



## MINUTES

### Full Governing Body Meeting

Held at the school on

Tuesday 23<sup>rd</sup> January 2024

Present: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Paul Culver, Faye Hudson, Ian Overhead, Ian Hewett, Gail Spragg, Richard Westcott (Vice Chair)

In Attendance: James Godfrey, David Garland

Governance Professional (Clerk): Nicki Cox

The meeting commenced at 5.05pm

Item	Purpose	Action
<b>Procedural</b>		
1	<p>Welcome Introductions Apologies Quorum</p> <p>a) The Chair of Governors welcomed those present and thanked them all for attending the meeting.</p> <p>There were two new Governors present, all those around the table were asked to introduce themselves:</p> <p>James Godfrey had been a service manager in the NHS for twenty years and was a pupil at the school in the 1970's. He has a child at the school who is currently in Year 5.</p> <p>David Garland had forty years' experience in the water hygiene field, he was now retired and was also a parish councillor.</p> <p>Meetings were an informal gathering; it would likely take a period of time for the new Governors to get up to speed.</p> <p>The Clerk stated that both Governors would be required to be formally appointed, the Chair of Governors wished for this to be added as an AOB (Any Other Business) at the end of the meeting.</p>	

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		<p>b) Apologies had been received from Vicky Travis who was unable to attend due to her daughter being in a theatre production.</p> <p>Apologies had also been received from Teresa Sweetland who was unable to attend due to being poorly.</p> <p><b>All Governors accepted this.</b></p> <p>c) The meeting was quorate.</p>	DECISION
2	Declaration of Business Interests	<p>a) The Chair of Governors explained the need for Governors to declare any business interests, for the benefit of the new Governors.</p> <p>There were no business interests declared against any of the agenda items.</p> <p>All Governors had updated their annual business interests, the two new Governors would be required to do so.</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 Meeting held on 21 <sup>st</sup> November 2023	<p>a) Minutes from the previous FGB had been circulated prior to the meeting.</p> <p>Richard Westcott had been present at the meeting, however, was not listed as being so. The Clerk would amend as necessary.</p> <p><b>All Governors confirmed the minutes were a true reflection of the meeting once the amendment had been made.</b></p> <p>Minutes would be E-signed by the Clerk, on behalf of the Chair of Governors.</p> <p>b) Action Points from the previous meeting were discussed as follows:</p> <p>9c (previous): As discussed in September, the Governing Body should delegate this role. The HT would circulate a training link, this would be added to the next FGB agenda.</p> <p>8b: All those who had not yet completed annual safeguarding training in this academic year were asked to do so before the end of January. A Governor asked whether it was necessary to</p>	<p>ACTION</p> <p>DECISION</p> <p>ACTION</p> <p>ACTION</p>

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		<p>complete the exact module specified as they had undertaken safeguarding training in another capacity. Governors were asked to complete the specified module.</p> <p>12a: This had not been sent yet. A predictor would be sought to allow for greater accuracy when setting the budget.</p> <p>12a: The contract had been sourced; the HT was awaiting a response from the contract creator. There had been two more payments of £800.00 received, monies were being held currently. The Nursery rented the room from the LA (Local Authority) with the LA giving these funds to the school. There was some confusion as to what the monies could be for. A three-way contract would have been the easiest way to do things.</p> <p>Please also refer to the table set out below the minutes.</p> <p>c) All other matters arising were covered elsewhere on the Agenda.</p>	
<b>Governance</b>			
4	Instrument of Government	<p>a) An update on Governor vacancies was given as follows:</p> <p>The Chair of Governors explained the purpose of the Instrument of Government, which was a legal document, for the benefit of the new Governors. This had not changed in the fourteen years that the Chair had been involved in the schools Governing Body.</p> <p>The Chair detailed the different types of Governors for the benefit for new Governors.</p> <p>There were 7 Co-Opted Governors on the Instrument of Government with 2 vacancies now remaining.</p> <p>It was important to ensure that there were not too many parents sitting on the Board.</p> <p>There were a further two potential Governors who had expressed an interest in joining the Governing Board, however neither had submitted enough information at the point of making contact. Further information had been requested. A Holistic Therapist who lived in the village was yet to respond. The other candidate had replied with two rather brief paragraphs, he was a Leadership Consultant in Canterbury. it was thought that he may have links to academy Trusts. A Governor Googled the gentleman, it transpired that he was linked to a Trust in the</p>	

