



MINUTES

Full Governing Body Meeting

Held at the school on

Tuesday 21st November 2023 at 5pm

Present: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Paul Culver, Faye Hudson, Teresa Sweetland, Vicky Travis, Ian Overhead, Ian Hewett, Richard Westcott (Vice-Chair)

Governance Professional (Clerk): Nicki Cox

The meeting commenced at 5.06pm

Item	Purpose	Action
Procedural		
1	Welcome Introductions Apologies Quorum a) The Chair of Governors welcomed those present and thanked them all for attending the meeting. A special welcome was extended to the new Parent Governor, Ian Hewett. Introductions were made by all. The Chair of Governors gave a brief overview of the workings of the Governing Board, detailing the Curriculum and Finance Working Groups also. b) Apologies had been received from Gail Spragg who was on holiday. All Governors accepted this. c) The meeting was quorate.	DECISION
2	Declaration of Business Interests a) There were no business interests declared against any of the agenda items. All Governors had updated their annual business interests on Governor-Hub, aside from Ian Hewett. The Clerk had sent the HT a list of Business Interests for the school website.	

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Chairs Initials *C. Norey*

		<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 Meeting held on 4 th October 2023	<p>a) Minutes from the previous FGB had been circulated prior to the meeting. Given the Clerks absence at the meeting, a stand in Clerk had been sourced, who had produced the minutes. A Governor had highlighted some minor amendments that were required, prior to the meeting, the Clerk had made the necessary changes beforehand also.</p> <p>All Governors confirmed the minutes were a true reflection of the meeting.</p> <p>Minutes would be E-signed by the Clerk, on behalf of the Chair of Governors.</p> <p>a) Action Points from the previous meeting were discussed as follows:</p> <p>Please refer to the table set out below the minutes.</p> <p>b) All other matters arising were covered elsewhere on the Agenda.</p>	<p>DECISION</p> <p>ACTION</p>
Governance			
4	Code of Conduct 2023	<p>a) A Declaration had been added to Governor-Hub to allow Governors to confirm having read the Code of Conduct 2023, whilst agreeing to abide by the terms set out in the document.</p> <p>A list of outstanding Governors had been forwarded to the Chair of Governors, by the Clerk.</p> <p>Governors were required to complete the task as soon as possible.</p>	ACTION
5	Instrument of Government	<p>a) The update on the recent Parent Governor election had been previously discussed.</p> <p>The Chair of Governors explained the workings of the Instrument of Government for the benefit of the new Governors. The school were required to have the following Governors sitting on the Board, there were currently some Co-Opted Governor vacancies:</p> <p>4 Parent Governors</p>	

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		<p>1 Staff Governor 1 LA (Local Authority) Governor 1 Headteacher 7 Co-Opted Governors.</p> <p>The SBM (School Business Manager) attended the Finance Working Group meetings, the SENCO Lead reported to the Governing Board twice annually, with the Safeguarding Lead also delivering to the Board once annually. Co-Opted Governors could be members of the local community, hence why the school were advertising in the local newspaper. It was important to be mindful of not having too many parents sitting on the Board. With the planned school expansion, it may well be advisable to increase Governor numbers at that stage.</p> <p>b) The Co-Opted Governor vacancies were discussed as follows:</p> <p>Please see above.</p>	
6	Review of the Governing Board	<p>a) The Clerk had circulated the Skills Audit Template to all Governors, those who had not yet completed were asked to do so. Once the Clerk was in receipt of all audits, the results would be collated and shared with the Governing Board.</p> <p>b) Chairs 360 template had been circulated prior to the meeting:</p> <p>This had been previously discussed, those Governors that had not yet completed were asked to do so and then forward to the Clerk who would then forward to the Chair of Governors, whilst retaining Governor anonymity.</p>	<p>ACTION</p> <p>ACTION</p>
7	Governor Monitoring	<p>a) The following monitoring had been carried out with reports circulated, prior to the meeting:</p> <p>The purpose behind monitoring was explained for the benefit of the new Governors.</p> <p>Early Years Phonics:</p> <p>This had been carried out some time ago, the monitoring Governor was asked to give an overview:</p> <p>Pupils were extremely independent; the classroom was looking fantastic with all the new equipment. Although well resourced, it was important to maintain this, the outdoor area should also be pleasing to the eye. The HT and EY</p>	

