



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING

Held at School on Thursday, 13th July 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 Carroll (V.C), Claire Frost (HT), Deborah Bennett, Rev'd. Judy Darkins, Sue Mash, Jennifer Maynard, Oliver Walker, Jill Double, and Rev'd Tricia Fogden.

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 Vice Chair took the meeting. The meeting was opened with a prayer.</p>	
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received and accepted for John Collins (CoG) and Johanna Dadson.</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>There were no other declarations of business interest made against any agenda item.</p>	
3.	<p><u>GOVERNANCE</u></p> <p>There were no matters arising.</p>	
4.	<p><u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 18TH MAY 2017</u></p> <p>The confidential and non-confidential minutes were agreed as an accurate account of the meeting and were signed by the Chair.</p>	Vice Chair
4.1	<p><u>Governor and Clerk's Actions Arising</u></p> <p>Item 2. Action: The Vice Chair to conduct a health & safety walk early in term 1, 2017/18 (carried over).</p> <p>Remaining actions had been completed or would be discussed during the meeting.</p>	
ITEM	SCHOOL IMPROVEMENT	
5.	<p><u>HEADTEACHER'S REPORT - SIAMS</u></p>	
5.1	<p><u>SIAMS Inspection: 13th June 2017</u></p> <p>A report of the recent SIAMS inspection was circulated to governors as a supporting paper for the meeting (filed with the minutes).</p> <p>The HT explained that the inspection was undertaken by one of SIAMS most prominent inspectors who had written a variety of books on subjects including the teaching of R.E, Christian Distinctiveness and preparing for a SIAMS inspection.</p>	

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Governors were told that the Diocese had previously indicated that a judgement of 'outstanding' was particularly difficult to achieve. The inspector told the HT of those areas where she was impressed and that she'd seen many examples of excellent practice at the school.

The HT thought the SIAMS report to be glowing and acknowledged so many aspects which the school had been doing well. It was validation of how hard governors, the whole staff, children, and parents had worked.

The HT said the work during the year had also had an amazing impact on the children, particularly on their SMSC (spiritual, moral, social, and cultural) wellbeing which needed to be in place for the children to progress academically. There was fantastic evidence to springboard from and to continue embedding.

The SIAMS report outlines the areas for improvement.

- Improve religious education (RE) provision by:
 - Ensuring that the new assessment practice consistently refines planning and teaching and guides pupils clearly in the next steps they need to improve work further.
 - Embedding the active approaches to teaching RE recently introduced which enable pupils to enquire into key questions, beliefs and practices related to the topic under consideration.

A staff governor commented that the inspector had been impressed that the school had taken on more enquiry based teaching and that the changes and progress made were evident in the pupils' books. The learning was moving forward and would be further embedded over time.

A governor said the report clearly evidenced the benefits of RE and Christian distinctiveness on the children's academic achievements.

The HT said the feedback forms from the children, parents and staff had been amongst some of the most impressive the inspector had seen. The depth of response from staff in respect of the development of their own spirituality and sense of self-worth had also been noted. There was clear evidence of the impact of the RE training undertaken by staff.

The HT commented that the Local Authority Improvement Advisor had read the feedback forms and had suggested that they should be made into a bound book in celebration of the school.

A Foundation governor commented there was nothing derogatory contained in the report and that it was wholly positive. Bishop Trevor had remarked that it was one of the most impressive reports he'd ever read and had thanked the HT personally during a service.

Governors congratulated the staff on the outcome of the recent inspection.

On behalf of staff, the staff governor thanked governors for their continued support which was much appreciated and to the HT for her leadership, support, and guidance throughout the year. The school wished to recognise the HT's hard work and her support of others.

The HT reported that the school was already following up on the development points contained in the SIAMS report.

- The RE Subject Leader would attend a three-day course led by the Diocese focussing on an enquiry approach which would provide a greater depth of understanding of the enquiry based model.
- The HT would attend any training on the changes to the SIAMS framework as it became available.

