



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

Held Virtually on Thursday, 3rd December 2020 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), Rev'd Judy Darkins, Sue Mash and Johanna Dadson.

CLERK: Jane Phillips

The meeting commenced at 6.30 pm and was quorate.

ITEM	PROCEDURAL	ACTION
1.	<u>WELCOME, APOLOGIES, QUORUM</u>	
1a	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.	
1b	Apologies were received and accepted for Donna Clifton (away) and Oliver Walker (family member unwell). Apologies were retrospectively received for Stephen Rogers.	
1c	The Clerk confirmed that the meeting was quorate.	
1d	The meeting would be recorded in the event the link with the Clerk was lost.	
2.	<u>DECLARATIONS OF BUSINESS INTEREST</u> Sue Mash declared she was a governor of Homewood School and Sixth Form Centre. There were no other declarations of business interest made against any agenda item.	
3.	<u>MINUTES OF THE PREVIOUS FULL GOVERNING BOARD MEETING HELD ON 15TH OCTOBER 2020</u>	
3a	The minutes of the previous meeting were agreed as an accurate account and would be signed by the Chair in due course. The Clerk would file at school.	
3b	<u>A Review of Governor and Clerk's Actions Arising</u> All actions arising from the previous meeting had been completed.	
GOVERNANCE		
4.	<u>LOCAL AUTHORITY GOVERNOR NOMINATION</u> The Chair presented an overview of the Local Authority governor candidate, Rachel Georgiades who had been unable to attend the meeting as an observer due to prior commitments. <ul style="list-style-type: none"> A Joint Honours BA degree in English Language and Linguistics from Lancaster University. A career in academic research, firstly with the University of Brighton, then moving to King's College London where she spent ten years at the Randall 	

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	<p>Division of Cell and Molecular Biophysics as a Divisional Manager.</p> <ul style="list-style-type: none"> • Prior experience of financial management of a research grant portfolio, HR management and assisting the Head of Division with strategic planning. • The candidate left academic research to start her own business and was now self-employed. • An accredited dog trainer where she used scientifically based methods to train dogs and improve welfare. A fully qualified small animal hydrotherapist working in practice at a specialist referral centre. • More recently, the candidate took the decision to combine her knowledge, expertise and passion for pets and opened a pet shop in Tenterden which was now in its second year and had made an encouraging rate of growth. • Experience and a background in project management, HR and finance coupled to a willingness to learn and develop new skills. • Committed to working in the best interests of the school and in improving the outcomes for all pupils for her local primary school. <p>Governors unanimously agreed Rachel Georgiades as their Local Authority governor nomination.</p> <p>Action: The Clerk to forward the draft minutes of this meeting and completed Local Authority governor nomination form to Governor Services prior to the next Governor Nomination Panel meeting.</p>	Clerk
5.	<p><u>MEMBERSHIP</u></p> <p>The Chair reported that Foundation governor, Doctor Alan Lloyd-Smith had resigned from the governing board on 30th October 2020 due to reoccurring broadband issues.</p>	
6.	<p><u>TERMS OF REFERENCE</u></p> <p><u>Terms of Reference for the Finance Committee</u></p> <p>Action: The Clerk to carry over this item to the January 2021 full governing board meeting.</p>	Clerk
SCHOOL IMPROVEMENT		
7.	<p><u>SAFEGUARDING</u></p>	
7a	<p>The HT reported that there were no children on the Child Protection Register. One family was involved with Early Help and there were no Looked after Children.</p> <p>The Safeguarding governor had completed virtual governor monitoring to include evidencing that all staff had signed to confirm their reading and understanding of 'Keeping Children Safe in Education'. The HT provided an overview of CPOMS, the electronic method of recording safeguarding and behaviour concerns. Further into the academic year, the HT would provide a virtual CPOMS presentation to all governors.</p>	
7b	<p><u>UK Council for Internet Safety</u></p> <p>The Clerk provided a supporting paper for this agenda item.</p> <p>A governor asked if there was an up-to-date Online Safety policy for the school. The HT explained that the Online Safety policy had been absorbed within the Child Protection policy. The HT had completed a day's training on online safety as part of her Designated Safeguarding Lead (DSL) training and was confident that the children were safe and that all aspects had been sufficiently covered to ensure compliance. However, it was her intention to have a separate policy in due course as this was considered best practice.</p>	

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8.

