



WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
Held Virtually on Wednesday, 21st July 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), Rev'd Judy Darkins, Donna Clifton, Stephen Rogers, Oliver Walker and Rachel Georgiades

CLERK: Jane Phillips

The meeting commenced at 6.32 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 Johanna Dadson and Sue Mash (both family commitments). There were no other apologies for absence.	
1c	The Clerk confirmed 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> There were no declarations of business or pecuniary interest made against any agenda item.	
3.	<u>MINUTES OF THE PREVIOUS FULL GOVERNING BOARD MEETING HELD ON 13TH MAY 2021</u>	
3a	The minutes of the previous meeting were agreed as an accurate account and would be signed by the Chair in due course.	
3b	<u>A Review of Governor and Clerk's Actions Arising</u> Item 3. Action: The Safeguarding governor to complete a monitoring visit in the autumn term. (Carried over) Item 4. Action: The Health & Safety governor to complete a health & safety walk in term 1. (Carried over) Item 5. It was noted that the Safeguarding governor and Local Authority governor had now completed NSPCC Safer Recruitment training. All other actions had been completed or would be discussed during this meeting.	JM JDad
GOVERNANCE		
4.	<u>CHAIR AND VICE CHAIR'S APPOINTMENTS</u>	
4a	<u>Chair's Appointment</u> The Clerk took the meeting for the purpose of appointing the Chair.	

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4b	The Clerk reported she had received two nominations for John Collins to stand again as Chair. Further nominations were invited during the meeting which could be self or other. There were none.	
4c	The Chair stepped away from the meeting whilst a vote was taken. Governors unanimously agreed the reappointment of John Collins as Chair of the governing board. The Chair rejoined the meeting and was congratulated.	
4d	<u>Vice Chair's Appointment</u> The Clerk reported she had also received two nominations for Jennifer Maynard to stand again as Vice Chair. The governor indicated her willingness to continue. The Chair invited any other nominations. There were none. The Vice Chair also stepped away from the meeting whilst a vote was taken. Governors unanimously agreed the reappointment of Jennifer Maynard as Vice Chair of the governing board. The Vice Chair rejoined the meeting. The Chair was delighted to confirm that the governor had been reappointed for a further year. The new terms of office for both the Chair and Vice Chair would commence on 3rd October 2021 for a period of one year.	
5.	<u>MEMBERSHIP</u> There were no matters arising.	
6.	<u>HEADTEACHER PERFORMANCE MANAGEMENT (HTPM)</u> The Terms of Reference (ToR) for the HTPM panel were circulated in advance of the meeting (filed with the minutes). Governors agreed the ToR for the HTPM panel. Governors further agreed the panel would consist of Oliver Walker (Panel Chair, foundation governor), John Collins (FGB Chair, foundation governor) and Donna Clifton (foundation governor). <u>To Commission an External Advisor</u> The Chair was keen to commission Ruth Swailles again as the external advisor to the HTPM panel given her extensive knowledge of the school and the need for continuity during this time. It was noted that the advisor had supported the panel on three previous occasions. The Clerk advised that under normal circumstances, the external advisor should be commissioned for no more than three years. Action: The Clerk to seek guidance from The Education People on whether the same external advisor could be used for 2021/22 and advise. Action: The Panel Chair to commission the external advisor.	Clerk OW
7.	<u>PAY PANEL</u> The ToR for the Pay panel were again circulated in advance of the meeting (filed with the minutes). Governors agreed the ToR for the Pay panel. Governors further agreed the panel would consist of Oliver Walker (Panel Chair, foundation governor), Jennifer Maynard (FGB Vice Chair, foundation governor) and Donna Clifton (foundation governor). The Clerk reminded the Pay panel that discussions should be minuted.	

