



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF THE FULL GOVERNING BODY MEETING**

**Held at School on Thursday, 8<sup>th</sup> February 2018 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), Jennifer Maynard (Vice Chair), Claire Frost (HT),  
Rev'd. Judy Darkins (JDar), Oliver Walker, Jill Double (JDo), Rev'd Tricia Fogden,  
Jo Dadson (JDad).

**CLERK:** Jane Phillips

The meeting commenced at 6.30 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><b><u>WELCOME AND PRAYER</u></b></p> <p>The Chair welcomed governors to the meeting which was opened with a prayer.</p>	
<p><b>1.</b></p>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received and accepted for Sue Mash (unwell) and Deborah Bennett (work commitments).</p> <p>There were no other apologies for absence.</p>	
<p><b>2.</b></p>	<p><b><u>DECLARATION OF BUSINESS INTEREST</u></b></p> <p>There were no declarations of business interest made against any agenda item.</p>	
<p><b>3.</b> <b>3.1</b></p>	<p><b><u>GOVERNANCE</u></b></p> <p><b><u>General Data Protection Regulation (GDPR)</u></b></p> <p>Guidance on the new GDPR and how governors could prepare was provided as a supporting paper for the meeting. Schools Governance had provided the guidance.</p> <p>The HT explained as part of the GDPR it would become necessary to appoint a GDPR Officer for the school and that this person should be a senior member of staff. The HT was precluded from appointment.</p> <p>Typically, larger schools were appointing their DHT or Business Manager to this role. However, given the size of the school, it was the only school within the Tenterden Rural Alliance (TRA) not to have a DHT. The Business Manager was also due to leave at the end of term 4. Whilst a new Office Manager would be appointed shortly, this was not a senior position and their capacity to take on this responsibility was as yet unknown. The GDPR Officer job description was also quite specific as to the capabilities required to fulfil the role. Training would be required together with an allocation of hours each week to it.</p> <p><b>A governor suggested an approach could be made to the Tenterden Schools Trust (TST).</b> The HT explained the TST intended to employ a GDPR Officer who's remit would be to work across the TST schools. The HT had approached the HT of Homewood School to explore the possibility of purchasing some of their GDPR Officer's time. The TST were currently considering the HT's proposal.</p> <p><b>A governor thought schools of similar size would encounter the same issues in appointing a GDPR Officer.</b> The HT said she had reviewed several</p>	