HEADTEACHER'S REPORT

(Some minutes within this item were considered confidential and were contained in part two of the minutes.)

The HT reported that changes to statutory testing had been announced earlier that day. An overview of the announcement was provided.

- Key Stage 1 testing would not go ahead but would be based on teacher assessments.
- Phonics tests would proceed as a reportable statutory test but the time within which to do this had been extended into June.
- Key Stage 2 tests would not include spelling, punctuation and grammar (SPaG). There was also an extended time to deliver the KS2 tests.
- The Year 4 multiplication test would be optional.

A governor understood that performance tables wouldn't be published.

The HT thought this to be the case but that there was some uncertainty as to whether the results would be reported in another format. The NAHT (National Association of Headteachers) were seeking clarification.

Ofsted inspections were further delayed until January 2021. However, supportive visits would take place for those schools which were considered to require improvement or were inadequate.

A governor noted that eight children had transferred from another school rather than having moved to the area. Were there common reasons for transferring to the school.

The HT said there were a variety of reasons. Some families had transferred based on Wittersham's reputation or were dissatisfied with their current school. Other families living in the area were attending other schools whilst awaiting places to become available. The families of two further children were extremely keen to secure a place at the school pending a house move into the area.

A governor asked the HT to clarify the headings contained in the SEN Update.

The HT explained as follows.

- N – No Special Educational Needs.
- E – Education and Health and Care Plan (EHCP).
- K – Any child receiving SEN support who didn't warrant an EHCP.
- V – Vulnerable to a lack of progress, barriers to learning or possible SEN needs.
- K – SEN Support (K) replaced the former categories of School Action and School Action Plus.

A governor referenced the school's preparations to implement the relationships and sex education and health education syllabus (RSHE).

Could the HT provide further information on 'Heartsmart'. The HT explained that this was an online resource which provided a full social, emotional and learning curriculum to include all of the lesson plans, resources, assemblies, staff training and support. It was considered a high quality resource, was completely aligned to the new statutory RSHE guidance and had been recommended by the Canterbury Diocese as it had been written specifically for Church schools.

A governor wished to congratulate the school in coming 165th in the nationwide multiplication competition. The HT said this had placed the school in the top 4% nationally.

A governor noted the significant amount of online training which teaching staff had completed during the pandemic which they should be complimented on.

