



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Held Virtually on Thursday, 1st December 2022 at 6.30 pm



On a voyage of discovery, flourishing in God's love

Christian Values of
Respect, Self-worth/Perseverance, Love,
Kindness, Forgiveness

PRESENT: John Collins (Chair), George Hawkins (Headteacher), John Posnette, Lucy Avena (AHT/Staff governor), Nick Barnett, Jane Burnett, Rachel Georgiades and Stephen Rogers

CLERK: Jane Phillips

The meeting commenced at 6.31 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 Oliver Walker and Kerry Dean (both unwell). 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 a governor 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 7TH NOVEMBER 2022</u>	
3a	The confidential and non-confidential minutes of the previous meeting were agreed as an accurate account and would be signed electronically by the Chair.	
3b	<u>A Review of Governor and Clerk's Actions Arising</u> Item 7. Action: Remaining governors to complete the new Learning Link Safeguarding module and view the NGA Safeguarding webinar 'How to fulfil the governance role' prior to the next meeting. (Carried over) All remaining actions had been completed or would be discussed during this meeting.	OW/ KD/ JP
GOVERNANCE		
4.	<u>MEMBERSHIP</u>	
	The Chair reported there were currently two foundation governor vacancies. In response to the vacancies, an item had been placed in the latest edition of 'Outlook on Oxney' magazine which invited potentially suitable candidates to contact the Chair.	

SCHOOL IMPROVEMENT

5.	<p><u>SAFEGUARDING</u></p> <p>(Some discussions within this agenda item were considered confidential and were contained in part two of the minutes.)</p> <p>The HT reported on the following.</p> <ul style="list-style-type: none"> • There were no new issues to report since the previous meeting. • There were two children (one family) on the Child Protection Register. • There were two children (one family) on a Child in Need (CHIN) Plan. • There were no children who were considered Looked After Children (LAC) 	
6.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The HT's term two written report was made available on GovernorHub in advance of the meeting. Governor questions were invited.</p> <p><u>Teaching and Learning</u></p> <p>A governor asked how the HT was monitoring and assessing the impact of teaching and learning. The HT said this was through learning walks, pupil voice and book scrutinies. The HT had carried out two learning walks in each class and observed every teacher at least once.</p> <p>A governor referenced the learning walks and asked what this was telling the HT about teaching and learning across the school. What did the HT need to concentrate on next term? The HT said there would be a focus on consistency to ensure there was the same approach to the curriculum. There would also be a focus on ensuring learning was being built on previous opportunities together with the provision of child initiated sessions.</p> <p>A governor queried how subject specific teaching and learning monitoring by Subject Leaders worked in practice. The HT explained Subject Leaders were provided with one and a half hours of Subject Leader time each term. The time would be used to look at the teacher's planning and to monitor the children's learning. Time could also be spent carrying out a learning walk of the same subject or to ensure books were available for scrutiny. A pupil voice might also take place.</p> <p>A governor sought clarification on the abbreviation 'WAGOLL'. The HT explained it was 'What a good one looks like' which was one of the elements of effective teaching at Wittersham CEP.</p> <p>A governor asked how catch up and reintegration sessions worked in practice for those pupils with longer absence. The HT said they would consist of short burst of learning to support the children's catch up sessions. The children would also participate in retrieval learning sessions. Teachers had been provided with the 'Ready to Progress' document to ensure they had an understanding of those skills the children needed to move forward in the curriculum.</p> <p>A governor asked the HT to explain how Pupil Premium and SEND pupils' catch up sessions worked. When did they take place? The HT explained they were similar to those sessions for children who had been absent. However, the sessions were regularly planned throughout the day. They were also noted within the child's provision map. Highlighted specific statements were used for children with special educational needs to ensure specific steps for improvement were being targeted. There was also over learning and the pre-teaching of upcoming skills.</p>	

Data

A governor asked what intervention strategies were in place to address the concerns surrounding the progress of Year 3 pupils. The HT said he was providing mentoring support to the class teacher. The SENCo was also working closely with the year group to develop provision maps. Given the level of need was considered high in Year 3, the SENCo had been actively involving STLS (Specialist Teaching and Learning Services) and other outside agencies for further support. The HT commented that the provision maps and quality of interventions was considered key. One of the Year 1/2 teachers would also cover the Year 3 teacher's ECT (Early Career Teacher) time on a consistent basis from the beginning of term three.

