



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING
Held at School on Thursday, 19th May 2016 at 6.30 pm

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

PRESENT: John Collins (Chair), John Carroll (V.C), Claire Frost (HT), Deborah Bennett, Rev'd. Judy Darkins, Sue Mash, Rev'd. Tricia Fogden, Mark Cleverdon, Jill Double, Johanna Dadson, Oliver Walker, Jennifer Maynard

CLERK: Jane Phillips

[The meeting was preceded by a review of pupils' Mathematics books for all Year Groups. Governor observations were minuted under agenda item 15 – Any Other Business.]

The meeting commenced at 6.40 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><u>WELCOME AND PRAYER</u></p> <p>The Chair welcomed governors to the meeting. The meeting was opened with a prayer.</p>	
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>There were no apologies for absence.</p>	
2.	<p><u>DECLARATION OF BUSINESS INTEREST</u></p> <p>Sue Mash declared she was a governor of Homewood School and Sixth Form Centre.</p> <p>Claire Frost declared she was a governor of Dover Grammar School for Boys.</p> <p>There were no other declarations of business interest made against any agenda item.</p>	
3.	<p><u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 17TH MARCH 2016</u></p> <p>The minutes were agreed as an accurate account of the meeting and were signed by the Chair. The Clerk would file at school.</p> <p><u>Actions Arising</u></p> <p>Item 2. The Chair reported that Jo Haydon would carry out DBS checks for governors during week commencing 27th June 2016. Governors were asked to make an appointment with JH during that week to commence the DBS checking process.</p> <p>All other actions had been completed or would be discussed during the meeting.</p>	Governors
ITEM	SCHOOL IMPROVEMENT	
4.	<p><u>2015-16 BUDGET CLOSEDOWN</u></p> <p>Governors were provided with the KCC outturn report for the school in advance of the meeting (filed with the minutes).</p> <ul style="list-style-type: none"> • Total income received was £572,653. • Total expenditure had been £597,861. • There was an in-year deficit of £25,208 	

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	<ul style="list-style-type: none"> • The Year End deficit of £7,067 would be carried over to the 2016-17 financial year. • The most significant overspend the previous year was on E26 (Agency supply teaching staff) when there had been long term supply cover for a prolonged period of staff absence. <p>Governors noted the Year End position.</p>	
<p>5.</p>	<p><u>PROPOSED 3 YEAR BUDGET PLAN 2016-19</u></p> <p>The 3 Year Budget forecast (by CFR level) was circulated prior to the meeting (filed with the minutes).</p> <ul style="list-style-type: none"> • The HT reported that the Local Authority had allowed the school to be in deficit at the end of Year 1 given the Year End figures for Years 2 and 3 were more encouraging and were not in deficit. Whilst £15,392 represented the deficit revenue balance at the end of 2016-17, £8,325 had been carried forward from 2015-16. The overall effect was that the deficit at the end of 2016-17 would be £7,067. • All costs had been reduced to a minimum wherever possible. • The sports premium funding had been ring fenced (approximately £8,000). • The 2016-17 financial year was based on the October 2015 Census when the number of pupils on roll was lower than at the present time. • The HT would continue to actively pursue any bids, grants or additional income for the school. The SENCO would also continue to pursue High Needs Funding where applicable. • It had only been possible to allocate £4,000 to buildings and maintenance. It was therefore necessary to postpone some of the previously planned projects, such as the external painting of the school. • The budget assumed no more than 30 days of supply teacher cover during the current financial year. <p>A governor asked why the teaching costs decreased year on year. The HT explained that the two teachers who had left at Christmas and Easter were on an Upper Pay Scale (UPS) with a TLR (Teaching and Learning Responsibility) of approximately £2,500 each. Two NQT's had been appointed for September 2016 whose salaries would be significantly lower. There would be a saving for a proportion of 2016-17 and the saving would be fully reflected for 2017-18 and 2018-19.</p> <p>The HT further explained that the school had also budgeted for an Assistant Headteacher on a temporary contract which was not expected to continue into Year 3.</p> <p>The Chair reported that the government intended to look at fairer funding across all of the Local Authorities with the introduction of the National Funding Formula during 2018. Kent was considered to be one of the Authorities who would benefit from the National Funding Formula. It was hoped that there would be increased funding for the school in subsequent years.</p> <p>Following review, governors agreed to ratify the Three Year Budget Plan as presented. The budget would be submitted to the Local Authority prior to the end of May 2016.</p>	<p>Decision</p>
<p>6.</p>	<p><u>HEADTEACHER'S REPORT</u></p> <p>The Headteacher presented a verbal report to governors in this instance. The following items were brought to the attention of governors.</p> <ul style="list-style-type: none"> • The HT reported on her most recent Joint Review and Progress and Impact meeting (PIM) with the school's Improvement Advisor. The HT was told that the school now had good reason to argue for a 'good' Ofsted judgement. The HT provided governors with a summary of the gradings (2 equating to 'good'). 	