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SCHOOL IMPROVEMENT		
8.	<u>SAFEGUARDING</u>	
8a	The HT said there were no incidents, issues or concerns to report.	
8b	<p><u>Annual Report to the Governing Board on Safeguarding Children</u></p> <p>The annual report was circulated in advance of the meeting (filed with the minutes).</p> <p>A governor asked the HT to provide further information on CPOMS (Child Protection Online Management System). The HT said this was an online software system for recording all safeguarding, wellbeing and pastoral concerns. The HT, AHT and SENCo were now using CPOMS whilst remaining staff members continued to use paper based reporting. Staff CPOMS training would be provided from September.</p>	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>(Some discussions within this item were considered confidential and were contained in part two of the minutes.)</p> <p>The HT's written report was circulated in advance of the meeting (filed with the minutes).</p> <p>A governor understood from the report that the HT had needed to pick up a significant amount of SEN responsibility over the last two terms in order to bridge the gap. Was there anything which could be done to alleviate this. The HT explained this was to bridge over the SENCo's move from three days to one day each week and to cover those days when the SENCo wasn't in school.</p> <p>The HT said the new SENCo would start in September when the HT would provide a handover. The former SENCo had also left a detailed handover. The new SENCo had spent two full days in school during term 6 to enable her to be part of the SENCo's day and to see what was happening. The HT thought she would be less involved once the new SENCo was up and running.</p> <p>A governor asked what progress had been made in securing two further quotes to convert the staff room into a library/additional learning area. The HT said she was happy with the quote provided by a building company which the school had used many times before. However, it was proving difficult to secure two further quotes as building companies were generally very busy. It was hoped the work would proceed during the October half term holidays.</p> <p>A governor understood the former SENCo had been leading on wellbeing and resilience. Would the new SENCo also take on this responsibility. The HT said this wouldn't be a responsibility initially as she would focus on the SENCo aspects of her role, particularly in respect of the incoming Reception class. A priority would be to submit further High Needs Funding (HNF) applications in term 1. Other elements would then be looked at afterwards.</p> <p>A governor referenced the additional TA who had been a huge asset in supporting SEN over the last term. Was this an existing TA. The HT explained this was an existing TA who had previously been working two days each week which had been increased to four days. Following the SENCo's move from three days to one day each week from April, it was possible to fund the TA for the additional two days. As the SENCo had also previously provided cover for the AHT's time out of class, supply cover had been put in place to enable the AHT to continue to have release time. Overall a cost saving had been made.</p> <p>A governor asked if the TA's SEN support would now end. The HT said it would but the skills the TA had brought to the role and the skills she now had were quite astonishing. The TA would continue to provide 1:1 support for a child</p>	

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in Year 2 and would cover an additional two days for a TA who wished to reduce their hours.

A governor referenced the teacher assessment of Year 6 based on the expected outcomes if the children had taken their SATS tests. Reading was particularly pleasing where 95% of pupils were assessed as age expected in reading.

A governor understood that writing had particularly been impacted by lockdown. The HT explained that the data hadn't been reported for spelling, punctuation and grammar (SPaG) as there would normally be a separate SATS test which wasn't included within reading, writing and maths combined.

- Teacher assessment of Year 6 based on expected outcomes if they had taken SATS tests in May; Combined reading, writing and maths at expected – **65% (13 pupils)**.
- Based on teacher assessments at the beginning of the academic year 2020/21 (and prior to a disrupted year), the expected combined percentage would have been significantly higher; Combined reading, writing and maths at expected – **90% (18 pupils)**.

The AHT (Year 6 teacher) said staff had worked hard on the writing which was considered to have bounced back quite well and the children had been keen to learn on their return. However, there was insufficient time to bring the Year 6 pupils up to the expected level in SPaG for this point in the year. The percentage of Year 6 pupils at ARE in reading was particularly good given the focus which had been placed on it as a school over the past five or six years. The children loved to read and their scores were testament to that.

A governor reported on his attendance of the Year 6 leavers service on Tuesday, 19th July. The children's reading was considered phenomenally good and had been delivered so fluently. The HT said this was again testament to the school's work on oracy and the children's confidence in speaking. The AHT (Year 6 teacher) said it was lovely to see and hear the children and that the range of memories were written from the heart. The AHT was very proud of her class.