A governor queried why fifty percent of readers in Year 1 were below average. The HT explained twenty five percent of Year 1 pupils were on the SEN Register, all of whom had high levels of need which impacted on their speech and language/retention. Many of these children also had poor attendance due to medical needs and medical appointments. Average pupil attendance was 85.2% where the lowest attendance was 67% and the highest was 92%. The HT commented that the pandemic had further heightened the poor speech and language for many of these children. Speech bubbles had been introduced and a speech link assessment had been completed for all Key Stage one children. 45% of Year 1 pupils were also summer born where traditionally it would take these children longer to access key skills. The progress seen during the year since the initial assessments further supported this.

Whole School Themes

A governor understood that the SENCo had been leading the Nurture Project. What did the project involve? The HT said it was an eighteen month, fully funded programme. There would be twelve sessions for two member of staff to attend. The programme was designed to provide staff with the knowledge to create a bespoke method for meeting the needs of pupils. It also supported quality first teaching and learning and promoted healthy outcomes for all children and young people. The SENCo and Year R/1 1:1 Teaching Assistant had now completed two of the twelve sessions.

A governor asked how staff had been involved in formulating the School Improvement Plan (SIP). The HT explained a jam board had been used where staff had been asked to offer current opinions of the school and where they would like areas to be further developed. The HT had also spoken in depth with the previous HT and Improvement Advisor about actions for this academic year. The HT had worked with the Senior Leadership Team to further develop areas which were then shared with staff. The HT commented he was also keen to involve governors in formulating the SIP next year. He would then be more established in understanding the school and next steps in September 2023.

A governor asked if there was an update on the two staff vacancies following interviews that week. The HT said two candidates had been shortlisted. However, one candidate subsequently withdrew their application due to family commitments. A candidate had been appointed to the 1:1 TA position. References were awaited prior to confirming the appointment with parents.

A governor referenced the parent consultation evenings and asked what percentage of parents had attended. What was the follow up for those parents who had not attended or were unable to attend. The HT report 87% of parents had attended and that class teachers had contact those families who had not been able to attend the evenings. A further twelve appointments had since been made. Eventually, 97% of parents would have attended parent consultations.

A governor enquired as to the structure and role of the Spiritual Council. The HT explained there was a member of the Spiritual Council in each class.

Each was responsible for leading class prayers and contributing to worship and class spirituality. They were due to meet the Tenterden Team Vicars, Rev'd Lindsay Hammond and Minister Jeanette Kennett to discuss how they could further their role and begin to plan the school's 'Courageous Advocacy in the Community' day.

A governor asked to be provided with further information on the 'Courageous Advocacy in the Community' programme. The HT said courageous advocacy was an integral part of Church schools in preparing children to make positive contributions in the world around them. As part of the week, the children would look to make an impact on the community, spreading the school's values through acts of kindness and to identify causes or issue they would like to impact. This would either commence or culminate in a visit by Bishop Rose depending on her diary.

A governor recalled that SONAR had been mentioned to governors last year as a possible replacement for Target Tracker for tracking pupil progress. Was there any movement on this? The HT said a decision hadn't as yet been made on an alternative to Target Tracker. Others to include cheaper alternatives would be explored between January and March 2023.

A governor referenced page sixteen of the SIP and specifically the action point of continuing to improve attendance and punctuality. The HT was asked to elaborate on the four measures of success. The HT advised the following:

- The attendance target this year was 96% which had been shared widely with families, both in the newsletter and on class dojo.
- Attendance was up 1.6% when compared to last year.
- Specific cases would be looked at, particularly to decrease the number of persistently absent children.
- Other cases would also be targeted to improve the children's overall attendance. An example of success was provided in respect of one family who had gone from 84% attendance last year. Whilst it had began poorly, attendance was now between 92% and 98.6% over the past five weeks.

