



MINUTES

Full Governing Body Meeting

Held at the school on

Tuesday 21st March 2023

Present: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Rory Costain, Paul Culver, Faye Hudson, Gail Spragg, Teresa Sweetland

Governance Professional (Clerk): Nicki Cox

The meeting commenced at 5.07pm

Item		Purpose	Action
Procedural			
1	Welcome Apologies Quorum	<p>a) The Chair of Governors welcomed those present and thanked them all for attending the meeting.</p> <p>b) Richard Westcott had sent apologies. He had been unwell with Glandular Fever and was therefore unable to attend the meeting.</p> <p>All Governors accepted this.</p> <p>Although it was thought possible that Charlie O'Neil may attend, the Chair of Governors noted after the meeting that Charlie had also sent apologies prior to the meeting, due to being stuck in traffic.</p> <p>c) The meeting was quorate.</p>	DECISION
2	Declaration of Business Interests	<p>a) There were no business interests declared against any of the agenda items.</p> <p>b) The Chair reminded all Governors to declare any business interests which became relevant during the meeting:</p> <p>There were no matters arising.</p>	
3	Minutes of the previous FGB	a) The minutes from the FGB held on 4th October 2022 had been received that day. The Chair of	

Minutes, FGB Meeting 21st March 2023

Chairs Initials *C. Norey*

	Meeting held on 24 th January 2023	<p>Governors would take time to read through them. These would be added to the next Agenda for approval.</p> <p>Minutes from the previous FGB held on 24th January 2023 had been circulated prior to the meeting:</p> <p>A Governor had spotted a mistake; Rory Costain was noted to do Science monitoring however this should be allocated to Gail Spragg. The Clerk would amend as necessary.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting once this amendment had been made.</p> <p>b) Action Points from the previous meeting were discussed as follows:</p> <p>Please refer to the table set out below the minutes.</p> <p>c) There were no matters arising.</p>	<p>ACTION</p> <p>ACTION</p> <p>DECISION</p>
Governance			
4	Instrument of Government	<p>a) The current vacancies within the Governing Board were discussed as follows:</p> <p>Chloe Burden, Staff Governor, had resigned from her position within the school and was therefore no longer permitted to act as a Governor.</p> <p>All Governors accepted this.</p> <p>There were also 3 Co-Opted Governor and 1 Parent Governor vacancies.</p> <p>The Clerk would collate the Skills Audit results, the Chair of Governors would then contact Inspire Governance once any skills gaps had been identified, in a bid to recruit.</p> <p>It was possible a Parent Governor would be sought in September, when new to the school parents may wish to put themselves forward for the role.</p>	<p>DECISION</p> <p>ACTION</p>
5	Review of the Governing Board	<p>a) Skills Audits</p> <p>The HT had not yet forwarded Charlie O'Neil's completed audit to the Clerk.</p>	ACTION