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	<p>A governor referenced attendance between 1st September and 20th November 2020 (whole school 97.6%) and commented that this was considered excellent given Covid and the general time of year.</p> <p>A governor provided feedback on the overgrown brambles which had grown into the children's play area. The HT reported that the Site Manager had met with the Parochial Church Council and that this was in the process of being resolved.</p> <p>A governor noted that the school's Office Manager had received training on School Cloud. Could the HT provide further information on what this was. The HT explained that it was an online booking system for parent consultations. It hadn't been possible to have face-to-face parent evenings due to Covid and lockdown and that consultations had been completed by phone in April. Parents could now book online for video appointments which were timed to conclude after ten minutes.</p> <p>A governor understood from a previous meeting that consideration was being given to moving to another website provider. Had there been any further movement on this? The HT said this remained an option and would cost in the region of £1,000. However, the IT Technician had been able to make some pleasing changes to the format of the existing website whilst ensuring that it remained compliant with statutory requirements.</p>	
9.	<p><u>RISK ASSESSMENT</u></p> <p>The HT said the Risk Assessment was considered a dynamic document which reflected new science and updated regulations.</p> <p>The HT explained that on entering the second lockdown, parents had been asked to wear masks when entering the site. However, whilst parents should remain two metres apart, there were staggered entrances and no particular hotspots where parents gathered, it was thought prudent that parents and staff should wear masks outside during dropping off and picking up. The children weren't unduly concerned and it provided a visual reminder to parents.</p> <p>Following guidance provided by Public Health England, the HT said methods were in place to ensure good classroom ventilation throughout the day.</p>	
10.	<p><u>SCHOOL DEVELOPMENT PLAN (SDP) – 2020/21</u></p> <p>(Some discussions within this item were considered confidential and were contained in part two of the minutes.)</p> <p>An update to the SDP was provided as a supporting paper for the meeting (filed with the minutes).</p> <p><u>Term 1 Data Analysis</u></p> <p>The end of term 1 data analysis was circulated in advance of the meeting (filed with the minutes). The Assistant Headteacher (AHT) responded to governor questions.</p> <p>A governor queried the Year 1 group where all 20 children were working below in one or more subjects. Was there a reason for this? Was it simply because they had missed several months of Reception teaching due to the pandemic or was this a low cohort? The AHT said it wasn't a particularly low cohort. The reason behind this was that the Year 1 children's education was interrupted at a significant phase of their Reception development, where missing a whole phase of their Phonics learning had a marked impact on their reading particularly, which in turn affected their writing skills. At that stage in their education, they were not yet used to formal recording in books so this had obviously impacted their writing, but had also affected their maths, to some extent.</p>	

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The AHT continued to say that the data was collected during the last 2 weeks of the first term after the initial three or four weeks were spent settling children in, establishing routines and focussing on well-being. A school focus on phonics teaching and reading, once routines were established, had meant there had been good progress made so far this term which was particularly noticeable in reading.

By contrast, a governor commented that in Year 3, thirteen out of eighteen children (72.2%) were working at or above in one or more subjects. Due to school closure, this was really encouraging but unexpected. Had there been an additional catch up provision? The AHT explained that the children were categorised as 'On Track' to reach age related expectation (ARE) by the end of the year but that none were working above ARE. There has been no additional catch up provision over and above other year groups. Within that group, there were children who were identified as 'At Risk' who could potentially not meeting ARE by the end of the year. It was encouraging and a testament to the firm foundations of their Reception, Year 1 and Year 2 teaching. However, these were the early stages in collecting data.

A governor asked if there would be a term 2 data drop. The AHT said there had been a culture shift in the collection of data and that it would only confirm what was already known. The gaps were known and where to target the interventions. It was also considered too early to show any marked progress. Consideration would be given to a further data drop in term 3.

A governor noted from the Target Tracker data that there were no children in Years 1, 2 or 3 who were working at greater depth. Was this correct? The AHT said that it was.

A governor asked what the reasons were for this and had the children fallen behind since returning to school? The AHT said all of the cohort were in the same position as there had been a significant interruption to the children's education. As mentioned earlier in the meeting, the data was collected during the last two weeks of the first term after a period of settling in. The initial data would be used as a baseline assessment from which to move forward and that progress had since been made which hadn't as yet been reflected.

The AHT explained that in the Spring term, the children were considered to be 'On Track' to reach 'Greater Depth' at the end of the year. There was an assumption that the children would continue to make progress at the same rate throughout the year with no adverse factors affecting their education. Children might at times plateau before moving on again or making accelerated progress. However, it wasn't always guaranteed that the children would be at greater depth at the end of the year.

The AHT said a lot of the statements and standards which were being looked at were end of year statements and standards. At this point in the year, there wouldn't be the expectation that the children would be meeting or exceeding them as they were ongoing throughout the year.