Curriculum

A governor was aware that under the current Ofsted Framework for inspection, a number of schools had been identified as showing a lack of depth and breadth of the curriculum. Was the HT able to take governors through an example of a robust review of a subject as noted in the SIP. The HT's report also talked about subject specific curriculum development. The HT provided an example of history where staff ensured relevant references were made to diverse subject areas and that the curriculum was both progressive and ambitious. There were also over-arching enquiry questions. History would now link with geography following continuous professional development of Subject Leaders. This would then be quality assured by the Local Authority's advisor for Humanities. An example of learning about rivers was provided. In history, the children would learn about the Egyptians which then linked to the Nile. Subjects were considered precise and specific in a positive sense which enabled a breadth and depth of knowledge.

Leadership

Two terms into the role, the HT was asked what his personal learning points had been about headship. The HT responded as follows.

- In terms of the daily running of the school, this was not dissimilar to the HT's days out of class as Acting HT whilst High Halden CEP's Executive Head was away from the school.

	<ul style="list-style-type: none"> Resilience was considered key. It was harder to switch off but enjoyment was greater. Knowing when and how to make changes and to be patient. Relationships were considered vital, both in school and out. 																			
7.	<p><u>SEF/SCHOOL IMPROVEMENT PLAN 2022-23</u></p> <p>The updated and fully costed SIP for 2022-23 and term one data were made available on GovernorHub in advance of the meeting. The HT had RAG (red, amber, green) rated each of the actions for the end of the Autumn term milestones. Good progress was considered to have been made.</p> <p>Governor questions in respect of the SIP were minuted under agenda item 6 (Headteacher's Report).</p>																			
8.	<p><u>GOVERNOR MONITORING</u></p> <p>It was noted that all term two governor monitoring activities had now taken place or dates had been arranged prior to the end of term.</p> <p>Action: Governors to forward their monitoring reports to the Clerk once checked for factual accuracy by the HT. The Clerk to circulate and upload to GovernorHub.</p> <p>Monitoring visits for term three would take place as follows:</p> <ul style="list-style-type: none"> A monitoring morning to include attendance of class worship, a learning walk and to meet with the Subject Leader for geography. (NB supported by the Chair. EYFS visit (KD supported by the Chair). School Council conference (OW). Staff wellbeing survey (the Chair). 	Govs																		
9.	<p><u>SIAMS/CHRISTIAN DISTINCTIVENESS</u></p> <p>The HT reported that whilst a SIAMS inspection was not expected this year, the HT was keen to establish a working party of governors in preparation.</p>																			
10.	<p><u>FINANCE</u></p> <p>10a <u>Local Authority Feedback – Six Month Budget Monitoring</u></p> <p>The Local Authority feedback to the six month budget submission was made available in advance of the meeting (filed electronically). The comments were noted by governors.</p> <p>10b <u>A Review of the Seven Month Budget Monitoring</u></p> <p>The October 2022 budget monitoring report was provided as a supporting paper for the meeting (filed electronically).</p> <p><u>Year End Revenue Budget Projection</u></p> <table border="1"> <thead> <tr> <th></th> <th>(£)</th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td>864,218</td> </tr> <tr> <td>Revenue Expenditure</td> <td>918,739</td> </tr> <tr> <td>Revenue Balance</td> <td>-54,521</td> </tr> <tr> <td>Revenue Balance B/F 2021/22</td> <td>108,460</td> </tr> <tr> <td>Revenue Balance C/F to 2023/24</td> <td>53,939</td> </tr> </tbody> </table> <p><u>Year End Capital Budget Projection</u></p> <table border="1"> <thead> <tr> <th></th> <th>(£)</th> </tr> </thead> <tbody> <tr> <td>Total Capital Income</td> <td>34,027</td> </tr> <tr> <td>Less Capital Expenditure</td> <td>34,026</td> </tr> </tbody> </table>		(£)	Revenue Income	864,218	Revenue Expenditure	918,739	Revenue Balance	-54,521	Revenue Balance B/F 2021/22	108,460	Revenue Balance C/F to 2023/24	53,939		(£)	Total Capital Income	34,027	Less Capital Expenditure	34,026	
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Capital Balance	1
Capital Balance B/F 2021/22	0
Capital Balance Carried Forward to 2023/24	1

Governors noted at the seven month position that an in-year deficit of £54,521 was predicted. The in-year deficit included a negative variance of £18,389. This was mitigated by the carry forward of £108,460 from 2021/22. The carry forward to 2023/24 was £53,939.