A governor asked if the other arrangements for Year 6 had gone well which were understood to include a pool party and barbeque. The HT said there had been a thunderstorm on the Monday evening and that there had been an indoor barbeque. The pool party had taken place on the Tuesday afternoon. The leavers lunch had also taken place as had a non-SATS buffet breakfast when the children were served by the class teacher and TA. The AHT commented that the children had a really good send off and that the leavers service at Church had also been extremely enjoyable.

A governor asked if year group transitions had also gone well. The HT said there had been a short transition morning as it had been necessary to continue to manage the bubbles and hygiene aspects. The handovers between teachers had also taken place. Letters had been sent home to parents where the children would be split into year groups next year. There had been no comments or concerns raised by parents and all seemed very happy.

A governor asked how the Reception/Year 1 teaching responsibility had been covered as the teacher had been called to undertake jury service from 12th July and would not return for the remainder of this academic year. The HT explained that at the time of writing her report, this was the case. However, after two days the teacher was released from jury service and couldn't be called upon again for the following two years.

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	<p><u>Wellbeing Across the School Community</u></p> <p>The HT said there had been some wonderful cards and messages from parents at the end of this academic year which had shown a deep understanding of the teachers' dedication and communication throughout the last eighteen months. Whilst staff were extremely tired, their wellbeing had been boosted by the communication with parents.</p> <p>The HT said the Year 6 pupils were able to access an NHS online questionnaire which covered the whole gauntlet of wellbeing. Feedback was then provided by the NHS. The feedback was considered very favourable in that the children felt safe, secure and felt knowledgeable about relationships and health education. An area which came back as a potential concern was in respect of the children's feelings about transition and the practicalities of going into Year 7. To some extent this was to be expected as the children hadn't been able to go into their secondary schools to do their transition visits.</p> <p>The AHT explained the NHS questionnaire was completed every year and wasn't tailored to the current situation and context. All of the questions required a 'yes' or 'no' answer. However, for some of the questions, the children would have preferred to respond with 'maybe' or 'sometimes'.</p> <p>A governor asked about Year 6 destination secondary schools. The AHT said two would go to Rye College, one to Robertsbridge, two to Highworth Grammar School, two to Norton Knatchbull and the remainder would go to Homewood School.</p> <p>A governor asked how the Year 6 residential trip had gone. The HT said the trip had been fabulous and that photos had been placed on the Class Dojo system for parents to see each day. The school had already provisionally booked for next year and twenty four parents had said they were interested.</p> <p><u>End of Key Stage 2 Teacher Assessments</u></p> <p>This item was contained in the HT's Report and had been discussed earlier in the meeting. There were no further questions arising.</p>	
10.	<p><u>RISK ASSESSMENT</u></p> <p>The HT reported that the Department for Education (DfE) Step 4 Operational Guidance had come into effect on Monday, 19th July. However, following consultation with the Chair, it had agreed that for the remaining two days of term, the school would continue to adopt the same measures as before.</p> <p>The HT said she would prepare a new Covid Risk Assessment for September based on the Step 4 Operational Guidance. The HT was also required to write an Outbreak Management Plan in the event there was a Covid outbreak at school or a need was identified by the DfE or Public Health England following an outbreak of Covid locally. For example, the Outbreak Management Plan would reflect a return to bubbles, staggered starts and different entries and exits which would be put in place temporarily until the outbreak passed.</p> <p>The HT intended to prepare the Outbreak Management Plan at the end of August and to then share it with staff.</p> <p>Action: The Clerk to include a review of the Outbreak Management Plan within the October meeting agenda.</p>	Clerk
11.	<p><u>SEF/SCHOOL DEVELOPMENT PLAN (SDP) 2020/21</u></p>	
11a	<p><u>The School's Rebalancing Plan/Recovery Phase</u></p> <p>The HT reported that all actions contained within the Rebalancing Plan had been completed.</p>	