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<p><b>3.1.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p>	<p>models where some schools were coming together to form alliances where a Business Manager fulfilled the role across several schools or a new appointment was made serving several schools.</p> <ul style="list-style-type: none"> <li>• <u>The Appointment of a GDPR Governor</u></li> </ul> <p><b>Rev'd Tricia Fogden (Foundation governor) agreed to assume the responsibility of GDPR governor.</b></p> <p>Action: The Clerk to send TF the link to GDPR Awareness governor training (GV 18/107) taking place at the Canterbury Academy on 26<sup>th</sup> February.</p> <p><u>Governance Monthly Bulletin (January 2018)</u></p> <p>The monthly bulletin was provided for information. There were no matters arising from the contents.</p> <p><u>Any Other Items</u></p> <p>There were no other matters arising.</p>	<p><b>Clerk</b></p>
<p><b>4.</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b><u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 7<sup>TH</sup> DECEMBER 2017</u></b></p> <p><b>The minutes of the previous meeting were considered an accurate account and were signed by the Chair.</b> The Clerk would file at school.</p> <p><u>Governor and Clerk's Actions Arising</u></p> <p><b>Item 1.</b> A governor reported that an approach had been made to a possible candidate for the Foundation governor vacancy. The candidate could not pursue the vacancy at the present given governance commitments elsewhere.</p> <p><b>Item 6.</b> Action: JDad to write a short 'blog' for the school's website following her December learning walk.</p> <p><b>Item 7.</b> The proposed governor visits during term 3 had been deferred to term 4 given the HT's previous absence.</p> <p>Action: The Chair of governors (CoG) and TF to conduct visits on Collective Worship, class worship and a learning walk during term 4. (TF to agree her monitoring visit dates with the HT.)</p> <p>Action: The Vice Chair of the governing body to conduct visits on Safeguarding and SEN in term 4.</p> <p>Action: A short governor 'blog' to be prepared following visits in term 4.</p> <p>All other items had been completed or would be discussed during the meeting.</p>	<p><b>JDad</b></p> <p><b>CoG/TF</b></p> <p><b>Vice Chair</b></p> <p><b>CoG/VC /TF</b></p>
<p><b>ITEM</b></p>	<p><b>SCHOOL IMPROVEMENT</b></p>	
<p><b>5.</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>The HT presented a verbal report to governors on this occasion.</p> <p><u>Pupils on Roll</u></p> <ul style="list-style-type: none"> <li>• There were currently 122 pupils on roll.</li> <li>• Two siblings had left since the last meeting following a move away from the area.</li> <li>• There had been no exclusions and there were no looked after children.</li> <li>• There were no children on the Child Protection Register.</li> </ul> <p><u>Staffing Structure</u></p> <ul style="list-style-type: none"> <li>• One TA had applied for flexible hours. Following agreement by the Chair and HT, the TA had moved from fulltime to 20.5 hours per week.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A TA would leave on 23<sup>rd</sup> February 2018 to begin maternity leave. A new TA had been appointed for Year 1/2 who would join the school on 19<sup>th</sup> February enabling a handover. Whilst this person would be employed as a TA, she was a qualified HLTA with extensive experience in Key Stage 1.</li> <li>• The school's Business Manager had resigned and would leave at the end of term 4. An advertisement had been placed for an Office Manager. Whilst the current post holder worked four days per week, the position had been advertised as fulltime given there was provision within the budget. Interest in the position to date was considered very promising.</li> <li>• The Finance Manager would begin maternity leave at the end of the current academic year. The HT intended to advertise for maternity cover for a Finance Manager closer to the time.</li> </ul> <p><b>5.3</b> <u>Tenterden Rural Alliance (TRA)</u></p> <p>The HT reported she had arranged 3 staff training sessions on Maths for other schools within the TRA. Kent CPD would deliver the training in-house for up to twenty individuals as twilight sessions at a reduced cost of £25 per person per event.</p> <p>Governors were made aware that some bid funding remained from 2015/16 which was being used for school to school support. A Specialist Leader in Education had been brought in to deliver two training sessions for TAs and had also conducted joint lesson observations with the SENCO. Development points were then fed back to the TAs together with any CPD they might need. The training had proven to be beneficial and had been valued by staff. There would be two further sessions with the SLE.</p> <p><b>5.4</b> <u>Attendance</u></p> <ul style="list-style-type: none"> <li>• As of 5<sup>th</sup> February 2018, whole school attendance was 95.8%.</li> <li>• The attendance of Pupil Premium children (33 pupils) was slightly lower than hoped at 94.7%.</li> <li>• Attendance of non-PP children was 96.2%.</li> <li>• The attendance of twelve PP children was below 95%, nine of which were between 90-95%.</li> <li>• The remaining three PP children's attendance was in the 70 to 80% range. One had severe medical issue and another had experienced a lot of medical issues. Both of which were understandable. The remaining pupil's attendance was of concern and would be carefully monitored.</li> <li>• The HT was pleased to report that attendance was however an improving picture. During the December full governing body meeting the HT had reported that there were 45 children whose attendance was below 95%. This had since decreased to 39 children. The attendance of fourteen children had previously been reported as below 90% which had subsequently decreased to six. Three children were below 85%, one of which had been discussed earlier.</li> <li>• The attendance of SEN pupils had decreased to 93.6% (8 pupils) and would be a focus for the HT and SENCO.</li> <li>• Unauthorised absence/holidays were attributed to several pupils whose attendance was below 95%.</li> </ul>	
<p><b>6.</b></p> <p><b>6.1</b></p>	<p><b><u>SEF/ SCHOOL DEVELOPMENT PLAN 2016-17/SIAMS</u></b></p> <p>The updated SDP had been provided as a supporting paper for the meeting (filed with the minutes).</p> <p>The updated SDP had been thoroughly reviewed during the Curriculum &amp;</p>	

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abeyance some of the spend until later in the financial year given curriculum development ran by academic year. An example of how the funds would be deployed was provided; staff would receive training on Outdoor Learning during term 4 when the weather was considered better. Any unspent funds would be rolled forward to 2018/19.