		<p>The audit results would be collated, this would be added to the next FGB agenda for discussion.</p> <p>Chairs 360 – this was noted.</p> <p>b) The Equality and Inclusion Governor was appointed as follows:</p> <p>The Chair of Governors wished to defer appointing until there was a full cohort of Governors. The Chair of Governors was temporarily overseeing and had carried out the necessary training.</p> <p>A Governor asked whether the Governing Board was considered fully inclusive? There was a diverse set of Governors with a particularly wide age range. It was important to ensure that the demographic around the table were reflective of that of Lenham itself. There was Equality information on the school website.</p> <p>The school was also considered to be inclusive.</p> <p>A Governor asked what the admission criteria was for Reception places? Looked after children took priority, followed by those with a sibling link to the school and within a 2-mile radius and then lastly, those living closest to the school. There had been 68 first choice applications, with around a further 30 second choice places applied for. The school had not had to implement the 2-mile cut off point for those with a sibling link to the school. KCC (Kent County Council) had made the ruling as it was becoming more frequent that some may apply for schools close to their place of work, rather than their place of residence and thus taking places away from locals.</p> <p>A Governor asked how many potential new parents these applications would see? Approximately 50% of the applicants already had links to the school, according to KCC which would equate to around 15 new parents to the school. Some within the village were appealing.</p> <p>In time, it was likely that KCC would struggle to source places for all those that required them, within the local area. Harrietsham Primary School currently had spaces available, with a two-form entry and approximately 25 pupils per class. It would be more cost effective to extend the school than to build a</p>	ACTION
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		new school, KCC had stipulated this would not occur until all spaces were filled at Harrietsham.	
6	Governor Monitoring	<p>a) Report on any monitoring to have taken place:</p> <p>The SEND Pupil Premium report was circulated prior to the meeting.</p> <p>The monitoring Governor gave a brief overview.</p> <p>The monitoring had taken place in conjunction with efforts from both the Deputy HT and SENCO Lead.</p> <p>Some questions had been annexed to the FWG (Finance Working Group).</p> <p>Ofsted required the lessening of the gap between SEN and non-SEN pupils, the gap had widened since Covid-19, there was a big push from the Government. Of the 49 Pupil Premium pupils, there were 22 that had no additional needs. The Deputy HT was doing a fantastic job in ensuring the school was doing all it could to lessen the gap. There were issues around recruiting staff, this was a nationwide problem, with low pay cited as the primary reason.</p> <p>The school could apply for further funds to better support some pupils, however given that the required staff were not accessible, the additional funds could not currently be spent in the correct manner. Pay ranges were set by KCC. Schools were unable to offer higher wages than agreed by them, academies were not bound by this.</p> <p>The school received additional funds for Ukrainian Pupils, however not for additional EAL (English as an Additional Language) pupils.</p> <p>The Chair of Governors wished to thank the monitoring Governor for their efforts.</p> <p>b) Review and monitor specified curriculum areas as agreed in the Governor monitoring plan.</p> <p>This was being reviewed.</p> <p>The Chair of Governors would establish whether Faye Hudson had been allocated an area to monitor.</p> <p>c) Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data.</p>	ACTION

		<p>A visit from the SIA (School Improvement Advisor) had assessed Phonics, Maths, English and Pupil Voice. Children of a varied age range were asked to bring something along that they were particularly proud of.</p> <p>This had been the thought process behind Pupil Voice, hard data was discussed in the Curriculum Working Group. This would be looked at again in Term 6.</p>	ACTION
School Improvement			
7	Safeguarding	<p>a) This was updated as follows:</p> <p>This had also been included within the HT Report.</p> <p>The school were set to change their Safeguarding logging system to CPOMS (Child Protection Online Management System), meaning all logging would be electronic. The system was set up, all DSL's (Designated Safeguarding Lead) were required to undertake training prior to it going live, this was set to take place in a couple of weeks. Staff would then be trained, and the school would go live!</p> <p>The Chair of Governors would meet with the DSLs towards the end of Term 5 or beginning of Term 6.</p> <p>A benefit of the new system was that behaviour was transferrable also, this was especially beneficial to those pupils that moved education settings part way through the academic year.</p>	ACTION
8	SDP (School Development Plan) SEF (School Evaluation Form)	<p>a) This had been circulated prior to the meeting and was shown on the screen:</p> <p>The main red area within was for attendance. This was in part, due to the office staff who had not challenged late pupils. A signing in book was to be implemented.</p> <p>There was plenty of shaded green within the plan.</p> <p>Another red area was due to a picnic which had not yet taken place, this would occur when the weather had improved.</p> <p>The school was very much on track to achieve all it had set out to.</p>	

