



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
 Held Virtually on Thursday, 30th November 2023 at 6.30 p.m.
On a voyage of discovery, flourishing in God's love.

Christian Values of

Compassion

Courage

Cooperation

PRESENT: John Collins (Chair), Stephen Rogers (Vice Chair), George Hawkins (Headteacher), Nick Barnett, Stella Coulson, Jane Burnett and Kerry Dean

CLERK: Jane Phillips

The meeting commenced at 6.30 pm.

ITEM	PROCEDURAL	ACTION
1.	<u>WELCOME, APOLOGIES, QUORUM</u>	
1a	The Chair welcomed governors to the meeting which was opened with a prayer.	
1b	Apologies were received and accepted for Rachel Georgiades (work commitments). There were no other apologies for absence.	
1c	The Clerk confirmed the meeting was quorate.	
2.	<u>DECLARATIONS OF BUSINESS INTEREST</u>	
2a	Jane Burnett declared she was Chair of governors of Norton Knatchbull School in Ashford. There were no other declarations of business interest made against any agenda item.	
2b	Governors were reminded to declare any business interests which became relevant during the meeting.	
3.	<u>MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON 19TH OCTOBER 2023</u>	
3a	The minutes of the previous meeting were agreed as an accurate account which would be signed electronically by the Chair.	
3b	<p><u>A Review of Governor and Clerk's Actions Arising</u></p> <p>Item 2. Action: KD to send the HT her pen portrait for the school's website (carried over). KD</p> <p>Item 3. Action: The Clerk to contact the Diocese in early January 2024 regarding SR's appointment as a foundation governor. Clerk</p> <p>Action: The HT to carry out a parent governor election during February 2024. Head</p> <p>Item 5. Action: The Clerk to include the role of Vice Chair within the agenda of the January 2024 Finance Committee meeting. Clerk</p> <p>Item 6. Action: Remaining governors to complete the updated NGA Learning Link module; 'Safeguarding – How to fulfil the governance role' and send their certificates to the Clerk. Rem. Govs</p> <p>Foundation governor JB reported she had completed safeguarding training as a governor of Norton Knatchbull on 17th November 2023 and that her GovernorHub training record had been updated.</p> <p>Item 7. Action: The Clerk to include the 2025 residential trip within the January 2024 FGB meeting agenda. Clerk</p>	

John Collins

	<p>Item 13. Action: KD/RG to refresh their Prevent training.</p> <p>All remaining actions had been completed or would be discussed during this meeting.</p>	KD/RG
GOVERNANCE		
4.	<p><u>MEMBERSHIP</u></p> <p>There were no items to report on this occasion.</p>	
SCHOOL IMPROVEMENT		
5.	<p><u>SAFEGUARDING</u></p> <p>The HT reported there had been two internal exclusions. There had been no racial incidents or fixed term exclusions. Twenty nine incidents had been logged on CPOMS since the last meeting which was considered fairly minimal given the broad range of incidents which could be logged.</p> <p>The HT further reported that he and the Office Manager had undertaken an audit of the Single Central Record. The Office Manager would also undertake Designated Safeguarding Lead training to increase capacity within the safeguarding team going forward.</p> <p>The Chair reported he had completed the National Cyber Security Centre (NCSC) online training for school staff on 13th November 2023. The module was considered well presented where much was considered common sense.</p> <p>A governor asked if staff would also complete the NCSC online training given it was aimed at school staff. The HT said online cyber security training had been booked for staff during term three. There would also be an additional DfE 'Keeping Children Safe in Education' quiz which would remind staff of the document's contents.</p>	
6.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The HT presented his term 2 verbal update to governors.</p> <p><u>Contextual Report</u></p> <ul style="list-style-type: none"> • Currently, there were one hundred and thirty six children on roll. One child had joined Year 4 since the previous meeting. This year group was now over PAN (published admission number) where there were now twenty one pupils. However, the class was split over two year groups with twenty nine children in Year 3/4 and thirty two pupils in Year 4/5. • 21% of pupils were on the Special Educational Needs and Disabilities (SEND) Register which was considered quite a high proportion and above the national average. Governors were encouraged to attend The Education People's online training on 'Every Governor is a Governor of SEND' taking place on 18th January 2024 or 14th March 2024 or training of a similar nature. • 17% of pupils were Pupil Premium (PP) which was in line with the national average. <p><u>Staffing Update</u></p> <ul style="list-style-type: none"> • The 1:1 Teaching Assistant (TA) position for a child in Year 4/5 would be readvertised as the person previously recruited had withdrawn their application due to personal circumstances. • Performance management appraisal meetings had now taken place for all members of staff which the HT or one of the joint AHTs had undertaken. Two class teachers had progressed by one pay point. A class teacher had gone 	