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		<p>(Early Years) teacher strived to achieve this. The EY Curriculum had recently seen some changes.</p> <p>The School Plan had required a review of EY, the 57-page document had not included any areas that the school had not already implemented.</p> <p>Ian Overhead would liaise with the HT to organise visits to carry out monitoring. He was mindful of striking a balance between the frequency of visits.</p> <p>Website:</p> <p>The monitoring Governor had checked to ensure all mandatory information was on the website, most of which had been. The Governor had highlighted some non-statutory areas requiring improvement. A compliance check however, would evidence all the required information was there. The website continued to be a work in progress. The HT was keen to update some of the photographs and hoped to source a photographer from amongst parents. Some children would not be granted parental permission to appear on the school website. A member of the PTA (Parent & Teacher Association) was a known photographer and would have a DBS check already in place, the HT would liaise with them.</p> <p>Gail Spragg would undertake Music monitoring, with Faye Hudson moving away from PE to Science, which was a development point from the last Ofsted Inspection.</p> <p>A delegated Governor would be required to undertake Computing monitoring.</p> <p>Enrichment Trip:</p> <p>The Chair of Governors had accompanied the Year 5's on their recent trip to the Tower of London:</p> <p>A monitoring report had been shared with Governors. Given the large number of SEN children within the cohort (25%), some parents had been reticent about their child partaking. However, all pupils bar two were able to attend. The trip had proven extremely successful and enriching, children were noticeably tired the following day. It was not advisable to carry out trips on a Friday as pupils often lost the momentum of their learning.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
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		<p>Single Central Record Check:</p> <p>The Chair of Governors had not carried out the check, this would be added to the next agenda.</p> <p>Dates for monitoring visits of enrichment activities were given as follows:</p> <p>5th December – Nativity dress rehearsal. 13th December – Christmas dinner, with an opportunity to gauge how the new catering company were faring. 15th December – Christmas Carol Service: this took place on the school playground; the local church could not accommodate everybody.</p>	ACTION
8	Governor Safeguarding	<p>a) All Governors confirmed they had read KSCIE 2023.</p> <p>This had been previously discussed.</p> <p>b) The following Governors were yet to undertake annual Safeguarding training:</p> <p>Those Governors yet to complete were asked to do so by the end of November. There was an NGA (National Governance Association) link, the module took around two hours. Governors were asked to notify the Clerk and Training & Development Governor once they had undertaken.</p>	ACTION
School Improvement			
9	HT Report	<p>a) The HT Report had been circulated prior to the meeting, there had been no questions raised.</p> <p>Contrary to its name, the HT report did not require much involvement from the HT. The reason behind circulating the document prior to the meeting with questions raised by Governors beforehand also, was to allow for answers to be sought from the required sources.</p> <p>The SEN (Special Educational Needs) report was shown on the screen. The CPOMS log appeared to show less activity, however this was for a shorter time frame than had been seen previously. Governors should be aware that COMS logs every single concern/incident, regardless of severity.</p>	

