



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING

Held at School on Thursday, 9th February 2017 at 6.30 pm

*On a voyage of discovery: together we learn,
grow and achieve*

Christian Values of

**Respect, Self-worth/Perseverance, Love,
Kindness, Forgiveness**

PRESENT: John Collins (Chair), John Carroll (V.C), Claire Frost (HT), Deborah Bennett, Rev'd. Judy Darkins, Sue Mash, Jennifer Maynard, Oliver Walker, Valerie Kirby, and Johanna Dadson

CLERK: Jane Phillips

The meeting commenced at 6.30 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><u>WELCOME AND PRAYER</u></p> <p>The Chair welcomed governors to the meeting. Valerie Kirby was also welcomed to the meeting and introductions were made.</p> <p>The meeting was opened with a prayer.</p>	
	<p><u>BOOK SCRUTINY</u></p> <p>Each governor reviewed the same set of books as before for a particular pupil which covered all subjects. Governors considered the progression in the books since they were last scrutinised during the December 2016 full governing body meeting. The Chair invited governors to comment on their observations.</p> <ul style="list-style-type: none"> • Year 3 pupil: Evidence of developmental marking and appropriate pupil responses to the marking. • Year 4 pupil: The layout in the books was impressive and the pupil clearly took pride in their work. • Year 6 pupil: Developmental marking was evident throughout the book which the pupil had responded well to. This pupil appeared to be exploring their style of handwriting given there were several different styles in the books. • Year 2 pupil. The pupil's handwriting and spelling evidenced improvement since the last scrutiny. • Year 4 pupil. Previously there had been issues with punctuation and spelling but there was evidence that these areas had improved. The pupil's handwriting had also improved. • Two Year 5 pupils. Exemplary marking and good responses from both pupils. One pupil's books had been very good from the start of the book scrutiny. The other pupil had significantly improved over time and had since expanded on the answers they provided. The presentation was impressive in both sets of pupils' books and was evident in all subjects. • Year 1 pupil. It was noted that the gaps in this pupil's work were a consequence of their absence on several occasions. The books showed that there had been some improvement in the pupil's writing and spelling. • Year 5 pupil. The work in this pupil's book was considered to be consistently excellent. There was again excellent developmental marking and good pupil responses. The work in their Science book was particularly good. It would be difficult to fault this pupil's work. <p>The HT explained that the books reviewed by governors encompassed one EAL pupil (English as an additional language), five Pupil Premium and one SEN pupil</p>	

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	and reflected a broad range of achievements. Governors had gravitated towards pupils who were lower or middle achieving rather than higher achieving. It was pleasing to note that these children were responding to independent learning.	
1.	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received and accepted for Jill Double and Rev'd Tricia Fogden. There were no other apologies for absence.	
2.	<u>DECLARATION OF BUSINESS INTEREST</u> Sue Mash declared she was a governor of Homewood School and Sixth Form Centre. There were no other declarations of business interest made against any agenda item.	
3. 3.1	<u>GOVERNANCE</u> <u>Governor Bears</u> Governors had been provided with the article from The Governor Magazine - Autumn 2016 edition prior to the meeting (filed with the minutes). A governor provided a summary of the article in which a governing body of a rural school thought they knew their school reasonably well but asked themselves if they were having an impact. The governing body chose to introduce a 'Governor bear' which would help the governing body engage with the children in a meaningful way and help the children to understand what governors did. A governor asked if practical examples could be provided of how the Governor bear could be used. The bear would be a member of the governing body and would be a conduit between governors and the children, carrying messages and questions. When governors undertook various activities, the Governor bear would send the children a postcard telling them what the governors were doing. The bear might also have the occasional slot in the school's newsletter or a 'bear blog'. The bear could sit on a suggestion box in the reception area where children could post their suggestions. The children would name the bear through a democratic vote. There was also the opportunity to further promote the school's Christian values through a variety of communications from the bear. For example, the bear could visit the children's prayer stations and send them a postcard about this. DB agreed to take responsibility for the governor bear. It was thought that the bear could be introduced during Collective Worship. Action: DB to discuss how to take this forward with the HT.	DB
3.2	<u>Any Other Items</u> The Chair was pleased to report that the TOCA Agreement between the nursery and school had now been signed by both parties and was in place. The Chair advised governors that Stone and Wittersham Parochial Church Councils had very kindly made donations to enable the school to purchase bibles for the Year 6 leavers. The Chair had since written to both PCC's thanking them for their generous donations.	
4.	<u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 8TH DECEMBER 2016</u> The confidential and non-confidential minutes were agreed as an accurate account of the meeting and were signed by the Chair.	