through threshold to the Upper Payscale following submission of an approved application. A member of the admin team had also moved up by one pay point. All had been agreed by the governor Pay Panel.

Staff Attendance

Since the beginning of September 2023, one hundred and five days had been lost due to staff absence. One hundred and one days were attributed to four members of staff who had been signed off sick. The reason for their absences was provided.

A Retrospective Review of the 2022/23 Pupil Outcomes/the School's Data Analysis

The Chair explained the school had moved away from 'Target Tracker' and was now using the online platform 'INSIGHT' as a means to track pupil progress. The HT was asked to provide governors with an overview of INSIGHT to include how the data should be interpreted. Reports were screen shared.

- INSIGHT was less costly than Target Tracker, there could be greater manipulation of the data and there was greater flexibility to meet the school's assessment needs. The data would be stored in one central area which would provide a true and accurate picture of each individual child and the ability to pinpoint exactly where each was making progress. It was also a secure online platform which staff could access from home.
- From time to time, the HT would share a demographic report with governors which was considered helpful. The report would be for individual classes or for whole school. There was also comparative demographics between the school and national. It also showed overall absence rates for pupils and how this compared to the current national average for absence.
- The colour coding for the main assessment data was explained.
 - Green represented the percentage of pupils who were on track to meet age related expectation (ARE) and in line with national.
 - Orange related to the percentage of pupils who were working just below ARE and therefore, slightly below national.
 - Red related to the percentage of pupils who were significantly below ARE and the national average.
 - Blue was significantly above the national average (greater depth).

Early Years Foundation Stage

- The HT referenced Early Years Foundation stage where 65% of pupils had achieved their good level of development (GLD) by the end of the 2022/23 academic year which was in line with national. However, the school was slightly below national for the actual number of early learning goals (ELGs) the children had achieved. It was noted a national average wasn't available for 2018/19 relating to the average number of ELGs at the expected level which was shown in grey in the data table.

Phonics Screening

- The school's phonics screening last year was significantly below national and was included as a priority on the School Plan. A number of the children in last year's Year 1 cohort, now this year's Year 2 had speech and language needs and challenges. Some had been unable to access the test as they were unable to formulate the sounds. When compared to national, a slightly higher percentage of pupils had passed their phonics retake in Year 2.

Multiplication Tables Check

- As regards the Year 4 multiplication tables check (MTC), the children had an average score of 21.4/25 which was significantly about the national average in



terms of the number of questions the children got correct. It was also useful to view the comparable data from previous years.

Key Stage 2 SATS

- In terms of Key Stage 2 results, the school had traditionally done well with its reading. 2022/23 was virtually in line with 2021/22 which was significantly above the national average. SATs were also given a scaled score. Whilst the same children hadn't achieved a high score above 110, the average score for 2022/23 was higher (107) than 2021/22 (105). Whilst the children were more secure in their reading, there wasn't the same percentage of children at greater depth (GD).
- For 2022/23, 80% of pupils had achieved the expected standard in writing (above national) of which 20% achieved GD which was again above national.
- 89% of pupils had achieved the expected standard in maths (above national) with 19% at GD (below national).
- 75% of pupils had met the required standard in reading, writing and maths combined which was above the national average as was the percentage of pupils at GD which was 16%.