Covid Catch-Up Funding

A governor referenced the data analysis report for term 1 which evidenced the impact of Covid on pupil attainment. What uses were being considered for the additional Covid catch-up funding as shown in the resources for SDP priority 1.1. The HT explained that the school would receive £10,400 based on £80 per pupil. Approximately £6,000 would fall into this financial year and the remainder into the 2021-22 financial year. A report would be published on the school's website which showed how the grant was being used and how the impact of the spending would be assessed. The HT said she was in the process of preparing the school's report which included the following priorities based on research and the data.

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	<ul style="list-style-type: none"> • Reading for Key Stage 1 with a particular focus on Year 1 together with the lower achieving Year 2 readers. • Those children in general who had received very little reading support from their families whilst not in school. • Writing attainment was considered lower than in maths and reading. • Some children had larger gaps than their peers across the school. <p>The HT said consideration was being given to purchasing an online reading programme (approximately £4,000). The work would be completed on iPads and was a phonics/early reading/decoding based programme. The HT said she was previously familiar with the programme and that research had shown it to have a positive impact.</p> <p>A further research based suggestion was the professional development of staff. The HT commented that there was also an unspent allocation within the school's CPD budget due to Covid and as online training was generally inexpensive or free.</p> <p>The HT reported that she had spent £2,500 on further iPads as a number of the maths and English interventions were platform based. There were now whole class sets. In the event of a lockdown or bubble closure or a need for remote learning, there would be the capacity to offer devices to parents by agreement if they weren't able to access a device at home. The HT commented that the government had previously indicated that they would provide the school with eight laptops which had since been reduced to one.</p> <p>The HT said £1,000 had been spent on more reading books and guided reading packs, particularly for Year 1. It had also been necessary to quarantine books for a five day period which had previously limited the availability of books to send home.</p> <p>The school had bought in individual assessments which the SENCO had been using to inform which interventions would be used for individual children.</p> <p>The HT was looking at additional Teaching Assistant (TA) time to work with those children on a 1:1 basis where there were wider gaps in their learning.</p> <p>There had also been an investment in 'Language Link' to screen and provide interventions for Key Stage 1 pupils where it was felt their language had dipped due to a prolonged absence from school.</p> <p>The cost of the School Cloud (£300) had also been included as a means of communicating with parents.</p> <p>The HT said approximately £9,000 of the £10,400 Covid catch-up funding had been accounted for but that much of it was still in draft form.</p> <p>Action: The HT to send governors the website Covid report once finalised.</p>	HT
11.	<p><u>GOVERNOR MONITORING</u></p> <p>Action: The Clerk to circulate the term two Health & Safety and Safeguarding monitoring reports to governors.</p> <p>The SEND governor's SEND monitoring report had previously been circulated. The governor said this was the first opportunity he'd had to meet virtually with the SENCO and had been incredibly impressed which was reflected in his monitoring report.</p> <p>Action: The Pupil Premium/Covid catch-up governor to carry out virtual monitoring towards the end of term three.</p>	<p>Clerk</p> <p>CoG</p>