The HT explained the negative variance related to the amended pay award for teachers at 5% together with the increases for support staff which had not been anticipated at the time of setting the budget. There had also been other unanticipated expenditures.

- E01 to E07 (Staffing). The outturn had increased due to term time only, TCP (total contribution pay) and expenses being paid.
- E08 (Indirect employee expenses) which related to advertising costs in March 2022.
- E09 (Staff development and training). The school had purchased a staff training package. Future costs would be zero.
- There had been additional tree works under E13 (Grounds maintenance and improvement) which hadn't previously been anticipated.
- There was increased expenditure under E19 (Learning resources not ICT) relating to school trips not previously accounted for. However, there would be corresponding income under I12 (Income from contributions to visits). The library furniture had also been included.
- There had been an increased spend under E22 (Administrative supplies). It was understood that the cost of paper products had risen three fold. The cost of the school's new WiFi system had not been known at budget setting. However, there was corresponding income under I07 (Other grants and payments).
- E24 (Special facilities) contained expenditure relating to the swimming pool where there was corresponding income under I08B (Other income from facilities and services) and I13 (Donations and/or voluntary funds). There was also expenditure on Forest School under E27 (Bought in professional services – Curriculum).
- E30 (Direct revenue financing). £7,227 had been transferred from Revenue to Capital to cover roof repairs from storm damage under CE02 (New construction, conversion and renovation). Reimbursement from the insurance claim had not yet been received.

Governors noted the seven month budget position.

10c

Any Other Items

There were no items raised.

11.

PAY PANEL REPORT

The Chair reported it had not been necessary for the Pay Panel to meet as no teachers had received a pay uplift this year. As reported earlier and as per the government's STPCD (School Teachers Pay and Conditions Document), a 5% pay increase had been given to all teachers. Following teaching staff appraisals, the Chair asked the HT to provide anonymised performance management targets to be reviewed during the January 2023 FGB meeting.

Action: The Clerk to include an agenda item on anonymised teacher performance management targets within the January 2023 FGB agenda. The HT to upload the supporting paper for this agenda item to GovernorHub.