General Overview

The HT screen shared a general overview on the children's attainment for Vikings class which was available for every year group. Again, it was very clear to see the percentage of children who were working at ARE (green) and the percentage of children working at greater depth (blue). The percentage of children working towards ARE (amber) was clarified as a child being able to access any of the elements appropriate to their age group and that they were working towards that age expected level. If children were unable to access the skills and knowledge in a particular area, they would then be considered to be working below that current age group (red).

The HT explained staff had been asked to complete this for every subject to include the PSHE curriculum (personal, social, health and economic). Where the PSHE curriculum had been rewritten, there were clear and concise end points for each of the learning units which demonstrated the children's skills and knowledge in each PSHE unit. In history, some of the pupils were secure in that knowledge whilst 21% weren't totally secure in all of the statements.

The HT further explained that if teachers weren't entirely sure whether the children were secure in all of the elements, the children would then be considered to be working towards those elements.

A governor asked if the percentages were based on teacher assessments.

The HT said they were. An assessment profile for an individual pupil was screen shared. A real benefit of INSIGHT was that the assessments for all of the children would be held in one central place. The profile showed an assessment of the child's reading age, the number of correct answers out of one hundred for their times table check, the Autumn baseline and the steps of progress which had since been made. The HT commented that in respect of SEND pupils, the ARE bands were particularly broad and that it was necessary to show that the children were still making small steps of progress.

Following a pupil progress meeting when a particular pupil would have been discussed with the HT, a governor asked if the class teacher would then work on specific actions to move the pupil forward in their learning.

The HT said they would. It also helped to moderate and justify a teacher assessment. Where a child was working towards, small measureable and very specific targets would be set which would then feed into the provision element. It would then be possible to measure the effectiveness of a particular intervention. If



it wasn't working after a six week period, it was necessary to try something different.

A governor asked if there were still three data drops each year. The HT explained that in terms one, three and five there was the small measurable 'hard' data. This included elements such as the reading age, spelling age and times table check where the children might undertake a small test as a group or as part of 1:1 reading. In terms two, four and six there were then teacher assessments.

A governor asked if the tests were external or internally put together. The HT said it was a mix of both but predominantly external as they would be validated and were therefore worthwhile. The tests also needed to suit the needs of the learner. An example of a specific intervention was provided where it was known beforehand which facts the child needed to know before they left that unit of work. Key questions would then be chosen when the baseline and exit data would be compared.

The HT said all phonics assessments were completed using Little Wandle which was an external scheme which again was included on INSIGHT.

The HT explained there was a provision element on INSIGHT. Some of the provisions were screen shared for the current term following recent staff meetings. The intention was that staff would have the provisions up and running by January 2024. One child was currently undergoing equine therapy. There was Forest School and a letter formation - handwriting group. Through the use of INSIGHT, the class teacher would then record the effectiveness of a particular intervention for each child which provided an overall effectiveness for that group of children.

The HT summarised that the data was all held in one place which provided a holistic view. INSIGHT was also considered versatile which would meet the needs of the school.

A governor asked if the individual pupil profiles would be sent out to parents. The HT said this was possible but it was still under development as INSIGHT was a fairly new platform. However, the HT could provide a mid-year report in the form of a snapshot with a covering explanation on each assessment, how it was conducted and what a good score was expected to be together with an explanation of the colour coding.

A governor asked how staff had received the new assessment tool. The HT said there had been some initial apprehension as it was new to them but it would save a great deal of their time.

A governor asked when the first data drop would take place. The HT said teachers had until 2nd January 2024 to complete the term two data. The data would then be available during the term three full governing board meeting to include breaking the data down into pupil groups such as PP and SEND together with the combined elements.

A governor commented the data was visually much easier to interpret. How frequently was the overall school demographics page updated. The HT explained it was all linked to SIMS (School Information Management System) which was refreshed every day.

