going forward.</p> <p>However, he had noted that some staff were not taking registers properly and some pupils were left with question marks which were not being followed up later to establish whether the pupil was in school or not. He informed governors he would be following up on this.</p> <p><u>Letter of thanks</u></p> <ul style="list-style-type: none"> <li>- Governors agreed with RG (Assistant Headteacher) – it was a great endorsement to receive such a lovely thank you letter like this.</li> <li>- A copy had been forwarded to MP Damion Green</li> </ul>	LB-M
6.	<p><b>School Vision</b> <u>School Vision</u></p>	

	<p>The new vision had now been shared with all stakeholders and visibly promoted around the school. It will take time before it was embedded</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- SM wanted to contribute to the launch/embedding of the new vision and would consult with TB &amp; LP</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Values to be updated on minutes/agenda</li> </ul>	<p>SM</p> <p>Clerk</p>
<p>7.</p>	<p><b>School Improvement Plan</b>  <i>Supporting paper: SIP 2023-24 had been circulated to governors via GovernorHub prior to the meeting.</i></p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>- Today saw the launch of the Celebration of Black History Month. This would include: Assemblies, dedicated Science lessons, learning about Artists, Sportsmen/women, PSHE, parent events – all linked to black history.</li> </ul> <p>Pupils would learn about a famous person of black origin and their contribution to the world and would be supported in their learning by memory quizzes ensuring long term memory retention – a key priority for learning. Recall would need to be properly embedded by revisiting topic/s to ensure knowledge was still there.</p> <p>Further celebration months/weeks were planned: Refugee, Disability as examples.</p> <p>Maths Retention</p> <ul style="list-style-type: none"> <li>- Similarly, retention skills in Maths were beginning to be evident. Pupils needed speed, but this would come and certainly pupils were remembering a lot more than they used to.</li> </ul>	
<p>8</p>	<p><b>Finance</b>  <i>The following supporting financial supporting papers had been circulated to governors via GovernorHub for their review.</i></p> <ul style="list-style-type: none"> <li>- Finance Report Year T1 Governor Meeting</li> <li>- Governor Report P12 August</li> <li>- Cash Flow Forecast August '23</li> <li>- For approval – updated budget</li> </ul> <p>Governors had received and noted the commentary re financial situation and the following was noted:</p> <ul style="list-style-type: none"> <li>- School needed to continue to fund our growth – ie increase pupil roll</li> <li>- There still remained the issue of managing “lagged funding” however, fortunately, this year there was an increase in funding.</li> <li>- Pre-school was almost full – 16 per session usually so improved T1 &amp; T2 income. Plans included looking at recruiting another staff member potentially in the future.</li> <li>- Budget was approved by all governors.</li> </ul> <p>An aspect of this item was confidential and has been reported on separately.</p>	
<p>9.</p>	<p><b>Governor Monitoring</b></p> <ol style="list-style-type: none"> <li>1. “Governor delegated responsibilities”</li> </ol>	

	<p>To remain, as is, with the addition of:</p> <p>Finance SP (with DM) Leadership – RN Early Years &amp; SEN – RB Premises - SP Training – RN</p> <p>2. Governor Visits Policy (for record-keeping) Governors adopted the Visits Policy for the year 2023-24</p> <p>3. Whole School Monitoring Schedule 23-24</p> <ul style="list-style-type: none"> <li>- This was currently being created.</li> <li>- The Chair advised governors that it would be important in all governor monitoring that the key priority of improving long term memory be included as part of their monitoring – ie whatever the subject area</li> </ul>	
10	<p><b>Any Other Meeting Reports &amp; Visits</b> The following reports were received by governors (posted on G/Hub) prior to the meeting:</p> <p>1. NoV July 2023 LP Pupil Premium Progress</p> <p>2. NOV Sep 2023 JAJ Writing/Reading, Learning Walk (aspects of this discussion were confidential and have been reported on separately)</p>	
11.	<p><b>Procedural</b></p> <p>1. <u>Risk Management/Matrix Summary Report/GRC One Database</u></p> <ul style="list-style-type: none"> <li>- T781 Pupil engagement &amp; standards in classrooms – risk increase</li> <li>- T801 Robustness of security arrangements fail eg perimeter fence needed improving along the wall by the cemetery plus the pre-school gate needed to be higher – risk increase</li> </ul> <p>2. GDPR – No breaches.</p> <p>3. Health &amp; Safety Report - Governors noted that a fire/alarm evacuation test had been carried out and achieved within 90 seconds (personal best). Pupils had been advised that it would happen at some point during the day.</p>	
12.	<p><b>Compliance (including website)</b> <u>Residential Trip – Governor approval</u> Risk assessment approval was needed by Governors for an up and coming residential trip. Governors noted that risk assessment for the planned activities would be combined effort ie reliant on Kingswood as well – for their assessment of what the risks were – to ensure safety.</p> <p><b>Action:</b> <b>Risk assessment (residential trip) to be tabled as an agenda item for the next trip.</b></p>	Clerk
13.	<p><b>Safeguarding</b> Governors received a Safeguarding Update Report Sept 2023, via G/Hub circulated prior to the meeting.</p> <p>It was noted that there had been a small number of “significant issues” as opposed to multiple “low level concerns”.</p>	

	<p>The Chair would continue to be informed regards the “front door referral” and disclosure from a child that had recently arisen.</p> <p>Governors requested a comparison re the number of safeguarding incidences this year compared to last.</p> <p><b>Action:</b> H/T to provide Governors with a comparison re the number of safeguarding incidences this year compared to last.</p>	H/T
14.	<p><b>Policies</b> Governors unanimously approved adoption of the following policies:</p> <ol style="list-style-type: none"> <li>1. <b>Attendance Policy 2023-24 (Trust)</b></li> <li>2. <b>Pre-School Policy Review 23-24</b> (only changes - vision &amp; values update)</li> </ol>	
15.	<p><b>Governor Training</b> <u>Aquila In-house Training</u> Governors were reminded that details of Aquila training were circulated via G/Hub.</p> <p>Plus, the usual reminder about the following information/training websites.</p> <ul style="list-style-type: none"> <li>• NGA on line</li> <li>• The Key</li> </ul>	
	<b>Other</b>	
16.	<p><b>Any other business</b> There was one item:</p> <p><u>Appraisals</u> It was reported all teachers’ appraisals would be completed by the 31 October ’23</p>	
17.	<p><b>Confidentiality</b> There were 4 x items reported on separately.</p>	
18.	<p><b>Closing Reflections</b></p> <p>A closing prayer was given by Governor SM, governors thanked, and the meeting closed at 6.56pm.</p> <p>Next Meeting:27<sup>th</sup> November 2023</p>	