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	<p>who would visit the school with the Curate, Jeanette Kennett on 14th September. A 'Church and Schools Together' meeting would then take place at 4pm attended by St Michael's CEP and Tenterden Primary Federation to look at some cross school collaborative work.</p> <p>The Ex Officio Foundation governor took this opportunity to say that the whole school had sung to her the previous day on the school field which was completely unexpected and absolutely amazing. The children had also written a prayer for the governor which was considered very special indeed. The HT said it had all come from the children as Rev'd Darkins had been very special in the children's lives for many years.</p>																									
14.	<u>THREE YEAR BUDGET PLAN (3YBP)</u>																									
14a	<p><u>Local Authority Feedback to the 3YBP</u></p> <p>Local Authority feedback to the 3YBP was provided as a supporting paper for this agenda item (filed with the minutes).</p> <ul style="list-style-type: none">• The Year 1 staffing costs were 84.51% of total income which compared to a figure of 80.05% for the previous year.• There was an in-year deficit in all three years.• The 2020-21 surplus rollover of £102,446 would reduce by £91,649 to £10,797 by the end of financial year 2023-24. A decline in reserves was flagged up. <p>The HT said the school had previously run with an in-year deficit which hadn't been taken lightly. However, the budget figures were looking good and the 3YBP had been set on the assumption that there would be an ongoing investment in continuous professional development (CPD) and resources. A worst case scenario would be to cut back. The staff profile which was considered expensive might also differ in three years' time. Staffing costs would also rise when additional 1:1 support was brought in for children with SEN needs as the HNF wouldn't entirely meet the cost of this.</p>																									
15.	<u>BUDGET MONITORING</u>																									
15a /b	<p>The 3 month (June 2021) budget monitoring report was provided as a supporting paper for this item (filed with the minutes).</p> <p><u>Year End Revenue Budget Projection</u></p> <table><tr><th></th><th>(£)</th></tr><tr><td>Revenue Income</td><td>713,695</td></tr><tr><td>Revenue Expenditure</td><td>766,465</td></tr><tr><td>Revenue Balance</td><td>-52,770</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>49,676</td></tr></table> <p><u>Year End Capital Budget Projection</u></p> <table><tr><th></th><th>(£)</th></tr><tr><td>Total Capital Income</td><td>15,826</td></tr><tr><td>Less Capital Expenditure</td><td>15,826</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>0</td></tr></table> <p>The HT referenced E09 (Staff development and training) and explained that expenditure had been incorrectly allocated both to this cost centre and to E10 (Supply teacher insurance) and that this would be adjusted prior to governor review of the six month budget monitoring during the October Finance and FGB meetings.</p>		(£)	Revenue Income	713,695	Revenue Expenditure	766,465	Revenue Balance	-52,770	Revenue Balance B/F 2020/21	102,446	Revenue Balance C/F to 2022/23	49,676		(£)	Total Capital Income	15,826	Less Capital Expenditure	15,826	Capital Balance	0	Capital Balance B/F 2020/21	0	Capital Balance Carried Forward to 2022/23	0	
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	<p>The HT said there had been significant expenditure on the swimming pool as the pump had broken down and the fencing now needed replacing. There was also concern regarding the boiler which was now reaching the end of its serviceable life. However, the parents were considered to have done a fantastic job with their fundraising activities.</p> <p>Governors noted the three month position. There were no questions arising.</p> <p>On behalf of governors, the Chair wished to record the governing board's thanks and appreciation to the Wittersham School Association (WSA) for working tirelessly on fundraising activities despite the limitations which had been experienced. The HT said the WSA had set up a 'go fund me' page for parents and that £800 had been received within a matter of days.</p> <p>A governor provided an update that £1,000 had been reached the previous day. The HT considered this absolutely amazing.</p> <p>Action: The Chair to write a letter of thanks to the WSA Chair.</p>	Chair
16.	<u>FINANCE/PREMISES/HEALTH AND SAFETY/GDPR</u>	
16a	<p><u>Finance</u></p> <p>Governors were previously aware that Kent Learning Zone (KLZ) had experienced a cyber attack and that school email systems had been down for some time. The HT explained the school used the 'Home Connect' platform which was also linked to KLZ to send texts and emails to parents. The school had since been advised that the platform would not be reinstated. The HT commented that this had previously been quite a cost effective way of communicating with parents. The HT intended to look at alternatives to Home Connect over the summer which were expected to be more expensive and a cost which hadn't been accounted for within the budget. It was hoped to launch a new platform in September.</p> <p>The HT explained that many years ago, the school had been advised by Schools Financial Services (SFS) and the bank to have a second bank account for parent payments. The school had since been advised by Financial Compliance that it was no longer permissible to have a second account. An alternative method such as Parent Pay would need to be found which would cost in the region of £700 to buy in which again hadn't been accounted for in the budget.</p> <p>The HT reported the government had recently launched an approved list of phonics providers that they would like schools to use. Whilst the school's phonics programme was considered to work well, it would be necessary to use a phonics provider who was on the approved list. The HT said time would be taken to look at the providers in more detail in the coming weeks. Again, this was additional and unexpected expenditure.</p>	
16b	<p><u>Premises, Health & Safety, General Data Protection Regulations (GDPR)</u></p> <ul style="list-style-type: none"> • There were no items to report in respect of GDPR. • Sports Premium funding had been used to purchase a new PE shed which would be erected over the summer. The shed would be re-sited on the playground which was considered a better position as regards both health & safety and accessibility. • Following the school's annual play equipment inspection, recommendations had been made regarding repairs to the trim trail. Whilst the school would pay for materials, a partner of one of the TA's had very kindly agreed to carry out the repairs over the summer at no charge to the school as he undertook similar work as part of his job. 	