A governor thought it would be useful for governors to receive a copy of the school demographics page in advance of future meetings.

Action: The HT to include the INSIGHT school demographics page as a supporting paper for future meetings.

A governor commented the Ofsted's new Chief Inspector would come into post in January 2024 when it was understood there would be more of a

Head



	<p>focus on numerical targets as part of the assessment data. It was thought that INSIGHT would be very useful.</p> <p>The HT presented the data analysis headlines.</p> <ul style="list-style-type: none"> • 60% of Year 1 pupils had passed their phonics assessment. Now in Year 2, five of the children had participated in a speech and language programme. One pupil was not expected to pass the retake based on the child's speech and language needs. Of the eight children who didn't pass their phonics assessment whilst in Year 1, it was thought seven would now pass the retake. • Key Stage 2 was looking encouraging in terms of reading where pupils were in the top 5% of schools nationally, in the top 40% for writing and the top 10% in maths nationally. In most areas, the children's average standardised scores had improved for each of the elements. 	
<p>7.</p>	<p><u>ATTENDANCE</u></p> <ul style="list-style-type: none"> • Whole school attendance currently stood at 95.3% which was above the national average (fluctuating, currently 94.9%). • SEND pupil attendance was 93.4%. • The PP children's attendance was 93.2%. • An action within the 2023/24 School Improvement Plan was to target the attendance of the more vulnerable pupils. • Currently there were twenty one children whose attendance was below 90%. At this point in the year, a child would only need to be absent for three and a half days to then have an attendance of below 90%. • Of the twenty one children, twelve had gone on holiday during term time which remained an ongoing issue since the start of term one. Following Covid and a change in culture, families were happier to book a holiday during term time. • The HT and Office Manager now met each fortnight to review the attendance of every child at the school. A more proactive approach would be taken to address the children's attendance where there was a watchlist for those children whose attendance fell between 92-95%. As soon as attendance dipped, a letter was immediately sent home to parents making them aware that their child's attendance had dropped below 95% and whether there was anything which the school could do to help before it became more of an issue. This had helped to improve attendance for some pupils. • A meeting had taken place with the school's Attendance Officer. The meeting had been very positive and the Attendance Officer was very happy with the systems in place to tackle attendance. • The HT and the SENCo had some success with a SEND child whose attendance had previously been quite poor due to medical needs. The child had been placed on a mornings only reduced timetable where the child had attended every day. The timetable would be increased again gradually. 	
<p>8.</p>	<p><u>SEF/SCHOOL IMPROVEMENT PLAN (SIP) 2023-24</u></p> <p>The costed SIP for 2023/24 was made available in advance of the meeting (filed electronically).</p> <p>The term two SIP had been RAG (red, amber, green) rated to show progress against the school plan priorities where a number of actions had been rated as green or amber.</p> <p>The HT reported all September/term 1 items had been actioned. Most of the term two actions had been completed or were ongoing to become established.</p>	