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- **Overall effectiveness (2 minus)** based on the decline in results over the last two years and some inadequate teaching which had necessitated a degree of catching up by some of the children.
- **The Effectiveness of Leadership and Management (2).** This also encompassed governance. The school had built up capacity and strengthened Leadership. The development of Middle Leadership was in hand.
- **Quality of Teaching and Learning (2 minus).** The school could demonstrate a number of real strengths in this area. It was also possible to show where support plans and robust targets had been put in place where required.
- **Personal Development, Behaviour and Welfare (2).**
- **Outcomes for Children and Learners (2 minus).**
- **Effectiveness of Early Years provision (2 minus).**
- The SEF was currently being updated following the external validation by the Local Authority. In due course the HT would meet the school's Improvement Advisor when the updated SEF would be reviewed. It was reiterated to governors that the school would argue for an overall judgement of 'good' during an inspection.
- The staffing structure was in place for September 2016. Two particularly strong NQT's would join in September 2016, one with a Maths specialism and the other with an English specialism.
A governor asked which years the NQT's would be put into. The HT said one would teach Year 1/2 and the other Year 3 /4.
- The HT intended to run an NQT development programme for the Tenterden Rural Alliance (TRA). Strengths would be drawn from the other TRA schools (the particular strengths of a classroom teacher, someone who was particularly good at assessment for learning for example) which would then feature in after school meetings every second or third week when all the NQTs would come together. Linking up with other schools would provide strength to the school's NQT's and widen their experience.
- The HT intended to hold TA triad lesson observations in order to share best practice. This was considered to be good reflective development.
- Class numbers and class structure was currently under review. The HT wished to keep Years R and 6 as distinct Year Groups.
- There were currently 128 pupils on roll. The number continued to rise with a waiting list for some Year Groups.
- Attendance stood at 96.41% as of 13th May 2016. Attendance for Pupil Premium children stood at 96.1%. The school's I.A had commented that this was somewhat unheard of and particularly given that one PP child was on a reduced timetable (75% attendance).
- There were currently 35 Pupil Premium children which represented a rise in numbers.
- The SEN Register had been updated by the SENCO. There were now 10 pupils on the Register.
- The school was currently investing in Mid-day Leaders. Following the completion of an external questionnaire, the children felt that the school's Christian values were not as evident in the playground when compared to in the school. Following training, the way in which lunchtimes worked had since been redesigned. The playground was now 'zoned' with a quiet area. The spirituality and reflection gardens were now being used every day.

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	<p>Further formal training was due to take place which would be shared with Bethersden C.E Primary School. A 'whole school' experience was being developed for the children from when they walked in first thing in the morning to when they went home.</p> <ul style="list-style-type: none"> • The children would also come straight into school when they arrived and would be supervised. The children appeared to settle quicker at the start of the day and this would provide a better start each morning. • The school were currently looking to develop the existing TAs and to bring in an HLTA role. It was thought that this would be particularly cost effective and would save on supply costs. A further benefit was the familiarity the children would already have with this person. A number of TAs were interested in pursuing the HLTA training. An interview process would take place. <p>A governor enquired as to the cost implications for HLTA training. The HT said she had sourced some online training which other TRA schools had used, the cost of which was approximately £400. It would involve approximately 180 hours of study. Any TA undertaking this training would need to agree that if they then left within a pre-determined period of time, they would be required to repay some of the cost of the HLTA training. This was considered good protocol.</p> <ul style="list-style-type: none"> • The HT was currently awaiting the responses to a staff questionnaire provided the previous week. • The HT referenced Nicky Morgan's White Paper on 'Educational Excellence Everywhere' which discussed growing children's characters and leadership opportunities. The HT had reviewed the opportunities the school provided for the children. There had been opportunities within the school's Christian Values, growth mindset, the building of resilience, the sports programme, the development of the Church choir which incorporated visits to the Church and Collective Worship Leaders through Rev'd Judy's work. The Year 6 children were being read the poetry of Tennyson, Shelley, and Keats by a volunteer from the British Legion each week. <p>The School Council were taking the lead to raise money for a particular charity to sponsor a child. The charity had visited the school.</p> <p>The HT referenced the 'Learning to Lead' programme which 5 children were currently piloting at the school (one of four schools across the country). An invitation was extended to governors to attend school at 11.15 am on Tuesday, 24th May 2016 when the children involved in the programme would present to governors. Governors were asked to advise the HT if they were able to attend.</p> <p>The HT explained that the Learning to Lead programme consisted of herself, Sue Batt and 5 children from Year 4 / 5. Four of the pupils were Pupil Premium children.</p> <ul style="list-style-type: none"> • The HT told governors that the school would be hosting a tea party for the Queen on 10th June 2016 between 2-3 pm. The whole community had been invited. Governors were invited to attend. <p>Governors congratulated the HT on the progress she had made and were confident that the school was moving in a positive direction.</p>	Governors
7.	<p><u>OFSTED/SEF/ SCHOOL DEVELOPMENT PLAN 2015-2016</u></p> <p>The HT reported that evaluative evidence was currently being gathered by those teachers who had a responsibility for particular areas of the SDP. There was an increased level of ownership of the SDP amongst staff and governors.</p>	