**Clerk/
Head**

	The Chair further reported that the HT's performance management had been carried out and that the panel were currently awaiting the final review statement as agreed with the external advisor supporting the panel. It was noted that as this was the HT's first performance management, only targets had been set for this year and there were no salary implications.																							
12.	<u>HEALTH & SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATIONS (GDPR)</u> There were no items to report since the November 2022 meeting.																							
13.	<u>POLICIES</u> All policies due for review were circulated in advance of the meeting (filed electronically). As requested during the previous meeting, the HT had highlighted where changes had been made to existing policies. Governors ratified the following policies without amendment. <table border="1"> <thead> <tr> <th>Policy</th> <th>Next Review</th> </tr> </thead> <tbody> <tr> <td>Capability of Staff</td> <td>January 2025</td> </tr> <tr> <td>Code of Conduct for Volunteers and Helpers</td> <td>January 2024</td> </tr> <tr> <td>Finance policy</td> <td>October 2023</td> </tr> <tr> <td>Governor Allowances policy</td> <td>January 2024</td> </tr> <tr> <td>Lettings policy</td> <td>January 2025</td> </tr> <tr> <td>Anti-bullying policy</td> <td>January 2024</td> </tr> <tr> <td>Collective Worship policy</td> <td>"</td> </tr> <tr> <td>GDPR and Data Protection policy</td> <td>"</td> </tr> <tr> <td>Health & Safety policy</td> <td>October 2023</td> </tr> <tr> <td>Volunteer policy</td> <td>January 2024</td> </tr> </tbody> </table>	Policy	Next Review	Capability of Staff	January 2025	Code of Conduct for Volunteers and Helpers	January 2024	Finance policy	October 2023	Governor Allowances policy	January 2024	Lettings policy	January 2025	Anti-bullying policy	January 2024	Collective Worship policy	"	GDPR and Data Protection policy	"	Health & Safety policy	October 2023	Volunteer policy	January 2024	
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OTHER																								
14.	<u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS/DFE UPDATES</u> The Education People's November 2023 bulletin was recirculated as a supporting paper for this agenda item. The HT reported the next three or four weeks would be spent ensuring that all updated curriculum class pages had been uploaded to the school's website. The HT hoped to have the website fully up and running during January 2023. It was noted that the DfE had published updated guidance during September 2022 on what should be published on school websites. Governors were also responsible for ensuring the website was fully compliant with the guidance. Action: Remaining governors to send the HT their brief pen portraits for inclusion on the school's website. The Chair referenced the latest governance bulletin on annual safeguarding training for governors which tied in with the Chair's request during the November meeting that all governors should complete the latest Safeguarding Learning Link module. This would ensure that governors met the expectation documented in the DfE's 'Keeping Children Safe in Education' (Sept. 2022). The action arising was minuted under item 3b (Actions from the previous meeting).	Rem. Govs																						
15.	<u>GOVERNOR TRAINING</u> <u>Training Undertaken Since the Last Meeting or Due to be Attended</u> <ul style="list-style-type: none"> • Canterbury Diocese Induction webinar (NB) – 15th October 2022. • Understanding Schools Finance (OW) – 9th November 2022. • Arts & Cultural Education (OW) – 9th November 2022. • New to Working in a Church of England School (OW) – 9th November 2022. • Canterbury Diocese induction webinar (JP) – 16th November 2022. 																							

	<ul style="list-style-type: none"> • NGA webinar 'Tackling Educational Disadvantage (Chair) – 24th November 2022. • NGA webinar 'Financial Oversight in Challenging Times' (Chair) – 14th December 2022. <p>The Chair explained it would not be necessary to complete a further Learning Link module prior to the term three meeting given the approaching Christmas holidays.</p> <p>Action: The Chair to send governors the link and presentation slides from the NGA webinar 'Tackling Educational Disadvantage'.</p>	Chair
16.	<u>CHAIR'S ACTIONS/CORRESPONDENCE</u> There were no chair's actions to report and no correspondence had been received. The Chair had written to Ann Rogers, Chair of the WSA (Wittersham School Association) to congratulate her and her small team for organising the hugely successful Christmas Fayre which had raised a magnificent sum in excess of £2,800. This was considered a fantastic amount of money which would go towards the WSA's fundraising for the school's swimming pool.	
17.	<u>ANY OTHER BUSINESS</u> There were no matters arising.	
18.	<u>CONFIDENTIALITY</u>	
18a	Some discussions contained within item 5 (Safeguarding) were considered confidential and were contained in part two of the minutes.	
18b	There were no papers which were considered confidentially.	
19.	<u>DATE OF NEXT MEETING</u> The next full governing board meeting would take place virtually on Thursday, 26th January 2023 at 6.30 pm. (Clerk's note: subsequently cancelled. See March 2023 minutes.)	

The meeting closed at 7.56 pm

Signed:



(Chair)

Date: 9th March 2023

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	OW/KD/JP	To complete the new Learning Link Safeguarding module and view the NGA Safeguarding webinar 'How to fulfil the governance role'. To send LL certificates to the Clerk.
2.	8	Governors	To forward their monitoring reports to the Clerk once checked for factual accuracy by the HT. The Clerk to circulate and upload to GovernorHub.
3.	11	Clerk Head	To include an agenda item on anonymised teacher performance management targets within the January 2023 FGB agenda. The HT to upload the supporting paper for this agenda item to GovernorHub.
4.	14	Remaining Governors	To send the HT their brief pen portraits for inclusion on the school's website.
5.	15	Chair	To send governors the link and presentation slides from the NGA webinar 'Tackling Educational Disadvantage'.