<p>9.</p> <p>9a</p> <p>9b</p>	<p><u>GOVERNOR MONITORING</u></p> <p>Governor monitoring reports for visits undertaken since the last meeting were recirculated (filed electronically).</p> <p>Visits had been completed in respect of Collective Worship, SEND, Quality of Education (PSHE) and health & safety.</p> <p><u>Term Three Governor Monitoring</u></p> <p>Action: The Chair to meet with the School Council on their understanding of the school's new vision and values.</p> <p>The Chair explained his visit on the school's new vision and values had been deferred to term three as he had attended training delivered by the Deputy Director of Education, Canterbury Diocese on the new SIAMS Framework during November. The Chair would also shortly attend further Diocesan training on the role of governors in monitoring SIAMS. It seemed sensible to defer the monitoring visit until after the training.</p> <p>Action: JB to carry out a Pupil Premium monitoring visit in term three.</p> <p>Action: RG to complete the term three monitoring morning.</p>	<p>Chair</p> <p>JB</p> <p>RG</p>
<p>10.</p>	<p><u>SIAMS/CHRISTIAN DISTINCTIVENESS</u></p> <p>The Chair explained the changes to the SIAMS Framework.</p> <ul style="list-style-type: none"> • There would no longer be gradings. • At the end of the inspection, there would be one of two judgements; J1 – living up to the school's Christian distinctiveness or J2 – there were strengths but issues which needed addressing as a priority. • The inspection was all about the theology which sat behind the school's vision and that this was the driver behind everything the school did. • The school's vision was evidenced in practice. <p>The Chair said he would add the school's vision and values to all of the governor monitoring templates. There would also be a section at the end of the templates, regardless of the nature of the visit, to record anything which governors had seen in respect of the vision in practice. It was important to evidence the school's vision and values in practice and that it resonated in everything the school did.</p> <p>Action: The Clerk to circulate the 'Exploring the SIAMS 2023 Framework – The Role of Governors' PowerPoint presentation. To also set up a SIAMS folder on GovernorHub.</p> <p>It was thought probable the school would receive a SIAMS inspection during 2024/25 together with an Ofsted inspection.</p> <p>The HT reported Bishop Rose had visited the school since the last meeting and had blessed the nurture room. She had also undertaken a tour of the school and had led worship. Bishop Rose had then stayed and had met with staff for coffee and cake.</p>	<p>Clerk</p>
<p>11.</p> <p>11a</p>	<p><u>FINANCE/HEALTH & SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATIONS</u></p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • <u>Seven Month Budget Monitoring</u> <p>The October 2023 budget monitoring report was provided as a supporting paper for this item (filed electronically).</p>	



Year End Revenue Budget Projection

	(£)
Revenue Income	898,962
Revenue Expenditure	944,208
Revenue Balance	-45,246
Revenue Balance B/F 2022/23	121,438
Revenue Balance C/F to 2024/25	76,193

Year End Capital Budget Projection

	(£)
Total Capital Income	15,540
Less Capital Expenditure	15,540
Capital Balance	0
Capital Balance B/F 2022/23	0
Capital Balance Carried Forward to 2024/25	0

- At the seven month position, an in-year Revenue deficit of £45,246 was predicted. However, this was mitigated by the carry forward from 2022/23 of £121,438. The predicted Revenue carry forward to 2024/25 was £76,193.
- At this point in the year, there was a positive Revenue variance on income of £41,529 when compared to the original budget plan and a negative variance on expenditure of £81,155.

The HT said the seven month budget monitoring report was not dissimilar to the six month monitoring. Any variances were fully explained within the notes which appended the monitoring report.

11b

Health & Safety, Premises, GDPR

- Hall Redecoration

The HT reported he had received three quotation to redecorate the hall which he was keen to progress.

A governor asked what the work would entail. The HT said the walls would need stripping as the plaster was falling off in places. The window frames would also be stripped as they were rotting at one end. The entire hall would be replastered, repainted and deep cleaned. The intention was to also paint the hall floor and to then varnish it. The hall floor would require replacing at a point in the future.

A governor said the hall was the hub of the school. Given the other work which had now gone on around the site, the hall looked shabby by comparison.

A governor queried the value of the three quotes. The HT said the quotes were for £4,400, £5,485 and £8,200. The HT's preference was to proceed with the quote for £5,485 as the company appeared more professional, were familiar with working in schools and were part of the team which undertook the work during the summer so already knew the school building. Their work was conscientiously carried out and to a good standard.

Governors agreed the HT should proceed with the quotation for £5,485 to redecorate the hall.

11c

Any Other Items

There were no matters arising.