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	<p><u>School Development Plan – 2016-17</u></p> <p>The HT suggested there should be an opportunity for governors to provide input on the foci of the SDP for 2016-17. It was agreed that the predominant focus of the July 2016 full governing body meeting would be to provide governor input on the following year’s SDP. It was also agreed that the HT would not provide a Headteacher’s report during this meeting. This was noted by the Clerk.</p>	Clerk
<p>8.</p>	<p><u>GOVERNOR ACTION PLAN</u></p> <p>The Chair explained that during the most recent Curriculum & Standards meeting held on 26th April 2016, it had been decided that there would be learning walks during Term 5 and that focus visits would resume in Term 6. During the following academic year, it was agreed that learning walks would take place on a termly basis and that focus visits would be undertaken during alternate terms, beginning in Term 2. Both the monitoring plan and SDP would be adjusted to reflect the frequency of governor visits.</p> <p><u>GAP – 2016/17</u></p> <p>The Chair said it was necessary to consider the priorities for the Governor Action Plan for the following year which would tie in with the SDP. It was agreed that the Chair, Rev’d Judy Darkins, Oliver Walker and Jennifer Maynard would work on a draft of the GAP during the Summer break.</p> <p><u>Learning Walks for the Remainder of Term 5</u></p> <p>Governors timetabled a number of learning walks.</p> <ul style="list-style-type: none"> - John Carroll would undertake a learning walk on Focus 6 on 26th May 2016 at 11.30 am. - John Collins/Deborah Bennett would undertake a learning walk on Focus 1 on 26th May 2016. - Sue Mash/John Collins would conduct a learning walk on Focus 2 on 23rd May 2016. - Jennifer Maynard and Rev’d Judy Darkins would conduct learning walks for Focus 3 and Focus 5 on 27th May 2016 at 1.30 pm. 	
<p>9.</p>	<p><u>COMMITTEE REPORTS</u></p> <p>The minutes of the Curriculum & Standards Committee meeting held on 26th April 2016 had previously been circulated to governors. The minutes of the most recent Finance, Facilities and Personnel Committee meeting were currently being prepared by the Clerk.</p> <p>The Chair told governors that there would be 3 F,F&P Committee meetings during the following academic year (timed for October, January and May). There would be 5 Curriculum & Standards meetings, commencing in Term 2 and thereafter termly. These meetings would be scheduled to take place after PIMs.</p> <p><u>Finance, Facilities & Personnel Committee</u></p> <ul style="list-style-type: none"> • It was agreed that Oliver Walker and Johanna Dadson would join this committee. • It was further agreed that in future F, F& P Committee meetings would commence at 6.00 pm to enable further governors to attend. <p>The committee Chair provided a brief summary of discussions held during the meeting. Much of the meeting had been spent reviewing the proposed TOCA (Transfer of Control Agreement) with the nursery school. There had also been a thorough review of the Year End outturn figures and proposed 3 Year Budget Plan.</p>	