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		North of the country. The Chair of Governors would arrange to meet with the candidate.	ACTION
5	Review of the Governing Board	<p>a) The Clerk had circulated the Skills Audit Template to all Governors who were reminded to complete and forward to the Clerk, had they not already done so for this academic year.</p> <p>b) Chairs 360 template had been circulated – completed surveys had been returned by some Governors only.</p> <p>Those outstanding Governors were asked to complete to allow for a full complement of evaluations to be analysed.</p>	ACTION
6	Governor Monitoring	<p>a) The following monitoring had been carried out with reports circulated, prior to the meeting:</p> <p>The Chair of Governors explained the purpose of monitoring visits for the benefit of the new Governors.</p> <p>Health &amp; Safety:</p> <p>The Health &amp; Safety Governor had carried out a walk around the school and written a report:</p> <p>Required actions uncovered at the previous walk-around had been dealt with. The kitchen needed a refresh, there was plenty of out-of-date signage, which should be pictorial. A member of kitchen staff had brought equipment in from home, this should have been provided by the school. The HT explained that a huge block of cheese had been delivered instead of the ordered grated cheese, the equipment was brought in to assist in the grating. There was minimal flaking paint above the food serving area. The kitchen would require some updating, the budget would need to include the assignment of required funds. The SBM was in the process of including and for fire doors also, with the hall doors considered pressing.</p> <p><b>A Governor asked whether there was a Health &amp; Safety Compliance check?</b> Items were checked separately. David Garland would be welcome to join the CWG given his wealth of knowledge in this field.</p> <p>A recent fire check had shown the school to be compliant.</p> <p>Two Governors had sent emails regarding Nativity monitoring, the Chair of Governors would cut and paste on to a monitoring visit template. A monitoring Governor loved the inclusivity with a pupil who learnt</p>	<p>ACTION</p> <p>ACTION</p>

		<p>differently, being fully involved. The Governor had witnessed a TA (Teaching Assistant) dancing with the pupil at the Carol Service. This had meant a lot to the parents of the pupil. A Governor stated that circa 80% of pupils could not be seen as a result of the set-up, this was unfortunate, however, when pupils had been spread apart whilst practising, it was difficult to hear them.</p> <p>A Governor wished to relay gratitude to the school for all their efforts in ensuring the buildup to Christmas was magical for the pupils, with the many and varied activities.</p> <p>Dates for Enrichment opportunities were given as follows:</p> <p>31<sup>st</sup> January – National Story Telling Assembly: Ian Overhead would confirm the following day if he could attend.</p> <p>1<sup>st</sup> February – Singing Assembly: Gail Spragg would attend. Singing assemblies took place each week.</p> <p>6<sup>th</sup> February – Safer Internet: would take place during Assembly.</p> <p>7<sup>th</sup> February – A travelling farm was set to visit the school. Safer Internet Day would take place more comprehensively on this day.</p> <p>29<sup>th</sup> February - World Book Day. The HT would determine whether this was set to be a dress up day.</p> <p>W/C 11<sup>th</sup> March – Science Week – Faye Hudson would attend, however would meet with Miss Hampshire prior to doing so.</p> <p>Gail Spragg was set to carry out SEND, Pupil Premium and Music monitoring in one visit.</p>	ACTION
7	Governor Safeguarding	a) Those Governors who had not yet carried out their annual Safeguarding training for this academic year were asked to complete by the end of January. The Clerk could provide a link should Governors require.	
<b>School Improvement</b>			
8	HT Report	<p>a) The HT Report had been circulated prior to the meeting, with questions raised prior to the meeting also:</p> <p>1. When is the deadline for this to be completed? (Staff well-being survey)</p> <p style="text-align: center;">22<sup>nd</sup> January</p>	

