



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**  
**Held Virtually on Thursday, 2<sup>nd</sup> December 2021 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 (Headteacher), Lucy Avena (AHT/Staff governor)

**CLERK:** Jane Phillips

The meeting commenced at 6.32 pm and was quorate.

ITEM	PROCEDURAL	ACTION
<b>1.</b>	<b><u>WELCOME, APOLOGIES, QUORUM</u></b>	
<b>1a</b>	The Chair welcomed governors to the meeting which was opened with a prayer. Governors had previously been asked to ensure that they were in a suitable environment which enabled each to maintain confidentiality.	
<b>1b</b>	Apologies were received and accepted for Donna Clifton (away), Oliver Walker and Rachel Georgiades (work commitments) and Kerry Dean (coinciding meeting in London). Parent governor Stephen Rogers hoped to join the meeting following his attendance of the school's nativity play.	
<b>1c</b>	The Clerk advised the meeting was inquorate on this occasion.	
<b>1d</b>	Notes would be taken in the event the link with the Clerk was lost.	
<b>2.</b>	<b><u>DECLARATIONS OF BUSINESS INTEREST</u></b>	
<b>2a</b>	There were no declarations of business interest made against any agenda item.	
<b>2b</b>	Governors were reminded to declare any business interests which became relevant during the meeting.	
<b>3.</b>	<b><u>MINUTES OF THE VIRTUAL FULL GOVERNING BOARD MEETING HELD ON 21<sup>st</sup> OCTOBER 2021</u></b>	
<b>3a</b>	<b>The minutes of the previous meeting were agreed as an accurate account.</b>	
<b>3b</b>	<p><u>A Review of Governor and Clerk's Actions Arising</u></p> <p><b>Item 5.</b> The Chair re-emphasised the need for governors to ensure their training records on GovernorHub remained up-to-date. This would include completion of any NGA Learning Link or other online modules.</p> <p><b>Item 8.</b> The HT reported it had not been possible for the Health &amp; Safety governor to complete a visit during term 2 as the school had reverted back to bubbles due to an increase in Covid cases. External visitors weren't currently permitted onto the school site.</p> <p><b>Action:</b> The H&amp;S governor to complete a visit during term 3.</p> <p><b>Item 14.</b> The Chair reported he had arranged to meet the new SENCo in person on Monday, 29<sup>th</sup> November 2021. However, this had been postponed to term 3 as had his Early Years visit.</p>	<b>H&amp;S Gov</b>

	<p>Action: The Chair to carry over his monitoring visits on SEND and EYFS to term 3.</p> <p>All other actions had been completed or would be discussed during this meeting.</p>	Chair
<b>GOVERNANCE</b>		
<b>4.</b>	<p><b><u>MEMBERSHIP</u></b></p> <p>Following the outcome of the recent parent governor election, the Chair was delighted to report that Kerry Dean had been elected as a new parent governor of the school. Governors looked forward to welcoming the new governor to the January meeting.</p>	
<b>SCHOOL IMPROVEMENT</b>		
<b>5.</b>	<p><b><u>SAFEGUARDING</u></b></p> <p>The HT reported there were no incidents, issues or concerns to report.</p> <p>The HT and SENCo were booked to attend DSL (Designated Safeguarding Lead) refresher training.</p>	
<b>6.</b>	<p><b><u>RISK ASSESSMENT</u></b></p> <p>The HT said there were no further updates to the Covid Risk Assessment since it was last reviewed by governors during the October meeting.</p> <p><u>The Number of Covid Cases in School</u></p> <p>The HT said the school reached the threshold of Covid cases on 17<sup>th</sup> November when it had been necessary to implement the Outbreak Management Plan (OMP). The HT explained the Department for Education (DfE) threshold was ten percent of the class or five positive cases across the school. Both had been met within a very similar time.</p> <p>The HT said between 8<sup>th</sup> November and 2<sup>nd</sup> December 2021, there had been fourteen positive Covid cases consisting of thirteen children and one staff member. All cases had been spread across two classes with the vast majority in one class. The HT had taken a decision to put a contingency plan in place to stop the virus from spreading. This appeared to have been effective as numbers had decreased to two children who had tested positive who were currently absent. Several people continued to take PCR tests each day given the symptom similarities to coughs, colds and chest infections.</p> <p>The HT reported she had taken advice from the DfE helpline. The HT had also contacted Public Health England (PHE) as the number of Covid cases escalated. PHE outlined those actions which the school could take which the school had already identified and actioned. The HT commented that the transition back into bubbles had been incredibly smooth and had been up and running within thirty minutes. The staff were considered to have been amazing.</p> <p><b>The Chair said the HT had kept him fully informed and that he had received a copy of the OMP letter to parents on the day it was sent out. The HT was congratulated on her expediency in moving to the OMP.</b></p> <p><b>A governor asked how many cases there had been during the previous academic year.</b> The HT said there had been two cases.</p>	
<b>7.</b>	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>(Some discussions within this item were considered confidential and were contained in part two of the minutes.)</p> <p>The HT provided a verbal update on any matters arising since the October FGB meeting.</p>	