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4.1	<p><u>Governor and Clerk's Actions Arising</u></p> <p>Item 5. Governors were reminded to provide the Training & Development governor with details of any training undertaken (including school based and GEL online modules) together with their certificate of completion. Any training handouts to be cascaded to all governors.</p> <p>The Chair recommended that VK, the recently appointed Foundation governor should complete governor induction training at the earliest opportunity.</p> <p>Action: The Clerk to re-send VK the link to Kent CPD Online.</p> <p>The Chair asked that governors continue to send him any items for inclusion on the governor blog. DB and JM were thanked for their items.</p> <p>All actions had been completed or would be discussed during the meeting.</p>	Clerk
ITEM	SCHOOL IMPROVEMENT	
5.	<p><u>HEADTEACHER'S REPORT</u></p> <p>5.1 The HT presented her verbal report to governors. The following items were noted.</p> <ul style="list-style-type: none"> • There were 123 pupils on roll. • There was currently a waiting list for places. It had not been possible to offer places to six potential pupils during the past two weeks. • There had been no exclusions, racial incidents or bullying. • Attendance was now consistently in the region of 96-97%. • There was a notable improvement in punctuality following the introduction of a recent strategy to address this. • The Tenterden Rural Alliance was continuing to move from strength to strength. It was apparent that there was a greater sense of ownership, particularly following the appointment of several new HT's who were engaging action research based projects. The TRA schools were working on a number of exciting aspects which would inform both strategies and teaching. This would impact positively on the children given the projects would lead to better practice. • The school was currently fully staffed. An advertisement had been placed for an Early Years practitioner for a September 2017 start. Applications would close the following week. 	
6.	<p><u>SEF/ SCHOOL DEVELOPMENT PLAN 2016-17</u></p> <p>The HT reported that it was her intention to update the SDP during the half term holidays to include further evidence. The SDP would then be RAG rated to reflect progress made against the objectives.</p> <p>The HT said there were two areas which had not been incorporated into this year's SDP; the reading scheme and 'Talk for Writing'.</p> <p>6.1 <u>Reading Scheme</u></p> <p>The HT explained that it became increasingly apparent that a reading scheme was required which was fit for purpose. Following an extremely generous donation from the Chair, WSA, the Church's 'Big Breakfast' and fundraising activities, £2,500 was now available to set up a book-banded system at school. Work on this had begun and was in the early stages of development.</p> <p>The WSA had also funded the purchase of an assessment pack which would enable children to be accurately assessed and placed on the correct band of books. The books would be fit for purpose and the rigours of the new</p>	

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<p>6.2</p>	<p>Curriculum. The HT commented that she was hugely grateful to the community for their support.</p> <p><u>'Talk for Writing'</u></p> <p>The HT explained that this was an approach to the teaching of writing. Whilst there was a cost involved to fully resource 'Talk for Writing', the benefits of introducing it in Early Years and Years 1-3 had become increasingly clear. The HT had delivered training to the teachers in Years 1-3 and the Foundation Stage teacher had received one day of external training. Whilst there was a commitment of time by the HT, the impact of 'Talk for Writing' was already evident.</p> <p>The HT said both the reading scheme and 'Talk for Writing' would be incorporated into the SDP for 2017/18.</p>	
<p>7.</p> <p>7.1</p>	<p><u>GOVERNOR ACTION PLAN</u></p> <p>An updated Governor Action Plan was provided as a supporting paper for the meeting reflecting those visits which had been carried out since the last meeting (filed with the minutes). Visit reports had since been circulated.</p> <p><u>Governor Focus Visits – Terms 4-6</u></p> <p>It was agreed that Focus 4 governor visits (Outcomes for pupils) would continue to be monitored on a termly basis (with the exception of Term 5) and that remaining focus visits would next take place during Term 6. In the interim period, governors would conduct short, sharp and focussed learning walks to seek evidence of progress made against the SDP priorities.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>SIAMS SELF EVALUATION</u></p> <p>The HT reported on her attendance of SIAMS training during January 2017 which had been discussed in greater depth during the Curriculum & Standards Committee meeting of 2nd February 2017.</p> <p>Governors considered their impressions of R.E (presentation provided by the R.E Subject Leader during the most recent C&S Committee meeting), how this impacted on academic progress (behaviour and attendance for example) and how the Christian values and distinctiveness differentiated it from other non-Church schools.</p> <p>It was understood that Church of England schools were founded on two principles:</p> <ul style="list-style-type: none"> • The education of the children in the neighbourhood, irrespective of race or creed. • The education of children within the beliefs and values of Christianity. <p><u>Trust Deed</u></p> <p>Governors noted that at the time the school was founded, the legal intentions were stipulated. The HT explained that the Trust Deed would have set out who the Trustees were and why the school would be run as a Christian Foundation and why it was considered Voluntary rather than one of the County schools.</p> <p>Action: The Ex Officio Foundation governor/OW (Foundation governor) to obtain the detail contained in the Trust Deed specific to the school.</p> <p>Action: To look at the Statement of Entitlement and ethos statement contained within the Instrument of Governance.</p> <p><u>Parental Questionnaire: Christian Distinctiveness/Christian Values</u></p> <p>Action: The HT to organise a survey based on the Diocese's parent questionnaire.</p> <p>Action: The Vice Chair to evaluate the parental responses.</p>	<p>JD/OW</p> <p>JM</p> <p>HT</p> <p>V.C</p>