		<p>The Single Central Record Check was found within the Staffing section of the report.</p> <p>Finance was reported on by the SBM (School Business Manager) at the FWG.</p> <p>Health & Safety was carried out rigorously with Governors notified when done.</p> <p>There were several new TA's (Teaching Assistant), one of which had been with an agency, however, was now employed by the school. The TA had previously run her own Nursery. A HNF (Higher Needs Funding) pupil who had been on a PTT (Part Time Timetable) and was now attending full time.</p> <p>An advertisement for a 1:2:1 TA (Teaching Assistant) had closed yesterday.</p> <p>There were some staff members off school currently, on compassionate leave.</p> <p>The Clerk had advised that well-being should be considered within the HT report. There was nothing to report currently.</p> <p>Governors were recommended to look at the Competency Framework. There was a real focus on staff well-being, happy staff would likely deliver a better level of education. A good rapport with staff meant it likely they would raise any concerns or issues. Pupils' wellbeing was picked up on by the school council, with teachers also extremely vigilant and aware of any changes in pupil behaviour. The pupil survey would be carried out prior to Christmas. This was not anonymous and therefore any highlighted matters could be dealt with.</p> <p>Ian Overhead handed his DBS check to the HT.</p> <p>An Attendance report was had been carried out the previous day, attendance was at 95.4% which was above the national figure. The HT had attended a meeting with the Attendance Officer, it had been noted that the school were doing all they could to improve matters. Term time holidays were being taken; this was a county wide issue.</p>	
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		<p>There were 208 pupils on roll. There was a space in Year 6 which had been offered to a child who had not taken up the place. A Reception pupil had left and there was no waiting list, the space remained vacant. The class by class waiting list was shown on the screen for the Governors.</p> <p>The SENCO Lead had produced a report summarising where the school sat statistically, this was shown on the screen:</p> <p>National – 13%</p> <p>School – 15%</p> <p>The Tier Two classification was used for any concerns around pupils’ academic ability and when the issue behind was not yet apparent. This did not necessarily correlate with the number of pupils that would end up on the register.</p> <p>The school had launched ‘Zones of Regulation’, some children were struggling to regulate their emotions at home.</p> <p>Strengths and areas to be worked on were also detailed. A Governor asked if the SENCO Lead still worked three days per week? This was still the case, with all three days being solely spent on SEN. This was the same as the SENCO Lead at Harrietsham Primary School who also only worked a three-day week, with the school being two-form entry. There were plenty of pupils joining the school with additional needs, there had been an increase in social housing within Lenham, there were also people moving to the area from London. A Governor asked whether there was TA support? A Speech & Language specialist assisted. The HT was permitted to complete HNF (Higher Needs Funding) and EHCP (Educational Health Care Plan) applications, however these were extremely time consuming.</p> <p>It was probable that the SENCO Lead would be required to work more days per week once the school was running at two form entry.</p>	
10	Safeguarding	<p>a) Updates were given as follows:</p> <p>This had been covered within the HT Report.</p>	ACTION

		The Safeguarding Lead would attend the next FGB. The Chair of Governors would meet with her prior to that also.	
11	SDP (School Development Plan) SEF (School Evaluation Form)	<p>a) This SDP 2023-2024 plan had been circulated.</p> <p>The SIA (School Improvement Advisor) had been asked by the HT whether the SATs data was required to be published, no answer had been received yet.</p> <p>Little Wandle fluency had not been fully up and running, however was now so.</p> <p>95% of parents had booked for the recent Parents Evening, with 90% attending appointments. This was the highest figure to date. Those that had not made appointments, were automatically given one. Seemingly, some parents were unsure of how to use the online booking system. The school followed up with those parents who did not attend.</p> <p>A Governor asked whether there were any concerns around the SDP? The HT did not have any concerns, all areas were heading in the right direction.</p> <p>The SDP had four main sections, Governors were required to support the school and were to check and challenge to ensure the school were being effective in achieving those areas. Results were analysed at the end of the academic year, with any area requiring improvement, being brought to the Governing Board.</p> <p>b) SEF</p> <p>The previous SEF contained data which may be removed but would remain within the Governors version. There had been no changes to the document since September, therefore there was nothing to report. This would be added to the next FGB agenda.</p> <p>Governor Objectives and Actions was saved in shared drive by the HT.</p> <p>c) School Action Plan</p> <p>This was noted.</p>	ACTION