- The Covid challenges had been extremely time consuming for the Leadership Team. The impact in terms of teaching and learning and strategic development plans would need to be considered for this term which had been impacted by absence. Staffing levels had decreased either because staff were unwell or were awaiting the results of a PCR test. An example provided for that day was one Teaching Assistant (TA) in EYFS when there would normally be three based on the level of need.
  - Whole school attendance as of Friday, 26<sup>th</sup> November 2021 was 94.4%. Attendance would normally be in the region of 96%. Whilst attendance could be affected by seasonal illnesses, the national average for primary school attendance within the same period of time had been 89.3%. The school remained above the national average.
  - Disadvantaged pupil attendance was usually in line with whole school attendance. However, their attendance currently stood at 88%. Of the twenty two disadvantaged pupils, ten were falling below 90% attendance. The HT provided further information on the ten children.
    - One pupil on roll received an alternative provision so was recorded at 0% attendance.
    - Two pupils had significant medical needs, had surgery or ongoing medical appointments.
    - Six pupils had either had Covid or illnesses which had led to absence for PCR tests.
  - SEN attendance was considered in line with whole school attendance at 94.1%. However, SEN attendance was usually higher than whole school. Of the twenty two pupils, seven were below 90%. There was some cross over as some children were both SEN and Pupil Premium. There were very specific reasons for the children's absence which the HT would continue to track.
  - There had been significant issues in the staffing of Mid-day Leaders (MDL) with higher than usual absence. One MDL was on long term absence due to sickness. The HT would interview two casual MDLs prior to the end of term in order to add some capacity.
  - The phonics screening check was currently being administered to the Year 2 children as they had missed the statutory check at the end of Year 1. If any of the children didn't meet the required threshold, they would be required to retake it at the end of Year 2. The result of the phonics screening checks would be reported on during the January meeting.
  - Kent County Council (KCC) had decided to make an alteration to the 2021/22 academic year because of the Queen's platinum jubilee celebrations. As the additional bank holiday would fall during the June half term holidays, schools would be given an additional day to compensate for this. KCC had suggested that this day was taken as the last day of term 6. However, if INSET days had already been booked, schools could look at an alternative date. As a Voluntary Aided school, the school could also choose its own term dates.
- The HT proposed that a further day should be added to the June 2022 half term and that there would be an additional non-school day on Monday, 6<sup>th</sup> June 2022.

**Governors agreed 6<sup>th</sup> June 2022 in principle.**

**Action: The Clerk to carry over the ratification of the additional non-school day of 6<sup>th</sup> June 2022 to the January 2022 meeting.**

**Clerk**

The Chair summarised that 2021 was considered to have been even more challenging than the year before. Governors wished to register and recognise