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	<p>Governors agreed that both committees were working particularly well. A governor commented that the Curriculum & Standards committee had become increasingly more effective over time and possessed a clear understanding of its role and responsibility.</p> <p>All governors were now members of one or other of the committees in addition to their full governing body role. There was clear evidence of distributive governance.</p> <p>During the reconstitution process to the 2012 Regulations, governors had reviewed the model of governance they followed. Consideration had been given to the 'Circle' model (whole GB approach). It was concluded that the governing body would continue to follow the 'Two Teams' model given it worked well. Governors reiterated their continued preference to this model.</p> <p>Governors discussed the appointment of a Pupil Premium governor given this was considered good practice. It was agreed that the Chair of Governors would assume this responsibility given the time he spent in school.</p> <p><i>"How do we make regular reports on the work of our governing body to our parents and local community?"</i></p> <ul style="list-style-type: none"> • A governor 'blog' had been introduced and now featured on the school's website. Governors were encouraged to prepare items for the blog and to send these to the Chair for inclusion. It was suggested that observations from learning walks could also be included. • The minutes of governing body meetings were uploaded to the school's website which parents could review. • The governing body had conducted a parent survey. Responses to parent questions were appearing over time in the school's newsletter. • Governor reports appeared in the Parish magazine to enable communication with the wider community. <p>The HT suggested that a governor report could appear on a termly basis on a particular subject the governing body had been focussing on. The report would be published in the school's newsletter. This would again serve to raise the profile of the governing body amongst parents, provide a greater understanding of the role of governors and provide parents with a different perspective of the school. The Vice Chair agreed to prepare a report for inclusion.</p> <p>The Chair asked the HT if it was possible to determine how many parents had responded to Ofsted's Parent View. The HT said she would check this but based on past experience, there needed to be a significant number of responders before the number of responses could be measured.</p> <p>It was noted that updated governor photographs needed to be taken and would be placed in a prominent position.</p>	<p>Governors</p> <p>Vice Chair</p> <p>HT</p>
<p>13.</p>	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>The Clerk reported that she had successfully completed the clerk's accreditation programme and had met the standards for accreditation as a clerk to governance bodies in education. Governors congratulated the clerk.</p> <p>Governors were told that there would be a TRA governor training session at Homewood School on Monday 27th June 2016 between 6.30 – 8 pm. Refreshments would be served from 6 pm. A number of governors indicated their willingness to attend. Places could be reserved via Kent CPD Online in due course. (<i>Addendum to minutes: Event reference GV 16/216</i>)</p> <p>The Clerk said she would advise the Chair of those governors attending</p>	<p>Clerk</p>

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	<p>nearer the time.</p> <p>Prior to the next meeting, governors were asked to review the findings of the recently completed NGA skills audit and propose subject matter for a bespoke governor training session. Suggestions to be sent to the Chair.</p> <p>The Clerk would include this as an agenda item for the July meeting.</p>	<p>Governors</p> <p>Clerk</p>
ITEM	OTHER	
14.	<p><u>CHAIR'S ACTIONS / CORRESPONDENCE</u></p> <p>The Chair read out an extract from the most recent Note of Visit as written by the school's Improvement Partner. It stated that there were no concerns in respect of the governance of the school. The monitoring remained robust and distributive governance continued to be progressed. The Chair would provide an update during the next Progress and Impact meeting.</p>	
15.	<p><u>ANY OTHER URGENT BUSINESS</u></p> <p>Governors provided their observations of the books sampled during the book scrutiny ahead of the meeting. The following governor observations were made:-</p> <ul style="list-style-type: none"> • The presentation in the books had improved. • There had been good, constructive feedback from the teachers. • It was particularly surprising to note that the children in Year R were working on fractions. • The inclusion of pupil pictures in the books for Year R was considered worthwhile. • The overall standard of work in the books for Pupil Premium children was impressive and there was clear evidence of a closing of the gap. • The work clearly challenged the children. • There was a good pupil/teacher dialogue evidenced in the books. <p>The governors agreed to take a table at the school fete on Saturday, 18th June 2016. The fete would take place between 12.00 – 3 pm. The Chair, MC and DB agreed to man the "Splat the Rat" table during the fete.</p>	
16.	<p><u>CONFIDENTIALITY</u></p> <p>There were no items which were considered as confidential.</p>	
17.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The next meeting would take place on Thursday, 7th July 2016 at 6.30 pm.</p>	

The meeting concluded at 8.22 pm

Signed:.....
(Chair)

Date:

ACTION SUMMARY

Action Item	Agenda Item	Governor/ HT/DHT/ Clerk	Action
1.	3.	Governors	To make an appointment with Jo Haydon during week commencing 27 th June 2016 to commence the DBS checking process with her.

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2.	6.	Governors	To advise the HT if they were able to attend a pupil presentation at the school at 11.15 am on Tuesday, 24 th May 2016 (Learning to Lead pilot).
3.	7.	Clerk	The agenda for the July FGB meeting would not include a HT report. The focus of the meeting would predominantly be on governor input for the SDP 2016-17.
4.	12.	Governors	To submit items to the Chair for inclusion on the governor 'blog'.
5.	12.	Vice Chair	To prepare a governor report for inclusion in a future school newsletter.
6.	12.	HT	To ascertain if it was possible to determine the number of responders to Ofsted's Parent View and advise governors.
7.	13.	Clerk	To advise the Chair of those governors who would attend the TRA governor training on 27 th June 2016.
8.	13.	Governors	To consider the subject matter for bespoke governor training.
9.	13.	Clerk	To include an agenda item for the July meeting on the subject matter for bespoke governor training.

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