12	Finance	<p>a) Budget Monitoring/update from FWG (Finance Working Group)</p> <p>All Governors approved.</p> <p>Minutes from the recent meeting had not been written up. The Chair of Governors would complete this action.</p> <p>The headlines had mostly been incorporated with the HT Report, some of which were detailed:</p> <p>The staff pay increase of 6.5% was not fully funded.</p> <p>Variation:</p> <p>Nursery rented a room from the school and for an extended period, there had been no contract. The nursery had recently paid the school £17,000.00; the HT was waiting on notification from the LA (Local Authority) as to whether any issues arising would be required to come from the school funds. The Finance Working Group was trying to establish what the school were required to provide and what could be billed for. The £17,000.00 may well not be available to spend.</p> <p>Paul Culver was to predict the budget through the analyses of trends. This would be shared with Governors once done.</p> <p>Capital Projects:</p> <p>A new dishwasher costing £5,000.00 had been approved.</p> <p>New Information Management – the school had historically used SIMS but were looking to change provider.</p> <p>The proposed school expansion had been delayed, in part because of issues around RAAC (Reinforced Autoclaved Aerated Concrete). It was looking likely this would now go ahead in September 2026. A contract line up meeting was due to take place, the school would then have a definitive answer on the proposed timeline.</p> <p>b) STPCD 2023 if released.</p> <p>This was noted.</p> <p>c) Review Three-Year budget with census results.</p>	<p>DECISION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
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		<p>This would be added to the next FGB Agenda.</p> <p>d) Business Continuity Plan</p> <p>The plan was implemented and signed off. The plan involved the use of the Community Centre. The plan felt archaic due to being written pre mobile phones.</p>	ACTION
13	Policies	<p>The following policies had been circulated prior to the meeting, with most requiring a date change only.</p> <p>a) Policy Review Cycle</p> <p>There were a couple of discrepancies that the Chair of Governors would discuss with the HT.</p> <p>All Governors approved once the minor amendments had been made.</p> <p>There was no Allegations Against Staff policy, this was covered within the Staff Code of Conduct and Staff Disciplinary policy. Likewise, there was no Anti-Bullying policy as this was covered within the Behaviour policy.</p> <p>This was a working document, on Excel and would be shared.</p> <p>b) Staff Code of Conduct</p> <p>All Governors approved.</p> <p>c) Admissions</p> <p>All Governors approved.</p> <p>d) Behaviour & Procedures</p> <p>This was a hot topic; the policy was now required to be approved annually. A Governor had queried with regards to the intertwining of SEN and Behaviour, wishing for clarification as to where each began and ended. The HT would state that the policies were linked.</p> <p>All Governors approved with those amendments.</p> <p>Brain Breaks were a hot topic, a Governor felt it important that pupils were using the correct terminology. The HT would speak with staff to ensure children were using the appropriate term.</p>	<p>ACTION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p>

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		<p>e) Complaints Policy & Procedures</p> <p>All Governors approved.</p> <p>f) Confidentiality</p> <p>All Governors approved.</p> <p>g) Data Protection</p> <p>All Governors approved.</p> <p>h) Freedom of Information Policy</p> <p>Requests go to AM then she gets information from relevant person.</p> <p>All Governors approved.</p> <p>i) Grievance Policy</p> <p>All Governors approved.</p> <p>j) Online Safety</p> <p>This was policy was no longer statutory.</p> <p>All Governors approved.</p> <p>k) SEN Policy</p> <p>The SEN Governor would be asked to review the policy and pose any questions.</p> <p>All Governors approved.</p> <p>l) Staff Discipline & Conduct Policy</p> <p>All Governors approved.</p> <p>m) Governor Allowance Policy</p> <p>All Governors had previously approved.</p>	<p>ACTION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
Other			
14	Training	<p>a) Planned for next two months:</p> <p>TEP (The Education People) were providing some new training modules. There was an informative and worthwhile Equality module, those Governors still outstanding were asked again to complete Safeguarding.</p>	

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Chairs Initials *C. Morgan*

		<p>The Chair of Governors detailed some forthcoming training which may be of interest to Governors.</p> <p>A Supporting Refugees training module, to be held on 29th January 2024, could be of particular interest, with EAL (English as an Additional Language) pupil numbers rising.</p> <p>Governors were required to undertake a minimum of two modules per annum and were asked to forward all training certificates to the Clerk.</p> <p>b) Safeguarding Training</p> <p>Those outstanding were required to undertake as soon as possible.</p> <p>c) Prevent Training</p> <p>The Government website would document changes from December. The Clerk would re-send the e learning link to Governors and those that had not yet completed or were required to refresh as a two-year period had lapsed since they last completed, were asked to do so. The training module included radicalisation along with white supremacy groups.</p>	ACTION
15	Chairs Actions	a) There had been no Chairs Actions to report on. The Chair of Governors had been allocated a pigeonhole.	
16	Any Other Business	<p>a) There were no matters raised by any of the Governors.</p> <p>b) The website had been previously discussed.</p> <p>c) Ofsted ready – a zip file had been uploaded on to the shared drive. The Chair of Governors would compile a document based on the Competency Framework.</p>	ACTION
17	Impact of the Meeting	a) It had been beneficial to ratify so many policies, training information was especially useful.	
18	Confidentiality	a) Please refer to the Confidential Minutes.	
19	Dates of Next Meetings	<p>To be held at the school at 5pm.</p> <p>a) Tuesday 23rd January 2024</p> <p>b) Tuesday 19th March 2024</p> <p>c) Tuesday 14th March 2024</p> <p>d) Tuesday 16th July 2024</p>	