	<p>the wonderful team of people at the school who were considered to be doing a great job under what were very difficult circumstances.</p>	
<p><b>8.</b></p>	<p><b><u>SEF/SCHOOL DEVELOPMENT PLAN (SDP) 2021/22</u></b></p> <p>The updated School Plan was circulated as a supporting paper for this agenda item (filed with the minutes).</p> <p>The HT explained she had removed the RAG (red, amber, green) ratings as aspects of the SDP continued to be worked on throughout the year.</p> <p><b>Governors agreed that a full update on the progress made against the SDP priorities would be provided by the HT during the January meeting.</b></p> <p>The HT said the first School Improvement Advisor (SIA) visit would take place the following week. The SIA had asked for a copy of the SEF (School Self-evaluation) and SDP prior to the visit. The HT explained that whilst the SEF wasn't an Ofsted requirement, it was thought worthwhile to prepare and was based on the Ofsted framework criteria. The HT thought it probable that 'next steps' wouldn't be included in the SEF in future as these formed part of the SDP.</p> <p>The HT said she could choose whether to grade each area. Whilst it was thought the school was 'good' across all areas, grades had not been included at present.</p> <p><b>A governor thought it an incredible document which would be extremely useful for governors.</b> The HT explained she'd written the SEF to reflect what the school would usually be doing under normal circumstances. This included enrichment activities such as sports tournaments which would be re-established when possible.</p> <p><u>End of Term 1 Data Analysis</u></p> <p>The end of term 1 2021/22 data analysis was circulated in advance of the meeting (filed with the minutes). The report had been prepared by the AHT who led on pupil assessment.</p> <p><b>A governor said the commentary at the beginning of the document was particularly helpful to governors as it placed the background to the data in context.</b> The AHT commented it was extremely unusual for 100% of pupils to be on track or below age related expectation. However, there were particular circumstances which explained this.</p> <p><b>Following the outcome of the term 1 data, a governor asked if meetings had taken place with individual class teachers to review the progress and attainment of individual pupils in order to plug the gaps in their learning.</b> The HT said more formal, minuted meetings with class teachers hadn't taken place since Covid. However, the HT was keen that they should resume at some point.</p> <p>The AHT said she had formally met with the HT to review the Year 6 predictions when every child had been reviewed to determine what could be done to plug the gaps in their learning. The HT and AHT both commented that all children were talked about constantly.</p> <p><b>A governor asked about the timing to introduce the new method of assessment.</b> The AHT said the school would now use Sonar Curriculum and Sonar Tracker. Staff had already begun to use the Sonar Curriculum Planner which was considered fantastic. However, as this was a new system being rolled out, there had been one or two glitches. On balance, the AHT thought it preferable to wait until the glitches were resolved before moving away from Target Tracker. It was hoped Sonar Tracker would streamline assessment as all of the teacher assessments would be in one place rather than using lots of different systems.</p> <p><b>A governor asked if this was a brand new system rather than just new to the school.</b> The AHT said it was brand new and involved Juniper Education who</p>	


