



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

Held Virtually on Thursday, 7th July 2022 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), Lucy Avena (AHT/Staff governor), John Posnette, Jane Burnett, Kerry Dean and Stephen Rogers

CLERK: Jane Phillips

The meeting commenced at 6.34 pm.

ITEM	PROCEDURAL	ACTION
1. 1a 1b 1c	<p><u>WELCOME, APOLOGIES, QUORUM</u></p> <p>The Chair welcomed governors to the meeting which was opened with a prayer.</p> <p>Apologies were received and accepted for the Headteacher (Covid), Oliver Walker (work commitments), Rachel Georgiades (family commitments), Nick Barnett and Donna Clifton (both away). There were no other apologies for absence.</p> <p>The Clerk confirmed the meeting was quorate.</p>	
2. 2a 2b	<p><u>DECLARATIONS OF BUSINESS INTEREST</u></p> <p>Jane Burnett declared she was the Vice Chair of governors at Norton Knatchbull School, Ashford. It was understood the governor would assume the role of Chair from September 2022.</p> <p>There were no other declarations of business interest made against any agenda item.</p> <p>Governors were reminded to declare any business interests which became relevant during the meeting.</p>	
3. 3a 3b	<p><u>MINUTES OF THE FULL GOVERNING BOARD MEETING HELD ON 12TH MAY 2022</u></p> <p>The minutes of the meetings held on 12th May 2022 were agreed as an accurate account and would be signed electronically by the Chair.</p> <p><u>A Review of Governor and Clerk's Actions Arising</u></p> <p>Item 1. The Chair reported he had met with the Headteacher (HT) on 30th June to review the deployment and impact of Pupil Premium/Covid catch-up funding.</p> <p>Item 4. Action: The Clerk to include the ratification of the School Uniform policy within the agenda of the 20th October 2022 meeting. (Carried over)</p> <p>Item 6. Action: The HT to send the Clerk a copy of the Emergency Management and Business Continuity Plan for uploading to GovernorHub (amended keyholder details).</p> <p>Item 7. Action: Remaining governors to complete the Learning Link module 'Safeguarding – The Governor's Role' prior to the term one meeting. Certificates to be sent to the Clerk for uploading.</p> <p>All remaining actions had been completed or would be discussed during this meeting.</p>	<p>Clerk</p> <p>Head</p> <p>NB/JP</p>

GOVERNANCE		
4.	<u>APPOINTMENT OF THE CHAIR</u>	
4a	<p>The draft Standing Order for the Appointment of the Chair/Vice Chair was circulated in advance of the meeting (filed electronically).</p> <p>Governors agreed the Standing Order and that the term of office would be one year.</p> <p>The Chair explained that his current term of office would conclude on 2nd October 2022 which was prior to the next full governing body meeting.</p>	
4b	<p>The Clerk took the meeting for the purpose of appointing the Chair.</p> <p>The Clerk reported she had received a number of nominations for John Collins to stand again for reappointment. The governor indicated his willingness to continue. Further nominations were invited. There were none.</p> <p>The Chair was asked to step out of the meeting whilst governors considered his reappointment.</p>	
4c	<p>Governors unanimously agreed the reappointment of John Collins as Chair. His new term of office would commence on 3rd October 2022 and conclude on 2nd October 2023.</p> <p>The Chair re-joined the meeting and was congratulated on his reappointment. The Chair thanked governors for their confidence in him.</p> <p>The Chair explained that following the resignation of the former Vice Chair for health reasons, Oliver Walker had stepped up to the role on an interim basis. A substantive Vice Chair would be appointed during the October meeting.</p> <p>Action: The Clerk to include the appointment of a Vice Chair of governors within the agenda of the 20th October meeting.</p>	
5.	<u>MEMBERSHIP</u>	
	<p>The Chair reported there was currently a foundation governor vacancy following the recent resignation and that a parent had indicated an interest in becoming a governor of the school. It was understood the parent met the Diocese's extended criteria for appointment. The Chair had also spoken to the Team Rector who was in support of the appointment. It was hoped to progress the appointment at an appropriate time during the next academic year.</p>	
6.	<u>PAY PANEL</u>	
	<p>The template Terms of Reference for the Pay Panel were circulated in advance of the meeting (filed electronically).</p> <p>Governors agreed the Terms of Reference for the Pay Panel. Governors further agreed the Panel would comprise Foundation governors Oliver Walker (Panel Chair, Finance Committee Chair), John Collins (FGB Chair) and Donna Clifton.</p>	
SCHOOL IMPROVEMENT		
7.	<u>SAFEGUARDING</u>	
7a	<p>(Some discussions within this item were considered confidential and were minuted separately.)</p> <p>There were no other incidents, issues or concerns to report.</p>	
7b	<p><u>Annual Safeguarding Report to the Governing Body on Safeguarding Children</u></p> <p>The annual report was circulated in advance of the meeting (filed electronically). There were no questions arising from its contents. It was noted that an action to be taken by December 2022 was for all staff to be trained in the use of CPOMS.</p>	