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<p>6.</p> <p>6.1</p>	<p><u>SEF/ SCHOOL DEVELOPMENT PLAN 2016-17</u></p> <p><u>Year End Review</u></p> <p>The updated SDP (July 2017 update) had been sent to governors as a supporting paper for the meeting (filed with the minutes).</p> <p>A governor asked the HT to comment on the progress made against the SIP priorities for the year.</p> <p>The HT reported that:</p> <ul style="list-style-type: none"> • the school had met virtually every target as intended. The targets had been met strategically and with high quality to ensure sustainability. • Some actions were in isolation for the year, some would be rolled forward to next year’s SIP to focus on embedding and sustaining. <p>The HT reported that the Improvement Advisor had visited the school on 21st June 2017 and had recommend that all of the school’s planning should now be focused towards an Ofsted judgement of ‘outstanding’ at the next inspection. The next SIP would reflect the Ofsted criteria for outstanding.</p> <p>A governor said the I.A had commented that the school was a secure ‘good’. It now seemed appropriate to look at the criteria for outstanding. The HT said the SIP would reflect what the school valued and what best served the children, parents, and community. It was thought these aims would quite naturally align with many of the Ofsted criteria for outstanding.</p>	
<p>7.</p> <p>7.1</p> <p>7.1.1</p>	<p><u>PUPIL OUTCOMES / SCHOOL DEVELOPMENT PLAN 2017/18</u></p> <p><u>Pupil Outcomes</u></p> <p><u>End of Key Stage 2 Results:</u></p> <ul style="list-style-type: none"> • 84.6% of pupils achieved the expected standard in reading, writing and Maths combined. The national average for 2016/17 was 61%. • 50% of Pupil Premium children achieved the expected standard in reading, writing and Maths combined. Whilst the national average was yet to be determined for 2016/17, the national average for the previous year was 60%. • 92.3% of pupils achieved the expected standard in reading. The national average was 71%. • 75% of PP children achieved the expected standard in reading. The national average for the previous year was 72%. • The average scaled score in reading was 111 (2017 national average 104). • 92.3% of pupils achieved the expected standard in writing. The national average was 76%. The HT commented that one child who was considered on the cusp had been taken to external moderation. The Local Authority fully concurred that this child was indeed working at age related expectation. • 75% of PP children achieved the expected standard in writing. The national average for the previous year was 79%. • 92.3% of pupils achieved the expected standard in Maths. The national average was 75%. • 75% of PP children achieved the expected standard in Maths. The national average for the previous year was 76%. • The average scaled score in Maths was 107 (2017 national average 104). • 100% of all pupils achieved the expected standard in grammar, punctuation, and spelling. 	

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	<p>The HT reported there were robust case studies for children who hadn't achieved. It was also noted that whilst targets had been set at the beginning of the year, the profile of the Year Group had changed during the year due to pupil mobility.</p> <p>7.1.2 <u>End of Key Stage 1 Results:</u></p> <ul style="list-style-type: none"> • 79% of pupils were at age related expectation (ARE) in reading, 74% in writing and 79% in Maths. • 26.3% of pupils were working at greater depth in reading, 10.5% in writing and 15.8% in Maths. • 50% of Pupil Premium children were working at ARE in each subject. <p>The HT made governors aware that whilst two children in Year 2 hadn't achieved, they had made very good progress based on their starting points. There was also one SEN pupil in Year 2. The results were impressive within the context of certain children.</p> <p>The HT said there was good reason to celebrate the successes across the school given the gains made by all children. There had also been an increase in the number of children working at greater depth. The HT continued to say that those children who weren't working at greater depth would be tracked with a high expectation that they too would get there in due course.</p> <p>7.1.3 <u>EYFS Results:</u></p> <ul style="list-style-type: none"> • 80% of pupils had achieved good levels of development (GLD). The national average for the previous year had been 61%. • Of the 3 pupils who hadn't achieved a GLD, one was SEN, one pupil had achieved a GLD subsequent to moderation and a further child would get there but wasn't quite ready at this time. • 100% of Pupil Premium children had achieved a GLD. The national average in 2016 had been 80.6%. <p>7.1.4 <u>Phonics Results:</u></p> <ul style="list-style-type: none"> • 80% of Year 1 pupils had passed their phonics screening. • 71% of Year 1 PP children had also passed their phonics. • 80% of Year 2 pupils had passed their phonics retakes. <p>Governors congratulated the HT and staff on the results for the year</p> <p>The HT commented that there were several vulnerabilities in the current Year 4 which would be a focus within the priorities of next year's School Plan. Additional support was being provided to this Year Group.</p> <p>A governor asked if there was a common theme of particular vulnerabilities in Year 4. The HT said they were quite varied. Whilst support and interventions were in place to support their learning, the children's successes might not necessarily be academic, but successes in other ways.</p> <p>A governor asked if RE provided support to those children with emotional vulnerabilities. The HT and staff governor thought that the spirituality aspect of RE certainly helped with these vulnerabilities. RE allowed for the bigger questions and self-awareness and sense of self. Children felt safe to raise questions about who they were and what the world was like. Collective Worship and class worship also allowed for a period of calm and togetherness which prepared the children for their learning that day.</p> <p>A governor thought the children were clearly benefiting from RE. Was it possible to extend this to parents so that they too could benefit? The HT explained that there were children who were already talking about their own spirituality to their parents. Parents were encouraged to attend Church services</p>	
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but that there could be a more proactive approach to inviting parents to the Monday morning service. The HT commented that the tone of newsletters very much focussed on the Christian distinctiveness of the school.