	had purchased a number of different tracking systems which were now all under one umbrella. The new system took the best aspects of each of the tracking systems.																									
<b>9.</b>	<p><b><u>GOVERNOR MONITORING</u></b></p> <p>It had previously been noted that EYFS, SEND and health &amp; safety governor monitoring visits had been carried over to term 3.</p> <p>Action: The Clerk to include the resuming of learning walks within the agenda of the January meeting.</p>	<b>Clerk</b>																								
<b>10.</b>	<p><b><u>SIAMS/CHRISTIAN VALUES AND DISTINCTIVENESS</u></b></p> <p>The HT said there were no further updates since the October FGB meeting.</p>																									
<b>11.</b>	<p><b><u>FINANCE</u></b></p> <p><b>11a</b> <u>Local Authority Feedback to the Six Month Monitoring</u></p> <p>The Local Authority feedback was provided as a supporting paper for this agenda item (filed with the minutes).</p> <p>It had been noted there would be an in-year deficit of £32,253 but that no other feedback had been provided.</p> <p><b>11b</b> <u>A Review of the Seven Month Budget Monitoring</u></p> <p>The October 2021 budget monitoring report was circulated in advance of the meeting (filed with the minutes).</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>745,426</td> </tr> <tr> <td>Revenue Expenditure</td> <td>777,994</td> </tr> <tr> <td>Revenue Balance</td> <td>-32,568</td> </tr> <tr> <td>Revenue Balance B/F 2020/21</td> <td>102,446</td> </tr> <tr> <td>Revenue Balance C/F to 2022/23</td> <td><b>69,877</b></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>35,248</td> </tr> <tr> <td>Less Capital Expenditure</td> <td>35,248</td> </tr> <tr> <td>Capital Balance</td> <td>0</td> </tr> <tr> <td>Capital Balance B/F 2020/21</td> <td>0</td> </tr> <tr> <td>Capital Balance Carried Forward to 2022/23</td> <td><b>0</b></td> </tr> </tbody> </table> <p>The HT presented an overview of the seven month budget monitoring.</p> <ul style="list-style-type: none"> <li>Revenue expenditure for 2021/22 had increased by £2,394 since the six month position.</li> <li>An in-year revenue deficit of £32,568 was currently predicted. However, this was mitigated against by the brought forward revenue balance from 2020/21.</li> <li>The revenue balance carried forward to 2022/23 had therefore decreased to £69,877 which remained within the school's balance control mechanism.</li> <li>Whilst funds had been allocated in the budget for staff CPD (continuous professional development) under E09 (Staff development and training), most had remained unspent given the availability of free, online learning.</li> </ul> <p><b>11c</b> <u>Financial Risk Register</u></p> <p>Action: The Clerk to carry over the ratification of the Financial Risk Register to the January meeting.</p>		(£)	Revenue Income	745,426	Revenue Expenditure	777,994	Revenue Balance	-32,568	Revenue Balance B/F 2020/21	102,446	Revenue Balance C/F to 2022/23	<b>69,877</b>		(£)	Total Capital Income	35,248	Less Capital Expenditure	35,248	Capital Balance	0	Capital Balance B/F 2020/21	0	Capital Balance Carried Forward to 2022/23	<b>0</b>	<b>Clerk</b>
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<p><b>11d</b></p> <p><b>11e</b></p>	<p><u>DfE Financial Skills Audit</u></p> <p>Action: The Clerk to carry over the findings of the DfE's financial skills audit to the January meeting.</p> <p><u>Any Other Items</u></p> <p>The Clerk explained a number of years ago there had been a court case involving term time only, part-time Greenwich school staff who had recognised that they were being discriminated against in respect of holiday pay. They won the case and sued Greenwich Council. As a consequence of this, all schools in the country were required to review their holiday pay calculations. Whilst KCC would undertake this work for community and voluntary controlled schools, it was understood that Voluntary Aided schools would be responsible for progressing this.</p> <p>The HT said KCC had been addressing this in waves and that V.A schools came in the last wave. The school had received the information which was considered quite complex. KCC had offered to provide support to V.A schools but there would be a cost implication.</p> <p>Action: The Clerk to link the school's Office Manager with a School Business Manager of another V.A school who would be able to provide additional support on the term time, part-time holiday pay.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>12.</b></p>	<p><b><u>PAY PANEL</u></b></p> <p>The Chair reported the Pay Panel hadn't met as there were no pay recommendations to report this year.</p> <p>It was noted as per the Pay policy that the Pay Committee should also receive the HT's pay recommendation for any other members of staff who were on the leadership pay scale. The HT would provide her pay recommendation to the panel.</p> <p>Action: The Clerk to include a Pay Panel update within the agenda of the January meeting.</p>	<p><b>Clerk</b></p>
<p><b>13.</b></p>	<p><b><u>HEALTH &amp; SAFETY/PREMISES/GENERAL DATA PROTECTION REGULATIONS (GDPR)</u></b></p> <ul style="list-style-type: none"> <li>• As reported earlier in the meeting, the H&amp;S governor would conduct a visit in term 3.</li> <li>• Quotes were still awaited for the maintenance work required to the fence around the swimming pool.</li> <li>• The annual tree safety survey had taken place with remedial work carried out where necessary.</li> <li>• The library project was due to go ahead. The project would cost £4,600 more than the amount allocated to it. However, the HT was very pleased to report that the shortfall had been met by a parent's generous donation. The HT would meet with the builders for a site visit on Monday, 6<sup>th</sup> December.</li> <li>• The HT said the school could now come out of the contingency plan for bubbles as the school had dipped below the threshold of Covid cases. However, the bubbles would remain for the remaining two and a half weeks of term to ensure the school remained safe leading up to Christmas. The situation would be reviewed in January.</li> </ul> <p>The HT explained that under the current government guidance, the school could continue to hold the three school nativities for the younger classes but with a number of mitigations. The HT had prepared a separate risk assessment based on the information provided by Public Health England (PHE) earlier that week. The PHE information included mitigations, much of which the school had already thought of. An example provided was to have one adult</p>	