Clerk

<p>7c</p>	<p>The Chair also understood from the School Development Plan that there would be further development on the use of CPOMS during the next academic year.</p> <p><u>Safeguarding Monitoring Visit – 30th June 2022</u></p> <p>The Chair’s comprehensive report on the school’s compliance with safeguarding requirements was circulated prior to the meeting (filed electronically). The school was found to be fully compliant in all areas.</p>	
<p>7d</p>	<p><u>Governor Monitoring of the Single Central Record (SCR) – 30th June 2022</u></p> <p>The Chair referenced The Education People’s May 2022 bulletin in which it reported that governors were not responsible for checking the SCR themselves, but to understand that it was being monitored and to have a discussion with the HT regarding how often the HT was overseeing it, whether it was compliant and that any changes were reported.</p> <p>He reported that on his recent safeguarding compliance visit he had checked the SCR and explained that the Office Manager had created a more useable and readily updatable SCR from information contained on the old SCR. The contents were considered extremely thorough. The Office Manager had additionally shown the Chair a file she kept in respect of visitors from other schools or organisations. Given the responsibility for Disclosure and Barring Service (DBS) checks would fall to the other school or organisation, the Office Manager sought evidence by email beforehand that the visitor was full compliant and that a DBS certificate was in place.</p> <p>The Clerk understood that the School Improvement Advisor would also check the SCR during future visits.</p>	
<p>8.</p>	<p><u>HEADTEACHER’S REPORT</u></p> <p>The HT’s term 6 written report to governors was circulated in advance of the meeting (filed electronically).</p> <p>The Chair wished to commend the HT on all of her reports to governors which have always been extremely comprehensive. It was also really good to see each of the class teacher reports highlighting their class successes during the year.</p> <p>The Chair said it was great to see how the Viking Class pupils had really progressed with their work on the Young Leaders Award and had received their certificates from Bishop Rose at Canterbury Cathedral.</p> <p>It was also very pleasing to note that the school had received a Heritage Award. Congratulations were extended to the Year 5/6 teachers for their hard work in this respect who were now Heritage Leaders. The AHT said it represented a year’s work which had been very enjoyable and extremely rewarding.</p> <p><u>Year 5/6 Residential Trip</u></p> <p>The Chair explained that governors had previously agreed this year’s Year 5/6 residential trip which was then cancelled by the company at the last minute. This had been incredibly disappointing for the children. However, an alternative residential trip had now been arranged to take place between 18th and 20th July 2022.</p> <p>The AHT said the trip would be held at Kench Hill Centre which was located just outside Tenterden. The school was very fortunate to have secured the dates as the centre was very accommodating. The children would stay for two nights and three days. There would be lots of activities to include archery, den building, orienteering and artwork. The AHT was pleased that the children would be able to attend somewhere nearby and to be able to support a local business. The grounds were considered beautiful and the children were guaranteed to really enjoy themselves.</p>	

Governors unanimously agreed the Year 5/6 residential trip taking place between 18th and 20th July 2022.

9. SEF/SCHOOL DEVELOPMENT PLAN (SDP) 2021/22

The July updates to the School Self-Evaluation Form and School Development Plan were circulated in advance of the meeting (filed electronically).

The Chair commented that again, both documents were extremely comprehensive. The HT and new HT had met, and another meeting was scheduled to take place at the end of term 6. The new HT had also commented he was receiving copious notes from the HT which would support him in his new position. The Chair would also meet with the new HT during the summer holidays prior to his joining the school in September.

SATS Results

The AHT presented this year's Key Stage 1 and 2 SATS results. (20 pupils – each pupil equated to 5%)

Key Stage 1 SATS

	Reading	Writing	Mathematics	Science
% of pupils reaching expected plus	50%	60%	65%	95%
% of pupils reaching greater depth	25%	5%	15%	n/a

- 50% of pupils achieved the required standard in reading, writing and maths combined.