		<p>2. When was this last done and what was the response rate?  Last staff survey was during Ofsted and one before that was June 2022. Both were Ofsted style surveys so did not focus solely on well-being.  Staff had until the 22<sup>nd</sup> January to complete their survey's.</p> <p>Survey results would be gathered, with subsequent conversations then taking place.</p> <p>A full asbestos report had been carried out, with nothing flagged up.</p> <p>The Single Central Record Check had been added as a regular agenda item. The Chair of Governors was required to ensure that the school were keeping the record up to date.</p> <p>The Government had launched a nationwide drive on improving attendance figures.</p> <p>A Governor felt that the schools 12% persistent absence seemed high.</p> <p>One pupil had missed twenty-one days of school and would therefore be considered a persistent absentee regardless of their attendance moving forward. There were four pupils that the HT was required to challenge as were considered true persistent absentees, with the remaining pupils being considered persistent for having taken term time holidays or were off school due to being poorly. The school's attendance figure remained higher than the national average.</p> <p>b) Ofsted Inspection update was given as follows:</p> <p>Parents had seen the full Ofsted report, most of the Governors had done so also.</p> <p>It was disappointing to see that many of the exceptionally lovely things said by Ofsted at the time of inspection, did not make it into the report.</p> <p>The school should be extremely proud of the result with credit given to the HT and team.</p> <p>A Governor asked whether there had been much parental feedback following the result? The build up to the inspection had seen plenty of positive and encouraging communication from parents, the HT</p>	
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		<p>had not received any since the inspection had taken place and results shared.</p> <p>The HT had shared the report with pupils. Prior to the inspection pupils had been asked to relay their positive thoughts about the school to Ofsted, although the children were unaware who they were talking to. A celebration with the pupils would take place.</p>	
9	Safeguarding	<p>a) Updates were given as follows:</p> <p>There were no updates to report.</p>	
10	SDP (School Development Plan)	<p>a) This SDP 2023-2024 plan had been circulated.</p> <p>This had been discussed in the CWG (Curriculum Working Group). There may be a requirement to rethink some elements, all areas would be completed to the best of the school's ability.</p> <p>Most areas on the plan were either amber or green meaning underway or established.</p>	
11	Finance	<p>a) Budget Monitoring/update from FWG (Finance Working Group).</p> <p>Richard Westcott gave an overview as follows:</p> <p>There was a need to develop data trends.</p> <p>The financial year was nearing the end, with closedown set to take place.</p> <p>Capital Projects – the new dishwasher and kitchen set up was working well. The HT was set to make some decisions around IT equipment, then all funds would be spent.</p> <p>The Chair of Governors explained that funds rolled over from the previous financial year were permitted to be spent by the LA (Local Authority). This was capped at a certain percentage with any funds above the amount, clawed back by the LA.</p> <p>Predicted Rollover - £134,000.00.</p> <p>Rollover permitted - £146,000.00.</p> <p>There had been an overspend of £27,000.00.</p> <p>Some areas that seemed to have a large overspend were often offset against other areas.</p> <p>The FWG (Finance Working Group) dissected the budget thoroughly, with full Board approval required at FGB.</p>	