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12.	<p><u>SIAMS/CHRISTIAN VALUES AND DISTINCTIVENESS</u></p> <p>The HT took this opportunity to say that the Canterbury Diocese had been extremely supportive during lockdown in respect of practical advice, wellbeing and resources.</p> <p>The HT was very pleased to report that Collective Worship continued to be maintained through videos which the Ex Officio Foundation governor had filmed in Church for the children. Whilst the children couldn't visit St John's, they still felt part of the Church community.</p> <p>The teachers continued to be very diligent in leading class worships using a broad range of resources to keep the children really engaged.</p> <p>The HT said the school vision went beyond the physical school building and that she felt strongly that it had shone through from the first lockdown and beyond. When the school shut but for a few keyworker children, it still felt like a school which was underpinned by its Christian values and Christian distinctiveness.</p>																								
13.	<p><u>FINANCE</u></p>																								
13a	<p><u>A Review of the Six Month (September 2020) Budget Monitoring</u></p> <p>The 6 month budget monitoring report, Income and Expenditure Reconciliation Report and Local Authority feedback to the 6 month position were circulated in advance of the meeting (filed with the minutes).</p> <p><u>Revenue Budget Projection</u></p> <table><tr><td></td><td>(£)</td></tr><tr><td>Projected Revenue Income</td><td>702,548</td></tr><tr><td>Projected Revenue Expenditure</td><td>683,567</td></tr><tr><td>Revenue Balance</td><td>18,981</td></tr><tr><td>Revenue Balance B/F 2019/20</td><td>84,818</td></tr><tr><td>Revenue Balance C/F to 2021/22</td><td>103,799</td></tr></table> <p><u>Capital Budget Projection</u></p> <table><tr><td></td><td>(£)</td></tr><tr><td>Total Capital Income</td><td>2,332</td></tr><tr><td>Less Capital Expenditure</td><td>1,832</td></tr><tr><td>Capital Balance This Year</td><td>500</td></tr><tr><td>Capital Balance B/F 2019/20</td><td>0</td></tr><tr><td>Capital Balance Carried Forward to 2021/22</td><td>500</td></tr></table> <p>A governor noted that the budget currently predicted a rollover at year end which exceeded the school's Balance Control Mechanism (BCM) by approximately £25,000. Did the HT have any plans to spend the excess which would otherwise require returning to the Local Authority? The HT said part of this amount included the Covid catch-up funding of approximately £6,000. The HT had also anticipated additional costs for supply based on possible staff absence, due to a positive Covid test, childcare if their children's school had been shut or track and trace situations. To date, only one member of staff had needed to self-isolate and one member of staff had been required to look after their own child where there was a minimal cost to the school.</p> <p>The HT outlined some of the projects which were being looked at.</p> <ul style="list-style-type: none">• A new phone system had been agreed (approximately £2,500) as the current phone system was no longer considered fit for purpose.• Quotes were being obtained for external maintenance to the back of the school building.		(£)	Projected Revenue Income	702,548	Projected Revenue Expenditure	683,567	Revenue Balance	18,981	Revenue Balance B/F 2019/20	84,818	Revenue Balance C/F to 2021/22	103,799		(£)	Total Capital Income	2,332	Less Capital Expenditure	1,832	Capital Balance This Year	500	Capital Balance B/F 2019/20	0	Capital Balance Carried Forward to 2021/22	500
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	<ul style="list-style-type: none"> The interactive screens and projectors were now fifteen years old and were considered really antiquated. A demonstration of the modern, interactive smart screens which would go into the classrooms would take place on 6th January 2021. The cost would be in the region of £10,000-£12,000. The HT had also asked for a canopy quotation outside Smugglers classroom in order to further develop the outside area. All teachers and some members of support staff had been asked what would be on their 'wish list' in terms of school development. <p>The HT said that whilst a cautionary approach would continue to be taken in respect of the school's finances, the HT was particularly pleased to be in a position to invest in the school.</p> <p>A governor noted from the 6 month feedback that the Salix loan for LED lighting would conclude this year.</p> <p>The HT reported that £3,000 had been spent from the Capital budget to replace four further staff laptops which were no longer considered fit for purpose and to update existing staff laptops.</p>										
13b	<p><u>Health & Safety/Premises/General Data Protection Regulations (GDPR)</u></p> <p>The Chair reported that he and the HT had attended a virtual meeting with Stepping Stones Nursery under the guidance of Robyn Ford, Schools Officer (Assets, Projects, Legal) of the Canterbury Diocese. The purpose of the meeting was to discuss a new TOCA (Transfer of Control Agreement) with the nursery. Clarification of some points within the TOCA were currently awaited from the nursery.</p> <p>The HT said the former Business Manager had previously led on GDPR. This responsibility had since been assumed by the Office Manager.</p>										
14.	<p><u>POLICIES/PROCEDURES</u></p> <p>The policies due for review were circulated in advance of the meeting (filed with the minutes).</p> <p>Governors agreed the following policies without amendment.</p> <table border="1"> <thead> <tr> <th></th><th>Policy</th><th>Next Review</th></tr> </thead> <tbody> <tr> <td>a)</td><td>Pay Policy</td><td>October 2021</td></tr> <tr> <td>b)</td><td>Anti-bullying Policy</td><td>"</td></tr> </tbody> </table>		Policy	Next Review	a)	Pay Policy	October 2021	b)	Anti-bullying Policy	"	
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a)	Pay Policy	October 2021									
b)	Anti-bullying Policy	"									
OTHER											
15.	<p><u>THE EDUCATION PEOPLE'S (TEP) MONTHLY BULLETINS/COVID UPDATES</u></p> <p>The TEP October and November 2020 bulletins were provided as supporting papers for the meeting.</p> <p>The Clerk had included a link on the updated guidance on what should be published on the school's website and a further link on Ofsted: Covid-19 rolling update for information.</p> <p>The HT said three additional items now needed to be publishing on the website.</p> <ul style="list-style-type: none"> The Covid catch-up report which had been discussed earlier. Any staff members whose salary was in excess of £100,000. The school must publish a timetable for organising, and hearing admissions appeals by 28th February each year. It was understood that the Local Authority would provide advice on this prior to February. <p>A governor asked if the school used GEMS (Good Estate Management for Schools). The HT said she was aware of it and would look into it further in due course.</p>										