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<p>8.4</p>	<p><u>Any Other Items</u></p> <p>Action: The CoG and DB (parent governor) to conduct a learning walk/pupil conference to ask where the children observed Christian values during the school day and their views on spirituality and Collective Worship.</p> <p>Action: VK to attend Class Worship each Thursday (at 8.45 am).</p> <p>Action: DB to introduce the 'governor bear' during Collective Worship after half term.</p> <p>Action: The Ex Officio Foundation governor to conduct a learning walk to review all class prayer stations and to ask pupils how they used their prayer stations. To also carry out pupil conferencing on R.E. (Tuesday 21/2/17).</p> <p>It was noted that the Chair attended Collective Worship each Tuesday.</p> <p>The HT commented that the more developed prayer stations were having a profound impact on the children and their spirituality. Whilst the children talked about Christian values previously, they were now talking with an increased naturalness and within a range of contexts. A governor said this was very much apparent in the sample R.E books she had reviewed.</p> <p>A governor commented that it was necessary to consider how SIAMS and the School Development Plan inter-related.</p> <p>Action: The Chair to update the GAP to reflect the agreed SIAMS actions.</p>	<p>CoG/DB</p> <p>VK</p> <p>DB</p> <p>JD</p> <p>Chair</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><u>COMMITTEE REPORTS</u></p> <p><u>Finance, Facilities, and Personnel Committee</u></p> <p>The minutes of the meeting held on 16th January 2017 were previously sent to governors.</p> <ul style="list-style-type: none"> • <u>Clerking Service Level Agreement</u> <p>The Chair advised governors of the discussions which had taken place during the recent F, F& P Committee meeting regarding the Clerking Service SLA for 2017/18. Governors were concerned at the significant rise in charges for the following year. Several options for the future clerking of the governing body were considered. It was subsequently agreed to serve notice to the Clerking Service and that the school would employ the clerk privately from 1st June 2017. Governors were made aware that the Local Authority would apply a penalty charge for employing the clerk directly.</p> <p><u>Curriculum & Standards Committee</u></p> <p>The minutes of the Curriculum & Standards Committee meeting held on 2nd February 2017 were in the process of being drafted by the clerk and would be circulated shortly. The Chair provided governors with a summary of the meeting.</p>	
<p>10.</p> <p>10.1</p>	<p><u>FINANCE</u></p> <p><u>9-Month Budget Monitoring</u></p> <p>A summary of the 9-month budget monitoring was provided to governors as a supporting paper for the meeting. The Chair was pleased to report that following the prudent management of the budget by the HT, the school was no longer predicted a deficit at the end of 2016/17 financial year.</p> <p>The HT wished to also recognise the Finance Manager and school's Business Manager for their diligence in managing aspects of the school finances which have contributed to saving money.</p> <p>The HT reported that Year End projections for Years 2 and 3 were now looking more favourable. There was a predicted surplus of £17,364 in Year 2 and £42,183 in Year 3. The Chair commented that the National Funding Formula</p>	