Key Stage 2 SATS

	Reading	Writing	Mathematics	SPaG	Science
% of pupils reaching expected plus	80%	85%	75%	65%	95%
% of pupils reaching greater depth	45%	20%	25%	35%	n/a
National	74%	69%	71%	72%	79%

- The target had been 55% combined with 5% at greater depth.
- 75% of pupils had achieved the age expected standard in reading, writing and maths combined.
- 15% of pupils were working at greater depth.
- The school had far exceeded its Key Stage 2 targets.
- The school had exceeded national in all areas with the exception of spelling, punctuation and grammar.
- The school had also exceeded the national combined percentage of 59% by some margin.
- The data paid testament to the strength of the earlier teaching and that the children were back on track to where they should be.
- There had been five or six children who had achieved 98 or 99 where 100 was the expected standard. The AHT was in the process of examining the papers in the event there was some missed marking.

On behalf of governors, the Chair congratulated the two Key Stage 2 teachers for the fantastic results. Covid had disrupted the children's learning which was reflected in the national figures with the exception of reading. Whilst there were very specific contextual reasons as regards SPaG, the results were either above or significantly above national which was considered brilliant.

10.	<p><u>GOVERNOR MONITORING</u></p> <p>Reports of monitoring visits undertaken since the last meeting were previously circulated (filed electronically). The contents were noted and there were no actions arising for the governing board.</p>																									
11.	<p><u>BUDGET MONITORING</u></p> <p>The two month budget monitoring report (May 2022) was provided as a supporting paper for this agenda item (filed electronically).</p> <p><u>Year End Revenue Budget Projection</u></p> <table border="1" data-bbox="272 439 1286 640"> <thead> <tr> <th></th> <th style="text-align: right;">(£)</th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td style="text-align: right;">791,507</td> </tr> <tr> <td>Revenue Expenditure</td> <td style="text-align: right;">828,093</td> </tr> <tr> <td>Revenue Balance</td> <td style="text-align: right;">-36,586</td> </tr> <tr> <td>Revenue Balance B/F 2021/22</td> <td style="text-align: right;">108,460</td> </tr> <tr> <td>Revenue Balance C/F to 2023/24</td> <td style="text-align: right;">71,873</td> </tr> </tbody> </table> <p><u>Year End Capital Budget Projection</u></p> <table border="1" data-bbox="272 703 1286 943"> <thead> <tr> <th></th> <th style="text-align: right;">(£)</th> </tr> </thead> <tbody> <tr> <td>Total Capital Income</td> <td style="text-align: right;">27,397</td> </tr> <tr> <td>Less Capital Expenditure</td> <td style="text-align: right;">26,800</td> </tr> <tr> <td>Capital Balance</td> <td style="text-align: right;">597</td> </tr> <tr> <td>Capital Balance B/F 2021/22</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Capital Balance Carried Forward to 2023/24</td> <td style="text-align: right;">597</td> </tr> </tbody> </table> <p>Governors noted the comments provided on the budget monitoring report.</p> <ul style="list-style-type: none"> • I18C (Covid catch-up funding). Whilst the School Led Tutoring Grant had been included in the budget, the school had since decided not to use it and the funding would be clawed back. • I12 (Income from contributions to trips). Income from school trips had not been budgeted for. • E19 (Learning resources (not ICT)). There was an increase in expenditure due to school trips. <p>The two month position was noted by governors and there were no questions or concerns arising.</p>		(£)	Revenue Income	791,507	Revenue Expenditure	828,093	Revenue Balance	-36,586	Revenue Balance B/F 2021/22	108,460	Revenue Balance C/F to 2023/24	71,873		(£)	Total Capital Income	27,397	Less Capital Expenditure	26,800	Capital Balance	597	Capital Balance B/F 2021/22	0	Capital Balance Carried Forward to 2023/24	597	
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12.	<p><u>FINANCE (GENERAL), HEALTH & SAFETY, PREMISES, GDPR</u></p> <p>The Chair referenced the HT Report which advised that the swimming pool boiler had been assessed as no longer fit for use at the end of the previous term. Whilst a replacement boiler was an eventual anticipated cost, the shed which housed the current boiler was also no longer fit for purpose as it didn't meet updated health & safety regulations. Therefore, it hadn't been possible to use the swimming pool this year. The matter would be picked up by the new HT and Site Manager next year.</p> <p>It was noted that the HT had suggested a survey should be completed on the pool structure itself to check its potential lifespan or any other issues prior to investing in the boiler.</p> <p>In respect of the 'Library and Learning Room' project, whilst the extensive works and designs had been completed, the timescale for ordering meant that the library would not be in place before the end of the summer term. This had been personally disappointing for the HT as she had hoped to see the plan come to fruition prior to leaving. The work would now roll over to the 2022/23 academic year.</p>																									