		<p>The section which had reverted to amber from green had done so because only Year 5 had gone on the trip, the plan had stated it was for Year 4 and 6.</p> <p>Parents had been invited into school to talk to pupils about their jobs. There had been no uptake yet.</p> <p>The Chair of Governors would update the GB's version accordingly.</p> <p>The forthcoming Inset Day on the 26th May would require Governors to attend the school for half a day, where possible, to meet with teachers and have input in to the following academic years plan.</p> <p>a) SEF</p> <p>This was noted.</p>	ACTION
9	Finance	<p>a) Budget Monitoring</p> <p>There had recently been a Finance Working Group meeting. 23rd March would be the final bill day. Budget setting would take place on 10/11th May. The school would roll-over an amount, there had been issues around recruitment, the school was in a healthy financial position currently.</p> <p>All Governors approved.</p> <p>b) Payroll Provider Quotes</p> <p>This was being researched, the school currently used Capita.</p> <p>The provider would likely change in September, Edgu-Pay were the preferred choice. There would be a transition period.</p> <p>c) Benchmarking</p> <p>This proved tricky to properly assess given the rollover of the previous two years.</p> <p>d) Asset Register</p> <p>This had been actioned. There had been a requirement to implement a rolling 5-year plan.</p> <p>e) Start work on drafting budget for the coming year.</p>	DECISION

		<p>This was not underway currently. The school would ensure there was no loss of funds.</p> <p>f) Review insurance arrangements</p> <p>These were currently being reviewed.</p> <p>g) Complete Governor Self Evaluation of Competencies Matrix for SFVS.</p> <p>The Clerk would forward the template to the Finance Working Party members.</p> <p>h) Complete and agree the Schools Financial Values Standard</p> <p>This was to be submitted to the LA (Local Authority) by the 31st of March.</p> <p>All Governors approved.</p> <p>i) Review of LA contracts: Finance and Personnel</p> <p>The FWG had been reviewing, as a mainstream school, it was often easier to remain with the LA (Local Authority), however the potential new payroll package could see savings for the school.</p>	<p>ACTION</p> <p>DECISION</p>
10	Policies	<p>The following policies had been circulated prior to the meeting.</p> <p>a) Charging & Letting Policy</p> <p>This would be added to the next FGB agenda.</p> <p>b) Children with health needs who cannot attend school.</p> <p>This policy was for those with severe medical needs.</p> <p>All Governors approved.</p> <p>c) Data Protection and GDPR</p> <p>This policy had seen several updates to the previous year.</p> <p>All Governors approved.</p> <p>d) Capability Policy</p> <p>All Governors approved.</p> <p>e) ECT Policy</p>	<p>ACTION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>

		Teresa Sweetland was part way through the NGA (National Governance Association) Ofsted training.	
13	Chairs Actions	a) There were no Chairs actions.	
14	Any Other Business	<p>a) Governors wished to raise the following points:</p> <p>The HT had been asked to mentor a newly appointed HT and for which it was their first headship. The school was set to be reimbursed for her time. This would start in September, with the school being reimbursed £200.00 per morning that the HT was assisting. This would take place at the school.</p> <p>A Parent Governor wished to raise the issue of school dinners – talk on the playground had raised the issue that some pupils were required to finish eating their lunch at their pegs. The HT would investigate the matter. There were some further issues surrounding the quality/quantity of food. Parental concerns would be best dealt with if direct contact with the school was made, rather than discussions taking place on the playground. It was possible the catering company would change; kitchen staff would remain the same.</p>	ACTION
15	Confidentiality	a) Please refer to the Confidential Minutes.	
16	Dates of Next Meetings	<p>a) 22nd May 2023 – Budget setting was taking place on the 10/11th May. The FGB would be moved from the 17th May to the 22nd.</p> <p>11th July 2023</p>	