The HT commented that the school had also been successful in securing some bid funding and donations which had been fully utilised.

There were no other comments arising.

### 7.3

#### 9-Month Budget Monitoring

The 9-month monitoring (December 2017) was provided as a supporting paper (filed with the minutes).

The year-end revenue budget projections were reported as follows:

	(£)
Projected Revenue Income	602,801
Projected Revenue Expenditure	596,418
Revenue Balance	6,382
Revenue Balance B/F 2016/17	13,089
Revenue Balance C/F to 2018/19	<b>19,471</b>

The HT said the predicted rollover was an improving picture. The school was currently awaiting a decision on a High Needs Funding renewal. If approved, it would be backdated and would represent a further £900 of income this year.

Governors were also made aware that whilst £5,000 had been allocated against E26 (Agency supply teaching staff), the HT, SENCO and trained HLTAs had been able to cover almost all staff absence, avoiding a reliance upon supply.

**A governor commented that the income received from catering was not dissimilar to the income from fundraising.** The HT said catering was essentially cost-neutral each year. Parents viewed the kitchen positively given the school sourced food locally and chose not to use an outside catering firm. The staff in the kitchen were also invested in the school and community and were imaginative in their catering ideas.

**On behalf of governors, the Chair commended the HT on her prudent management of the school's budget.**

### 7.4

#### Schools Financial Values Standard (SFVS)

The DfE template SFVS for 2018 had been provided by the Clerk as a supporting paper for the meeting. The Chair explained the SFVS would require submission to the LA prior to 31<sup>st</sup> March 2018.

**Action: The Chair to send the March 2017 SFVS submission and 2018 template to the Finance Manager given updates were anticipated following the LA compliance visit which had since taken place.**

Chair

### 7.5

#### Premises

The HT reported on the following:

- The annual playground inspection had taken place. In response to an action arising, a tree surgeon would address issues following February half-term.
- There had previously been a recommendation to have a wall and doorway (fobbed) built in the reception area to meet fire regulations. The work would take place during the Easter holidays.
- The backdoor to Vikings Classroom was broken and was considered a costly repair. A replacement would be provided from Diocese funding which would be amalgamated with other repairs which were considered pressing.

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<p><b>7.6</b></p>	<ul style="list-style-type: none"> <li>The replacement of the boiler remained unresolved with the Diocesan Architects.</li> <li>An asbestos concern had been identified together with an issue in respect of the school's oil tank, considered to be corroding. To adhere to regulations, it would be necessary to replace the tank and to house it outside the school building.</li> </ul> <p>An approach had been made to the Diocesan Architects.</p> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>The number of first aiders on the premises had been extended. There had been two days of paediatric first aid training during term 3 for some members of staff and two members of the WSA who could now deliver first aid during fundraising events.</li> <li>An emergency evacuation drill based on a certain scenario had taken place which had gone very well. Staff had since provided feedback which would be incorporated into future drills.</li> <li>There had been two fire drills; one which was planned and one where a parent had inadvertently pressed the fire alarm in the nursery at 8.40 am. A staff governor commented the drill was prior to the register being taken and provided a worthwhile opportunity to practice if such a scenario were to occur.</li> </ul> <p><b>It was agreed that Jo Dadson (parent governor) would assume the responsibility of Health &amp; Safety governor.</b> The Chair thanked the governor for taking on this responsibility.</p> <p><b>Action: The H&amp;S governor to carry out a visit in term 4. The HT/Chair to provide a H&amp;S checklist prior to the visit.</b></p>	<p><b>JDad</b></p>
<p><b>8.</b></p>	<p><b><u>SAFEGUARDING/CHILD PROTECTION</u></b></p> <p>The HT said there were no issues, incidents, or concerns to report.</p> <p>The HT reported that the school's Business Manager had delivered Safeguarding training to those members of staff who had missed it in September 2017.</p>	
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b><u>POLICIES</u></b></p> <p>The policies due for review were circulated prior to the meeting (filed with the minutes).</p> <p><u>Finance Policy</u></p> <p>The HT explained that one of the feedback points from the December 2017 audit was that the Finance policy should stipulate the delegations in place for payroll authorisations and the policy would require updating to reflect this.</p> <p><b>Subject to the inclusion of appropriate wording relating to delegated payroll authorisations, governors agreed to adopt this policy. The policy would be reviewed again in one year's time.</b></p> <p><u>Attendance Policy</u></p> <p>The HT reported the policy was the most recent Kent model policy. Any wording which referred to penalty notices and fines had been removed. Unauthorised absences would be referred to the Local Authority's school Liaison Officer.</p> <p><b>Governors agreed to adopt this policy which would be reviewed again in 2 years' time.</b></p>	
<p><b>10.</b></p>	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b></p> <p><b>Action: Governors to attend the TRA training taking place between 6-8 pm on Monday 12<sup>th</sup> March, hosted by Homewood School.</b> The subject matter was not</p>	<p><b>Govs</b></p>