There was an open-door policy where parents felt comfortable to come and speak to the HT about anything which concerned them. Parents felt able to express their concerns and if considered appropriate, to hold the school to account.

A parent governor commented that parents understood that if they had a concern, the school would take positive steps to thoroughly address these concerns and to resolve them.

The HT said there was a partnership amongst teachers and parents given each understood different aspects of their children.

The HT was pleased to report that the school had been chosen from amongst 10% of all schools to be quality assured for its provision for NQTs. A two-hour visit had taken place with an NQT assessor. There were three assessment categories which would form the basis of the judgement. The school had been assessed to be in the highest category. **Governors congratulated the HT.**

7.2

Preparation of the SEF/SIP for 2017-18

Priorities for the year ahead were:

- Attendance.

A governor referenced unauthorised absence and asked if anything more could be done which would make parents more aware of the implications of their children being absent during term time. The HT said this would be a priority for the year ahead. Attendance during 2016/17 had been in line with the national average all year until term 6 when attendance had dipped. This was attributed to the sheer number of unauthorised absences for holidays, days out, birthdays etc. and was a pattern experienced by other schools. Anecdotally, it was thought the dip in attendance was attributed to the Isle of White case and the publicity which surrounded it.

The HT reported that she had met with the LA Attendance Advisor when advice had been provided. A programme would be put in place with the intention of raising attendance. The HT would write a specific letter to parents advising that school attendance had dipped below the national average in 2016/17 and that attendance was now a key focus for Ofsted. The letter would explain the impact of absence on other children in class given the teacher's focus on the absent child's need to catch up.

Whilst it was not the school's policy to fine, parents would be offered an appointment with the HT to discuss their child's absence.

- The new SIAMS framework and the next steps for RE.
- The development of the curriculum. The HT reported an INSET day had taken place on Monday, 10th July 2017 when this had been discussed. Whilst the delivery of the curriculum was working well, staff wanted to be effective, relevant, and distinctive within the context of Wittersham CEP.
- Two whole school projects would be included; "Learn to Lead" and "The Spirals of Enquiry".
- Teaching Assistants. Whilst not considered a weakness, it was about aiming higher.
- The embedding of the new reading programme and assessment strategies.
- The next phase of embedding Science (Ofsted next steps).

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<p>7.3</p>	<ul style="list-style-type: none"> • Subject Leadership and particularly the assessment of Foundation subjects. Strategies were in place for the two new Subject Leaders to ensure that delivery was outstanding. • NQT's plus one (year) would be included. Further opportunities for development would be provided. • Spelling would remain in the School Plan. The HT reported that she had been asked to lead spelling across the Tenterden Rural Alliance in its entirety. <p>The HT also suggested that consideration should be given to inviting individuals to attend future FGB meetings who would provide their individual perspectives on joining a multi-academy trust (Tenterden Schools Trust), a Federation or Aquilla (Canterbury Diocese) for example.</p> <p>The HT reported that she had attended the small schools' strategy conference delivered by Patrick Leeson (Corporate Director for Education and Young People's Services – KCC). Whilst this wasn't necessarily a path which the school would follow, it was necessary for the governing body to be fully informed and consider the sustainability of a small rural school. The HT advised that Patrick Leeson was intending to hold a similar conference for governors in either terms 1 or 2 of 2017/18.</p> <p><u>Governor Action Plan for 2017/18</u></p> <p>It was agreed that the GAP would be prepared in due course in response to the SIP for 2017/18.</p> <p>Action: The Chair/Vice Chair to contact Ruth Swailles, S.I.A to agree a date for the HT's performance management review.</p>	<p>Chair/ V.C</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>FINANCE / HEALTH & SAFETY / PREMISES</u></p> <p><u>Tenterden Rural Alliance – Memorandum of Understanding</u></p> <p>The HT explained that funding was no longer available from the TRA. For the past two years, the TRA schools had agreed to pay £10 per pupil according to pupils on roll. However, it had not previously been necessary to call upon this funding. In future, the funding would be based instead on a contribution of time by each of the TRA headteachers to schools within the TRA. The HT had undertaken a writing review for another school earlier that week. This was evidence of powerful school-to-school support.</p> <p>On that basis, governors agreed to enter into a Memorandum of Understanding with the TRA for a further 2 years.</p> <p><u>Finance</u></p> <p>The HT advised governors that the six-month follow-up on the actions contained in the Local Authority compliance visit report (December 2016) had taken place. All outstanding actions had now been completed.</p> <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • The HT reported that the school had been contacted by the Diocese on 5th July 2017, requesting that the school complete a fire safety survey in light of the Grenfell Tower fire. The survey had been completed and returned. A response had not been received at the time of the meeting. • There had been a break-in to the school's swimming pool on 5th June 2017 which had been reported to police. The cover had been left off the swimming pool following what was considered a dangerous, unsupervised swim. The absent cover had resulted in 150 litres of additional fuel being used. The HT thanked Stepping Stones for their kind donation of £50 towards the fuel which had been lost. 	