12.	<p><u>POLICIES</u></p> <p><u>Pay Policy</u></p> <p>The HR Connect model Pay policy personalised to the school was circulated in advance of the meeting together with HR Connect guidance (Sept. 2023) (filed electronically).</p> <p>The HT explained the 6.5% pay increase for teaching staff had been agreed during June 2023. However, the School Teacher Pay and Conditions Document (STPCD) had been delayed and had only recently been agreed by the government which had delayed the issuance of a model Pay policy.</p> <p>The HT further explained that a number of schools in Kent had agreed to use the existing HR Connect model Pay policy which had been updated for September 2023 but did not include the 6.5% increase. Whilst progression by one pay point had been applied, the remaining uplift would then be applied during February/March 2024 which would be backdated to September 2023. The HT commented that it didn't sit well that teachers who would progress by one pay point would not be remunerated until February or March 2024.</p> <p>Governors approved the Pay policy which would be reviewed again in one year's time or sooner depending on when the new model policy became available.</p> <p>Action: The Clerk to carry over the Emergency Management and Business Continuity Plan to the January 2024 FGB meeting.</p>	Clerk
OTHER		
13.	<p><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS/DFE UPDATES</u></p> <p>The Education People's monthly bulletin for November 2023 had not been published at the time of the meeting. The October bulletin had been reviewed during the meeting held on 19th October 2023.</p> <p>The minutes of the October 2023 FGB meeting would be uploaded to the school's website.</p>	
14.	<p><u>GOVERNOR TRAINING</u></p> <p>This item had been covered during the course of discussions earlier in the meeting.</p> <p>It was noted that SR and RG had reserved places on The Education People's training event 'Every Governor is a Governor of SEND' for non-SEND governors.</p> <p>The Clerk reported she had attended permanent exclusion governor panel training at the beginning of November 2023.</p> <p>The Chair re-emphasised that remaining governors should refresh their safeguarding training prior to the January 2024 meeting.</p>	
15.	<p><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></p> <p>There were no Chair's actions to report and no correspondence had been sent or received.</p>	
16.	<p><u>ANY OTHER BUSINESS</u></p> <p>The Chair was extremely pleased to report that the WSA had raised a profit in excess of £2,000 from the Christmas Fair. The HT said the WSA had raised over £22,826 between October 2022 and December 2023 which was considered a staggering amount.</p> <p>The Chair said he had written to the Chair of the WSA given their fundraising activities had been absolutely amazing.</p>	



	The Chair took this opportunity to wish governors a very enjoyable Christmas and New Year.	
17. 17a 17b	<u>CONFIDENTIALITY</u> There were no discussions or supporting papers which were considered confidential.	
18.	<u>DATE OF NEXT MEETING</u> The next full governing board meeting would take place virtually on Thursday, 25th January 2024 at 6.30 pm.	

The meeting closed at 7.32 pm.



Signed:

(Chair)

Date: 25th January 2024

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	KD	To send the HT her pen portrait for the school's website (carried over).
2.	3b	Clerk	To contact the Diocese in early January 2024 regarding SR's appointment as a foundation governor.
3.	3b	Head	To carry out a parent governor election during February 2024.
4.	3b	Clerk	To include the role of Vice Chair within the agenda of the January 2024 Finance Committee meeting.
5.	3b	Remaining Governors	To complete the updated NGA Learning Link module; 'Safeguarding – How to fulfil the governance role' and send their certificates to the Clerk.
6.	3b	Clerk	To include the 2025 residential trip within the January 2024 FGB meeting agenda.
7.	3b	KD/RG	To repeat their Prevent training. https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html
8.	6	Head	To include the INSIGHT school demographics page as a supporting paper for future meetings.
9.	9b	Chair	To meet with the School Council on their understanding of the school's new vision and values.
10.	9b	JB	To carry out a Pupil Premium monitoring visit in term three.
11.	9b	RG	To complete the term three monitoring morning.
12.	10	Clerk	To circulate the 'Exploring the SIAMS 2023 Framework – The Role of Governors' PowerPoint presentation. To also set up a SIAMS folder on GovernorHub.
13.	12	Clerk	To carry over the Emergency Management and Business Continuity Plan to the January 2024 FGB meeting.