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16.	<p><u>GOVERNOR TRAINING</u></p> <p>The following virtual governor training had been completed since the last meeting.</p> <ul style="list-style-type: none"> H&S governor: 'School Governors' H&S Responsibilities – An Overview to Support Governors in their Strategic Role'. (19th October 2020) Clerk: 'Statutory Policies and Documentation' governor training. (19th October 2020) Vice Chair: 'Questions and Challenge'. (21st October 2020) Chair and HT: Diocesan training on 'Let's get to Zero'. (18th November 2020) Training & Development governor: 'The Role of the T&D Governor'. (18th November 2020) Chair: The National Governance Association's webinar 'The Governing Board's Role in Closing the Gap for Disadvantaged Pupils'. (23rd November 2020) <p>The Chair presented a brief overview to governors.</p> <p>Action: The Clerk to circulate the Chair's NGA webinar report to governors.</p> <ul style="list-style-type: none"> Vice Chair: 'An Introduction to Chairing Skills'. (25th November 2020) 	Clerk
17.	<p><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></p> <p>The Chair reported that he'd attended a virtual update meeting with the HT on 18th November and that regular updates continued to be provided.</p>	
18.	<p><u>ANY OTHER URGENT BUSINESS</u></p> <p>There were no matters arising.</p>	
19.	<p><u>CONFIDENTIALITY</u></p>	
19a	Some minutes contained within item 8 (HT Report) and item 10 (SDP 2020-21) were considered confidential and were contained in part two of the minutes.	
19b	There were no papers which were considered confidential.	
20.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next full governing board meeting would take place on Thursday, 28th January 2021 at 6.30 pm</p>	

The meeting closed at 7.44 pm

Signed: _____
(Chair)

Date: _____

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	4.	Clerk	To forward the draft minutes of this meeting and completed Local Authority governor nomination form to Governor Services.
2.	6.	Clerk	To carry over the Finance Committee's ToR to the January full governing board meeting.
3.	10.	HT	To send governors the website Covid Catch-up Premium Spending Report once finalised.
4.	11.	Clerk	To circulate the term two Health & Safety and Safeguarding monitoring reports to governors.

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5.	11.	CoG	To complete Pupil Premium/Covid catch-up virtual monitoring towards the end of term 3.
6.	16.	Clerk	To circulate the Chair's NGA webinar report to governors.

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