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	<ul style="list-style-type: none"> DfE School Admissions Code from 1st September 2021 	
20.	<p><u>CHAIR'S ACTIONS/CORRESPONDENCE</u></p> <p>As discussed earlier in the meeting, the Chair would write a letter of thanks to the WSA.</p> <p>The Chair reported that he had written to the Diocese to seek their permission to make a permanent change to the school which was Diocesan property. This was in respect of the staff room which would be converted into a library/nurture and intervention room following the removal of a partition wall. The work had since been approved by the Diocese. However, it was necessary to ensure that the work was carried out by a reputable trades person with full public liability insurance and that governors were liable for any damage or snags resulting from the work.</p> <p>There were no other Chair's actions or correspondence sent or received to report.</p>	
21.	<p><u>ANY OTHER URGENT BUSINESS</u></p> <p>The Chair took this opportunity to thank all governors for their work throughout an extraordinary year. Particular thanks were conveyed to the HT and AHT.</p>	
22.	<p><u>CONFIDENTIALITY</u></p> <p>22a Some discussions contained within item 9 (Headteacher's Report) were considered confidential and were contained in part two of the minutes.</p> <p>22b There were no papers which were considered confidential.</p>	
21.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next full governing board meeting would take place on Thursday, 21st October 2021 at 6.30pm.</p>	

The meeting closed at 7.50 pm

Signed: _____
(Chair)

Date: _____

ACTION SUMMARY

ITEM	AGENDA ITEM	TO BE ACTIONED BY	ACTION
1.	3b	Safeguarding Governor	To complete a monitoring visit in the autumn term. (Carried over)
2.	3b	H&S Governor	To complete a health & safety walk in term 1. (Carried over)
3.	6	Clerk	To seek guidance from The Education People on whether the same external advisor could be used for 2021/22 and advise.
4.	6	OW	To commission the external advisor (HTPM).
5.	10	Clerk	To include a review of the Outbreak Management Plan within the October meeting agenda.
6.	12a	Clerk	To include governor monitoring roles and responsibilities and the timetabling of visits for 2021/22 within the agenda of the October meeting.
7.	15	Chair	To write a letter of thanks to the WSA Chair.
8.	17	Head	To upload the Complaints Policy and Procedure to the school's website.

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9.	18	Clerk	To include the completion of the NGA skills audit as an agenda item for the October meeting.
10.	18	JM/JDar	To send their term 6 Learning Link certificates to the T&D governor.
11.	18	Governors	To complete the NGA Learning Link module 'Monitoring and evaluation' and to send their certificates to the T&D governor prior to the October FGB meeting.

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