		<p><b>All Governors Approved.</b></p> <p>The SIMS replacement was discussed: The HT had undertaken some training and was required to carry out further. Teachers were required to carry out 30 minutes worth of training. It was imperative that all training had been carried out by the required date. Historic data would be transferred.</p> <p>Expansion Project – A pre-meeting was set to take place In March with works still planned for September 2026. It was possible there could be a delay, however. It was hoped that surveys would be started in February.</p> <p>Clearer links were required between PHSE and RE – pupils at the school were predominantly white British.</p> <p>The SIA (School Improvement Advisor) had visited the school, thinking ideas were good regardless of whether school expanded or not.</p> <p>b) Three Year Budget Review was given as follows:</p> <p style="padding-left: 40px;">This was noted.</p> <p>c) The review of LA (Local Authority) Contracts was given as follows:</p> <p>This had been previously discussed.</p>	DECISION
12	Policies	<p>The following policies had been circulated prior to the meeting, with most requiring a date change only.</p> <p>a) Exclusions</p> <p>There had been new guidance received from the Government. The HT did not agree with exclusions.</p> <p><b>All Governors Approved.</b></p> <p>b) Charging &amp; Remissions</p> <p>It had been highlighted that several letters had been circulated the previous year which did not include the disclosure that monies requested were always a voluntary contribution. The school required 80% of the payment for a trip to go ahead.</p> <p><b>All Governors Approved.</b></p> <p>c) Bribery &amp; Corruption</p> <p><b>All Governors Approved.</b></p> <p>d) Governor Induction Policy</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p>

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		This would be added to the next FGB agenda.	ACTION
<b>Other</b>			
13	Training	<p>a) Planned for next two months:</p> <p>Ian Overhead was set to undertake Governor Induction training the following week. Ian Hewett could not make it but would look to book on to another date. A Governor who had undertaken face-to-face Governor Induction training had found this to be hugely insightful.</p> <p>There were plenty of training opportunities for Governors with modules being run by TEP (The Education People) and NGA (National Governance Association).</p> <p>Richard Westcott had undertaken SEND for Non-SEND Governors and would forward his certificate to the Clerk and Training &amp; Development Governor.</p> <p>Governors were reminded to undertake a minimum two training modules per annum plus annual safeguarding training.</p> <p>The Chair of Governors detailed forthcoming available training, with some of those mentioned as follows:</p> <p>The Education People:</p> <p>25<sup>th</sup> January – Introduction to School Attendance, via Zoom. The Attendance Governor was unable to attend but would seek to find a more suitable date.</p> <p>8<sup>th</sup> February – Kent County Wide meeting to include Cyber Security and with a follow up on 8<sup>th</sup> May.</p> <p>22<sup>nd</sup> February - Safeguarding training</p> <p>27<sup>th</sup> February – every Governor is a SEND Governor</p> <p>1<sup>st</sup> March – Governor Induction, this was a daytime session.</p> <p>5<sup>th</sup> March – Complaints Training; Governors were asked to complete, it was highly likely that those parents that sat on the Governing Board would not be called upon to sit on a panel, however the Chair of Governors felt it was worth all undertaking.</p> <p>6<sup>th</sup> March – Promoting Equality and Diversity</p> <p>NGA (National Governance Association):</p> <p>31<sup>st</sup> March – The SFVS (School Financial Value Services) must be completed by 31<sup>st</sup> March.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>

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		<p>There was an interesting article on Governor workload.</p> <p>A Pupil Premium monitoring tool could be useful.</p> <p>How to use Pupil Voice.</p> <p>Risk Management guidance.</p> <p>b) Safeguarding Training</p> <p>Those outstanding were required to undertake as soon as possible and by the end of January.</p> <p>c) Prevent Training</p> <p>Those outstanding were required to carry out as soon as possible.</p> <p>d) Cyber Security</p>	
14	Chairs Actions	a) There had been no Chairs Actions to report on.	
15	Any Other Business	<p>a) A Governor asked with regards to CPOMS data, wishing to know whether the system allowed for the tracking of trends. Trends were picked up on weekly at SLT (Senior Leadership Team) meetings. It would be useful for Governors to be given the information.</p> <p>A Governor spoke of the Lenham Heath house build.</p> <p>Daivd Garland and James Godfrey were appointed as Co-Opted Governors by the Governing Board and with a term of office start date of 23<sup>rd</sup> January 2024 and running until 22<sup>nd</sup> January 2028.</p> <p><b>All Governors Approved.</b></p> <p>b) The Single Central Record Check</p> <p>The Chair of Governors was monitoring that records were up to date.</p> <p>c) GIAS (Getting Information About Schools)</p> <p>The HT confirmed that this was up to date.</p> <p>d) School website – The monitoring Governor had carried out checks prior to Ofsted coming.</p>	<p>ACTION</p> <p>DECISION</p>
16	Impact of the Meeting	<p>a) The impact of the meeting was discussed as follows:</p> <p>It had been useful to challenge the HT report.</p>	