	<p>attending per child with no more than thirty adults in the hall to include the wearing of masks, hand sanitising and the hall doors remaining open enabling ventilation.</p> <p><b>A governor thought a very sensible approach had been taken.</b></p>	
<b>14.</b>	<p><b><u>POLICIES/PROCEDURES</u></b></p> <p>The policies due for review were circulated in advance of the meeting. However, as the meeting wasn't quorate, all policies would be carried over.</p> <p>Action: The Clerk to carry over all policies due for review to the January 2022 FGB meeting.</p>	<b>Clerk</b>
<b>OTHER</b>		
<b>15.</b>	<p><b><u>WEBSITE/TEP GOVERNANCE MONTHLY BULLETINS</u></b></p> <p>The November 2021 TEP monthly bulletin was recirculated as a supporting paper for this agenda item.</p> <p><b>A governor noted that schools and colleges would receive additional catch-up funding. Was the HT able to advise how much the school would receive.</b> The HT said the school would receive £3,190 of Recovery Premium funding.</p> <p><b>A governor thought it helpful that the bulletins included feedback following other Ofsted inspections in Kent.</b> The Clerk reported she had recently spoken to two Area Governance Officers who had advised that a particular focus during recent Ofsted inspections had been in-school governor monitoring activities, particularly from term 6 2020/21 onwards. The HT said she was aware of similar feedback.</p> <p>Governors noted the contents of the bulletins with no further comments arising.</p>	
<b>16.</b>	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Action: The Clerk to include in the January 2022 FGB meeting agenda the findings of the recently completed NGA skills audit questionnaire/the next NGA Learning Link module to be completed.</p>	<b>Clerk</b>
<b>17.</b>	<p><b><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></b></p> <p>There were no Chair's actions to report and no correspondence had been received. The Chair had written a welcome letter to the newly appointed parent governor.</p>	
<b>18.</b>	<p><b><u>ANY OTHER URGENT BUSINESS</u></b></p> <p>A foundation governor was pleased to report that two potential foundation governor candidates had been identified who would be recommended for appointment by the Canterbury Diocese. Brief details of the candidates were provided.</p> <p>The Chair wished to ensure that both candidates would provide a valuable contribution to the work of the governing board to include its Christian vision, values and distinctiveness.</p>	
<b>19.</b>	<p><b><u>HEADTEACHER PERFORMANCE MANAGEMENT (HTPM)</u></b></p> <p>(This item was minuted confidentially and was contained in part two of the minutes.)</p>	
<b>20.</b>	<p><b><u>CONFIDENTIALITY</u></b></p>	
<b>20a</b>	<p>Some discussions contained within item 7 (Headteacher's Report) and all discussions within item 19 (Headteacher Performance Management) were considered confidential.</p>	

<b>20b</b>	There were no papers which were considered confidential.	
<b>21.</b>	<b><u>DATE OF NEXT MEETING</u></b> The next full governing board meeting would take place on <b>Thursday, 27<sup>th</sup> January 2022 at 6.30pm.</b>	

The meeting closed at 7.44 pm

Signed:   
(Chair)

Date: 27<sup>th</sup> January 2022

### **ACTION SUMMARY**

<b>ITEM</b>	<b>AGENDA ITEM</b>	<b>TO BE ACTIONED BY</b>	<b>ACTION</b>
1.	3b	H&S Gov	To complete a visit during term 3.
2.	3b	Chair	To carry over his monitoring visits on SEND and EYFS to term 3.
3.	7	Clerk	To carry over the ratification of the additional non-school day of 6 <sup>th</sup> June 2022 to the January 2022 meeting.
4.	9	Clerk	To include the resuming of learning walks within the agenda of the January meeting.
5.	11c	Clerk	To carry over the ratification of the Financial Risk Register to the January meeting.
6.	11d	Clerk	To carry over the findings of the DfE's financial skills audit to the January meeting.
7.	11e	Clerk	To link the school's Office Manager with a School Business Manager of another V.A school who would be able to provide additional support on the term time, part-time holiday pay.
8.	12	Clerk	To include a Pay Panel update within the agenda of the January meeting.
9.	14	Clerk	To carry over all policies due for review to the January 2022 FGB meeting.
10.	16	Clerk	To include in the January 2022 FGB meeting agenda the findings of the recently completed NGA skills audit questionnaire/the next NGA Learning Link module to be completed.