13.	<p><u>POLICIES</u></p> <p><u>Finance Policy</u></p> <p>Governors agreed a revision to the Finance policy which would take effect from 1st September 2022 when the new Headteacher took up post.</p> <ul style="list-style-type: none"> • That the new Headteacher, Mr George Hawkins would be the new budget holder with effect from 1st September 2022 and that all purchases must be approved by him. • Mr George Hawkins would be the approved user with a £1,000 limit on the NatWest Onecard. • That the current Headteacher, Mrs Claire Frost would be removed from the bank mandate of both budget and voluntary school fund bank accounts as of 31st August 2022 and replaced by Mr George Hawkins as of 1st September 2022. <p>Governors understood that the extract minutes from this meeting and completed bank mandate forms would be sent to NatWest Bank prior to 1st September 2022 by the Finance Manager.</p>	
OTHER		
14.	<p><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS</u></p> <p>The May and June 2022 TEP monthly bulletins were recirculated as a supporting paper for this agenda item (filed electronically). The Clerk also provided links to the updated guidance on Recovery Premium funding (June 2022) and Ofsted Curriculum Research reviews within the meeting agenda.</p> <p>There were no comments arising from the bulletins.</p>	
15.	<p><u>GOVERNOR TRAINING</u></p> <p>Governor training undertaken since the last meeting was itemised within the meeting agenda. The link to the government's White Paper on academisation had also previously been circulated by the Clerk.</p> <p>The Chair emphasised that new foundation governors should complete the Diocesan governor training entitled '2022/23 – Induction Training for New Governors of Church of England Schools' which could be accessed from the following website page:</p> <p>https://canterburydiocese-training.thinkific.com/collections/education?page=3</p> <p>As the school contributed to the core services provided by the Diocese, there would be no cost for individuals to reserve and attend the training.</p> <p>Whilst there wasn't an expectation that governors should collectively complete a Learning Link module over the summer holidays, the Chair said this wouldn't preclude governors from looking at their individual training needs and identifying training accordingly.</p> <p>The Chair explained that designated monitoring roles for individuals would be agreed during the October FGB meeting. This would include Early Years, SEND, Safeguarding, Health & Safety and SIAMS.</p> <p>Action: The Clerk to forward the link to the Governors for Schools webinar on 'Safeguarding in 2022' taking place on Thursday, 14th July between 8 and 9am.</p> <p>The Clerk explained the webinar was free to attend which could also be viewed as a historical webinar after 14th July. It would also cover the KCSIE updates which would take effect from September 2022.</p>	Clerk

16.	<u>CHAIR'S ACTIONS/CORRESPONDENCE</u> There were no chair's actions to report and no correspondence had been sent or received.	
17.	<u>ANY OTHER URGENT BUSINESS</u> The Chair expressed sadness that Claire was unable to attend her final meeting, and the first that she had ever missed. Having avoided Covid throughout the challenges faced over the past two years, having succumbed to it so close to her retirement was so unfair. On behalf of all of the Board, the Chair wished to record our gratitude for her outstanding leadership over the past seven years and to wish her all the very best for the future.	
18.	<u>CONFIDENTIALITY</u>	
18a	Some discussions contained within item 7 (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 on Thursday, 20th October 2022 at 6.30 pm.	

The meeting closed at 7.25 pm

Signed: 
(Chair)

Date: 7th November 2022

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	Clerk	To include the ratification of the School Uniform policy within the agenda of the 20 th October 2022 meeting. (Carried over)
2.	3b	Head	To send the Clerk a copy of the Emergency Management and Business Continuity Plan for uploading to GovernorHub (amended keyholder details).
3.	3b	Remaining Governors	To complete the Learning Link module 'Safeguarding – The Governor's Role' prior to the term one meeting. Certificates to be sent to the Clerk for uploading.
4.	4	Clerk	To include the appointment of a Vice Chair of governors within the agenda of the 20 th October meeting.
5.	15	Clerk	To forward the link to the Governors for Schools webinar on 'Safeguarding in 2022' taking place on Thursday, 14 th July between 8 and 9am.