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<p>8.4</p>	<ul style="list-style-type: none"> The third fire drill of the year had been completed that week which had gone very well. The school had been fully evacuated within 2 minutes and 20 seconds. <p><u>Premises</u></p> <p>The HT reported that a response was currently awaited from the Diocese in respect of the school's boiler. It was noted that the swimming pool boiler was approaching the end of its serviceable life given it was twenty years old. A part had required replacement at a cost of £800 which the WSA had kindly paid for. Most parts were now obsolete given the age of the boiler.</p>	
<p>9.</p>	<p><u>SAFEGUARDING</u></p> <p>The HT said there were no incidents, issues, or concerns to report.</p>	
<p>10.</p>	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>A governor previously submitted her training report following attendance of the TRA governor training on 26th June 2017.</p> <p>There was no further training to report.</p> <p>The Clerk reminded governors of their subscription to GEL for online training modules. Governors were told that the site had migrated to the NGA where it was now necessary to re-register. The link was provided within these minutes: https://nga.vc-enable.co.uk/Register</p> <p>The Clerk had previously sent governors the details of the Canterbury Diocese's future governor training events. All training was without cost to governors.</p>	
<p>11.</p>	<p><u>GOVERNING BODY SELF REFLECTION</u></p> <ul style="list-style-type: none"> Governors agreed that visits during the year had been clearly linked to the SIP priorities. The seeking of evidence of impact and next steps had been fully documented within governor reports. Whilst there had been a reduction in the number of governor visits compared to the previous year, the visits were more strategic and focussed. Governor questions were considered increasingly challenging. A governor thought it unnecessary to depart far from current practice given it was working well. A governor hoped to further develop communication with the children next year through the governor bear's attendance of FGB meetings. This would enable children to further understand the role of governors. <p>The HT wished to recognise the work the governing body had undertaken in respect of SIAMS and that this had contributed towards the overall judgement of 'outstanding'.</p> <p>A governor conveyed thanks to the Chair of governors for his contribution to the SIAMS inspection.</p> <p>A further governor said the Chair's contribution had been beyond measure throughout the year. The HT wished to recognise the Chair's amazing support which she had been afforded and for which she was extremely grateful.</p>	
<p>ITEM</p>	<p>OTHER</p>	
<p>12.</p>	<p><u>CHAIR'S ACTIONS / CORRESPONDENCE</u></p> <p>(This item was minuted confidentially.)</p>	

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17.	<u>ANY OTHER URGENT BUSINESS</u> A governor advised that a mobile mast was due to be erected in the village which would be 23 metres high. A governor further advised that beyond a distance of 30 metres, the mast was not considered to have a detrimental effect on the overall environment despite being erected in an area of outstanding natural beauty.	
18.	<u>CONFIDENTIALITY</u> Some minutes contained in agenda item 12 (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 the revised date of Tuesday, 3rd October 2017 at 6.30 pm. Rev'd Fogden provided her apologies for the meeting given a prior commitment that evening.	

The meeting concluded at 8.00 pm

Signed:.....
(Chair)

Date:

ACTION SUMMARY

Action Item	Agenda Item	Governor/ HT/DHT/ Clerk	Action
1.	4.	Vice Chair	To conduct a health & safety walk early in term 1, 2017/18 (carried over).
2.	7.3	Chair/ Vice Chair	To contact Ruth Swailles, S.I.A to agree a date for the HT's performance management review.

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