Meeting finished at: 6.53pm

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Chairs Initials *C. Morgan*

Action Points from FGB 3rd October 2023

Agenda Item	Action	Responsible	Actioned
4a (previous)	Advertise Governor vacancies	CofG	Ongoing – on agenda
6b (previous)	Audit on policies to ensure Ofsted ready	CofG/HT	On-going
2a	Governors to update declarations	Governors	On going
3.	CN to write Focus article	CoG	This had been uploaded to Teams and would appear in January's edition.
4.	Governors to consider shadowing Chair	Governors	The current CoG could not continue in role indefinitely. Any Governor who may wish to take on the role in the future could shadow the CoG to get an idea of what was involved.
6.	Governors' agreement to abide by Code of Conduct to be added to GH Confirmation page with Governors to sign	Clerk/Governors	Actioned – Some Governors outstanding, Ian Hewett would require ToR etc. Clerk to send the relevant docs: ACTION
7.	Parent Governor Election papers to go out	HT	Actioned – now full complimentary of Parent Governors. Another application had been received; the school would look to sign up whilst being mindful not to become too parent heavy.
7.	Ian Overhead to be added to GH	Clerk	Actioned
9a	Clerk to circulate 360 document.	Clerk	Actioned – still some outstanding. TS had completed 3 so far this year and found it beneficial.
9b	Paul Culver to create tracking spreadsheet	Paul Culver	Actioned
9c	Chair to circulate Cyber Security information	CoG	Not done yet, the CofG was trying to establish the best course to undertake. TS had signed up to a TEP course.
9c	Chair to look GH functionality for signing docs	CoG	Actioned
9d	Skills Audit for next meeting. Governors to complete and sent to Clerk to collate,	Governors/Clerk	Actioned – still some Governors to do. Pls complete - ACTION
12.	Governors to confirm on GH they have read KCSIE 2023 and Code of Conduct	Governors	A couple of Governors outstanding
18.	Governor Allowance Policy carried forward	Clerk	Actioned – we put a tab on Governor-Hub, we never claim off the school.
19.	Chair to send Ian Overhead Curriculum Group dates	Chair	Actioned

Action Points from FGB held on 21st November 2023

Agenda Item	Action	Responsible	Actioned
6 (previous)	Clerk to forward documents to IH	Clerk	Actioned
9c (previous)	CoG to circulate Cyber security training	CofG	
3a	E sign Approved Minutes	Clerk	Actioned
4a	Those outstanding to update Governor-Hub to confirm agreeing to the terms set out in the Code of Conduct	All outstanding	
6a	Those outstanding to complete Skills Audits and forward to the Clerk who would collate the results	All outstanding/Clerk	
6b	Chairs 360 Evaluations	All outstanding	
7a	Source a photographer to take photos for school website	HT	

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7a	Amend delegated roles as discussed on Governor-Hub	Clerk	Actioned
7a	Ian Overhead to liaise with HT regarding monitoring visits	IO	
7a	Add SCR Check to next agenda	Clerk	Actioned
8b	Carry out Safeguarding training	All outstanding	
10a	Safeguarding Lead to attend next FGB, Chair to meet with her also	HT	
11b	Add SEF to next FGB agenda	Clerk	Actioned
12a	Type FWG meeting minutes	CN	
12a	Predict budget through analysis of trends	PC	
12a	Establish which services/areas to charge Nursery	FWG	
12c	Add Three-Year Budget review to next FGB agenda	Clerk	Actioned
13d	Speak with staff to ensure children were using the correct terminology around breaks	HT	
14c	Send Government Prevent Training link to Governors	Clerk	Actioned
16c	CoG to compose a document based on Competency Framework	CN	

Chair:


Date: 23rd January 2024

(Ceri Norey, Chair of Governors)