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<p>10.2</p>	<p>would be introduced during 2018 and it was not yet known how this would affect the budget.</p> <p><u>LCVAP (Locally Co-ordinated Voluntary Aided Programme)</u></p> <p>The HT reported on a meeting she and the school's Business Manager had attended earlier that day with the Diocese.</p> <p>(Governors had previously been made aware that the school's boiler would require replacement given it was reaching the end of its serviceable life and that significant expenditure would be required.)</p> <p>The HT told governors that there was a possible provision of funding from the Diocese which was known as LCVAP. The school was exploring the possible submission of a bid to LCVAP. If successful, the school would be required to contribute 10% of the overall bid value. The Diocese recommended submitting the bid during 2017/18 given it was not yet known whether there would be funding available for these special bids during 2018/19.</p> <p>The Diocese advised that a heat loss measurement could be taken and a quotation provided by one of their recognised consultants. Whilst the initial indication of cost to carry out the quotation and heat loss measurement seemed prohibitively expensive, the Diocese had since identified a more reasonably priced quotation from a company in Cranbrook. The heat loss measurement and quotation would cost £750. The HT thought it sensible to use a company recommended by the Diocese. Governors would be advised of the quotation in due course.</p>	
<p>10.2</p>	<p><u>Capital Budget</u></p> <p>The HT reported that there would be a balance remaining in the Capital budget following a payment to the Stepping Stones Nursery in respect of re-applying for planning permission for the mobile.</p> <p>The HT explained that it was permissible to use some of the remaining Capital budget to replace some of the antiquated and dying computers with new computers and iPads.</p>	
<p>11.</p>	<p><u>SAFEGUARDING</u></p> <p>The HT reported that in order for the school to be fully compliant, online accredited fire warden training had been identified at a cost of £100 for five licences. Four members of the school staff would complete the training together with a member of staff from the nursery which ensured that the site was fully covered.</p> <p>(Some minutes were considered confidential and were minuted accordingly.)</p>	
<p>12.</p>	<p><u>POLICIES</u></p> <p>Those policies due for review were circulated in advance of the meeting (filed with the minutes).</p>	
<p>12.1</p>	<p><u>Equality and Diversity Policy / Performance Management Policy</u></p> <p>Action: Governors agreed the policies would be carried forward to Term 6 to enable the HT sufficient time to thoroughly review.</p>	<p>HT</p>
<p>13.</p>	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Six governors had attended training on 'Children's Spirituality' delivered by the Faith and Nurture advisor within the Diocese.</p> <p>JM had attended 'Understanding School Finance', Pupil Premium and 'Educational Visits to Schools' governor training.</p> <p>JDad had attended training on 'The Role of the Governing Body in Early Years'.</p>	

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	Action: To attend the bespoke governor training on 'Governance of a Church School' which would be delivered by Nick Morgan of the Diocese on Thursday, 30 th March 2017 between 6.30-8.30 pm. The event would be hosted by the school and attended by further governors from within the TRA Church schools.	GOVS
ITEM	OTHER	
14.	<u>CHAIR'S ACTIONS / CORRESPONDENCE</u> (This item was minuted confidentially.)	
15.	<u>ANY OTHER URGENT BUSINESS</u> There were no urgent items arising.	
16.	<u>CONFIDENTIALITY</u> Some minutes contained in agenda item 11 (Safeguarding) and item 14 (Chair's Actions) were considered confidential and were minuted accordingly.	
17.	<u>DATE OF THE NEXT MEETING</u> The next meeting would take place on Thursday, 18th May 2017 at 6.30 pm.	

The meeting concluded at 8.02 pm

Signed:.....

(Chair)

Date:

ACTION SUMMARY

Action Item	Agenda Item	Governor/ HT/DHT/ Clerk	Action
1.	3.1	DB	To discuss the governor bear concept with the HT in order to launch it with the children.
2.	4.1	Clerk	To re-send VK the link to Kent CPD Online.
3.	8.2	JD/OW	To obtain the details contained in the school's Trust Deed.
4.	8.2	JM	To look at the Statement of Entitlement and ethos statement contained within the Instrument of Governance.
5.	8.3	HT	To organise a parent survey based on the Diocese's parent questionnaire.
6.	8.3	Vice Chair	To evaluate the responses to the Diocese's parent questionnaire.
7.	8.4	CoG/DB	To conduct a learning walk/pupil conference on where the children observed Christian values during the school day and their views on spirituality and Collective Worship.
8.	8.4	DB	To introduce the 'Governor bear' during Collective Worship following half term.
9.	8.4	JD	To conduct a learning walk to review all class prayer stations and pupil conferencing on R.E/Prayer Stations.
10.	8.4	Chair	To update the GAP to reflect the agreed SIAMS actions.
11.	12.1	HT (Clerk)	The Equality and Diversity Policy / Performance Management Policy to be carried forward to Term 6 for review.
12.	13.0	Governors	To attend the bespoke governor training on 'Governance of a Church School' which would be delivered by Nick Morgan of the Diocese on Thursday, 30 th March 2017 between 6.30-8.30 pm.

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