Meeting finished at: 6.53pm

Action Points from FGB 24th January 2023

Agenda Items	Action	Responsible	Actioned
4a	Confirm pupil numbers for those parents not engaging with the school	HT	In HT report. The school had reached out to disadvantaged families. Uptake on Parent's Evening had been the highest seen.
4a	Follow up with those parents who had not booked a Parents Evening appointment	HT	Please see above
4a/7a	Forward communication to Parents detailing the efforts of the school in assisting SEND pupils (via newsletter)	RC	Not yet actioned
5a/6a	All Governors to complete Skills Audits/Chairs 360's (HT to circulate hard copies to Governors)	All outstanding HT	The HT would forward the remaining audit to the Clerk
5a	Place advert with Inspire Governance once Skills Audit results collated, to seek to recruit Governors	Chair	This would be added to the next FGB agenda, once any skill set gaps

Minutes, FGB Meeting 21st March 2023

Chairs Initials 

			in the Board had been identified.
5a	Ensure Governor delegated roles are listed on website	HT	In HT report, Actioned.
5a	RW to speak with the possible Parent Governor to determine if they would be interested in joining	RW	Actioned – The CofG would liaise with RW.
5a	Governors to carry out monitoring as discussed	RC/CO'N	CO'N was due to carry out Sports Monitoring, RC was due to monitor Music. Governors were asked to carry out after Easter.
5a	CO'N to visit the school on a Tuesday or Thursday to meet with the Sports Coaches	CO'N	To do
5a	Forward Curriculum Working Groups meeting dates to CO'N	Chair	Actioned – send dates to FH. 18 th April was the next meeting date
6a	Forward Skills Audit/Chairs 360 templates to HT	Clerk	Actioned
6a	Governors to attend planned events as detailed, if possible	All Governors	Governors had attended numerous events.
8a	FH to confirm they have read KCSIE	FH	To do
9a	Those outstanding to complete Safeguarding training by 1 st March	All outstanding	Those Governors that had not yet done were asked to undertake asap. The Clerk would resend the link to FH. New framework suggested that Governors were unable to ratify the Child Protection Policy if not up to date with Safeguarding training.
12a	Add Charging & Letting Policy to next Agenda	Clerk	Not circulated. Add to the next FGB agenda.
14a	RW to evaluate Governor Induction training and forward certificate to the HT/ Clerk	RW	Actioned
14a	Clerk to liaise with Headcorn Primary School to discuss possible 'Governor Shares'	Clerk	Actioned
14a	Forward details of Complaints training to CO'N	Clerk	Actioned
14a	Forward details of Governor conference to Governors	Chair	The conference was due to take place on Friday. The itinerary was heavily finance based. Given the schools current healthy financial position, it was not felt prudent for Governors to attend.

Action Points from FGB held on 21st March 2023

Agenda Items	Action	Responsible	Actioned
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Minutes, FGB Meeting 21st March 2023

Chairs Initials

C. Norg

8a (previous)	FH to read KCSIE and confirm on Governor-Hub when done	FH	
9a (previous)	Complete Safeguarding training asap	All outstanding	
12a (previous)	Add Charging & Letting Policy to next Agenda	Clerk	
3a	Approve Minutes, FGB 4 th October 2022	Chair	
3a	Add 4 th October minutes to next FGB agenda	Clerk	
3a	Amend 24 th January minutes as stated	Clerk	
4a	Clerk to collate Skills Audits results, CofG to assess knowledge gaps within the Board and contact Inspire Governance to recruit Governors	Clerk CofG	
5a	Add Skills Audit results to next FGB agenda	Clerk	
5b	Appoint Inclusion & Equality Governor – add to next agenda	Clerk	
6b	Establish whether Faye Hudson has been allocated a monitoring area	CofG	
6c	Add pupil progress data to Term 6 agenda	Clerk	
7a	CofG to meet with DSL's regarding the CPOMS system	CofG	
8a	CofG to update SDP	CofG	
9g	Circulate Finance Skills Audit templates to FWG members	Clerk	
14a	HT to look in to whether pupils had been required to finish lunch at their pegs	HT	
16a	Re-arrange May's FGB	Clerk	Actioned

Chair: 
(Ceri Norey, Chair of Governors)

Date: 22nd May 2023