		<p>A cut-off point for completing Safeguarding training was determined.</p> <p>Next steps within the SDP had been discussed. It had been great to discuss the Ofsted report, the HT did state again that there was slight disappointment over the wording within.</p>	
17	Confidentiality	a) There was nothing discussed of a confidential nature.	
18	Dates of Next Meetings	<p>To be held at the school at 5pm.</p> <p>a) Tuesday 19<sup>th</sup> March 2024  b) Tuesday 14<sup>th</sup> March 2024  c) Tuesday 16<sup>th</sup> July 2024</p>	

Meeting finished at: 6.36pm

Action Points from FGB held on 21<sup>st</sup> 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	Please refer to section 3
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	Those outstanding were asked to carry out.
6a	Those outstanding to complete Skills Audits and forward to the Clerk who would collate the results	All outstanding/Clerk	Those outstanding Governors were asked to complete as soon as possible. It was important to identify any skills gaps within the Governing Board.
6b	Chairs 360 Evaluations	All outstanding	Those Governors that had not yet done so were asked to complete and return to the Clerk. The newly appointed Governors were not required to complete at this stage.
7a	Source a photographer to take photos for school website	HT	Actioned
7a	Amend delegated roles as discussed on Governor-Hub	Clerk	Actioned
7a	Ian Overhead to liaise with HT regarding monitoring visits	IO	Actioned
7a	Add SCR Check to next agenda	Clerk	Actioned
8b	Carry out Safeguarding training	All outstanding	Those outstanding to complete before the end of January

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10a	Safeguarding Lead to attend next FGB, Chair to meet with her also	HT	Role to Term 4
11b	Add SEF to next FGB agenda	Clerk	Actioned
12a	Type FWG meeting minutes	CN	Actioned
12a	Predict budget through analysis of trends	PC	This was ongoing.
12a	Establish which services/areas to charge Nursery	FWG	Please refer to the above minutes
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	Actioned – prior to Ofsted
14c	Send Government Prevent Training link to Governors	Clerk	Actioned
16c	CoG to compose a document based on Competency Framework	CN	Null & Void – it will be re-written by time Ofsted come around, lets look at in 18 months

### Action Points from meeting held on 23<sup>rd</sup> January 2024

Agenda Item	Action	Responsible	Actioned
8b previous	Complete annual safeguarding training before end of January	Those outstanding	
10a previous	Invite Safeguarding Lead to deliver a presentation to the Governing Board	HT	
3a	Add Richard Westcott to list of present Governors on minutes from November 21 <sup>st</sup> 2023	Clerk	Actioned
3a	E Sign minutes once amendments made	Clerk	Actioned
3b	HT to circulate link for Cyber Security training	HT	
3b	Add delegation of Cyber Security to next FGB agenda	Clerk	Actioned
4a	CofG to contact Co-Opted Governor applicant	CofG	
6a	Refresh kitchen/include within budget setting	HT	
6a	Rewrite the Nativity monitoring on to templates	CofG	
6a	Meet with Miss Hampshire regarding Science	FH	
12d	Add Governor Induction Policy to next FGB agenda	Clerk	Actioned
13a	Richard Westcott to forward training certificate to Clerk and T&D Governor	RW	
13a	Faye Hudson to book on to Attendance Training	FH	
13a	Governors to complete Complaints Training	All	
15a	Cascade CPOMS tracking trends to Governors	HT	

Chair:



(Ceri Norey, Chair of Governors)

Date: 19<sup>th</sup> March 2024