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	<p>yet known.</p> <p>Governors were provided with information on GovernorSpace prior to the meeting. Registration was on an individual basis if of interest. It was noted that the Chair, Vice Chair, and Clerk had registered.</p> <p>The Clerk explained that governors would be asked to include the school's DfES number as part of the registration process which was <b>8863346</b>. References would be requested which could be the Chair, HT, or Clerk.</p>	
<b>ITEM</b>	<b>OTHER</b>	
<b>11.</b>	<p><b><u>CHAIR'S ACTIONS / CORRESPONDENCE</u></b></p> <p>There had been no correspondence sent or received.</p>	
<b>12.</b>	<p><b><u>ANY OTHER URGENT BUSINESS</u></b></p> <p>There were no matters arising.</p>	
<b>13.</b>	<p><b><u>CONFIDENTIALITY</u></b></p> <p>Some minutes contained within agenda item 5 (Headteacher's Report) were considered confidential and were minuted separately.</p>	
<b>14.</b>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>The next meeting would take place on <b>Thursday, 17th May 2018 at 6.30 pm</b>. The meeting would be preceded by a FF&amp;P Committee meeting at 6.00 pm.</p>	

The meeting concluded at 7.40 pm

Signed:.....  
(Chair)

Date: .....

**ACTION SUMMARY**

<b>Action Item</b>	<b>Agenda Item</b>	<b>Governor/ HT/DHT/ Clerk</b>	<b>Action</b>
1.	3.1.1	Clerk	To send TF the link to GDPR Awareness governor training (GV 18/107) taking place at the Canterbury Academy on 26 <sup>th</sup> February.
2.	4.2	JDad	To write a short 'blog' for the school website following her December 2017 learning walk.
3.	4.2	Chair/TF	To conduct visits on Collective Worship, class worship and a learning walk in term 4.
4.	4.2	Vice Chair	To conduct visits on Safeguarding and SEN in term 4.
5.	4.2	Chair/Vice Chair/TF	To prepare a brief governor 'blog' following their visits in term 4.
6.	6.2	Chair	To send governors the new template for SL visits.
7.	6.2	Governors	To meet with Subject Leaders on Tuesday, 20 <sup>th</sup> March 2018.
8.	6.2	HT	SL Visits. To provide a schedule of possible times which governors could choose from based on their availability.
9.	6.2	Chair	To provide Subject Leaders with their questions following the half term holiday.

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10.	6.2	HT	To ask Subject Leaders to send their Action Plans to governors prior to 20 <sup>th</sup> March 2018.
11.	7.4	Chair	To send the March 2017 SFVS submission and 2018 DfE template to the Finance Manager for updating following the LA compliance visit.
12.	7.6	JDad	To carry out a H&S visit in term 4. The HT/Chair to provide a H&S checklist prior to the visit.
13.	10.0	Governors	To attend the TRA training taking place between 6-8 pm on Monday 12 <sup>th</sup> March, hosted by Homewood School.

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