



MINUTES

Full Governing Body Meeting

Held at the school on

Tuesday 16th July 2024

At 5pm

Present: Andrea McCluskey (Headteacher), Ceri Norey (Chair of Governors), Ian Overhead, Gail Spragg, David Garland, Vicky Travis, Teresa Sweetland, James Godfrey, Paul Culver, Richard Westcott (Vice-Chair)

Governance Professional (Clerk): Nicki Cox

The meeting commenced at 5.03pm

Item	Purpose	Action
Procedural		
1	<p>Welcome Introductions Apologies Quorum</p> <p>a) The Chair of Governors welcomed those present and thanked them all for attending the meeting. An especially warm welcome was extended to the Safeguarding Lead who was set to deliver a presentation to the Governors. Introductions were made.</p> <p>b) Apologies had been received from Ian Hewett who was unable to attend due to work commitments.</p> <p>All Governors Approved.</p> <p>Paul Culver was not present currently as was stuck in traffic.</p> <p>Faye Hudson was not present, there had been no apologies received. It was noted that this time of year was especially busy, an AOB would be raised to thank the Governor for her time sitting on the Governing Board, this was set to be her last meeting, having resigned from the post. The Clerk had received the resignation in writing.</p>	DECISION

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Ceri Norey

		All Governors accepted this.	DECISION
2	Safeguarding	<p>c) The meeting was quorate.</p> <p>a) The Safeguarding Lead gave a presentation as follows:</p> <p>Whole school staff training was shown on the screen for the benefit of Governors.</p> <p>The SSCR (Single Central Record Check) was up to date and compliant, with one outstanding action to be completed, which was obtaining a staff certificate.</p> <p>A list of policies linked to Safeguarding was shown on the screen.</p> <p>Vulnerable pupils were tracked on CPOMS (Child Protection Online Management System), the system was especially user friendly with the tracking of academic progress also.</p> <p>On-line safety issues came up frequently, especially within the upper school. Incidents that occurred out of school time were often brought in to school.</p> <p>There were no mental health concerns, although friendship issues could occur, the HT did not feel that this was to be categorised under mental health. The Chair of Governors concurred, feeling that this meant those that had been referred to external bodies. There were a few parental mental health concerns.</p> <p>The HT was all over attendance, this was addressed at every SLT (Senior Leadership Team) meeting. Persistent absences were tracked, with meetings between school and parents taking place where possible, external assistance was also sought. Persistent absences had neither increased nor decreased, at least half of these were holidays taken. The twenty-two pupils did not convert to many families. Year 6 attendance was renowned for being lower. Persistent absence was not necessarily linked to mental health.</p> <p>The HT had unsuccessfully sought to obtain national attendance data. A pupil had recently left Year 6, however the decision had been made to keep them on roll so as not to impact their move to secondary education, this obviously impacted the attendance data negatively. The most recent attendance meeting with a parent had been successful, data spreadsheets could be useful tools at highlighting issues to parents. It was sometimes apparent that there were patterns to absences. CPOMS (Child Protection On-line Management System) allowed for</p>	

	<p>the tracking of vulnerable pupils including those under Social Services or Early Help. Behavioural issues could be logged, Mid-Day Supervisors and TAs were able to access also. Clear pictures could be obtained. Data was triaged with DSLs (Designated Safeguarding Lead) able to analyse the data.</p> <p>Paul Culver entered the room at 5.13pm.</p> <p>It was possible to spot trends, changes in behaviour were readily tracked. CPOMS data could be pulled from previous educational settings, however, differing systems did not allow for a data pull. It was hoped that this would change moving forward.</p> <p>Early Help referrals took little time now, with the required paperwork having taken up to an hour previously.</p> <p>An area for development would see a weekly time slot for safeguarding SLT meetings from September. Meeting structures had changed, there was a need to be strategic rather than reactive. Safeguarding was always the number one agenda item, rightly so, however this often left little to no time to discuss other matters.</p> <p>The Chair of Governors would meet with the Safeguarding Lead more frequently from September. Proposed changes to KCSIE 2024 had been published, with few changes. KCSIE 2023 had seen many changes, including to Filtering & Monitoring and Online Safety.</p> <p>There were no questions raised by Governors, the Safeguarding lead was thanked for her time and left the meeting at 5.19pm.</p> <p>The HT confirmed having uploaded the Safeguarding report to the shared drive prior to the meeting.</p> <p>b) Any Updates</p> <p>This was noted, there was nothing further to discuss.</p> <p>c) Single Central Record Check</p> <p>The Chair of Governors explained what this was for the purpose of new Governors. Previously, the Chair had been required to check the record was up to date, however, was merely now responsible for ensuring that the school were keeping up to date.</p> <p>A Governor asked how long turn around was for DBS checks? A check for a HLTA (Higher Level Teaching Assistant) was received promptly, those already in teaching roles seemingly got returned faster.</p>	
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		<p>d) Receive the annual report from the Designated teacher for looked-after children</p> <p>There were no LAC (Looked After Children) at the school and therefore no report. There were a couple of post LAC pupils, funding was still received, this was detailed within the Safeguarding Report.</p> <p>e) Review Child Protection Policy & Procedures</p> <p>The proposed changes template had been released. This would be added to the Term 1 agenda for full Governing Board approval, having been Chairs actioned in the interim.</p>	ACTION
3	Declaration of Business Interests	<p>a) There were no business interests declared against any of the agenda items.</p> <p>b) The Chair of Governors reminded all Governors to declare any business interests which became relevant during the meeting:</p> <p>There were no matters arising.</p> <p>Governors were required to update their business interests on Governor-Hub for the new academic year.</p>	ACTION
4	Minutes of the previous FGB Meeting held on	<p>a) Minutes from the previous FGB had been circulated prior to the meeting.</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>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) All other matters arising were covered elsewhere on the agenda.</p>	<p>DECISION</p> <p>ACTION</p>
Governance			
5	Instrument of Government	<p>a) An update on Governor vacancies was given as follows:</p> <p>This had been set to be the last meeting for Faye Hudson, Parent Governor, who had resigned from the post. Therefore, there was a Parent Governor vacancy. The correct procedure for appointment would be followed.</p>	ACTION

		There were 2 Co-Opted Governor vacancies currently. It was hoped that one post would be filled from the first meeting of the new academic year.	
6	Review of the Governing Board	<p>a) Chairs 360 Evaluations</p> <p>Those Governors that had not yet completed were asked to do so.</p> <p>b) Governing Board Diversity Data</p> <p>An update was given by the Governor who collated the data:</p> <p>Those Governors that had not yet completed were asked to do so, although this was not a statutory requirement, it was felt that a full compliment of data was required, anything short would not give an accurate picture. Of results obtained, there was no religion diversity, this could be further explored. Likewise, those with disabilities were not represented by the Governing Board. This would be added to the Term 1 agenda.</p> <p>Richard Westcott was thanked for his work on collating the results.</p> <p>A Governor took the opportunity to request that outstanding tasks should be brought to the individual's attention at meetings.</p> <p>c) Self-Review of the Governing Boards effectiveness was discussed as follows:</p> <p>At the start of each academic year, Paul Culver created an Excel spreadsheet detailing Governor objectives. This was shown on the screen. This was RAG (Red, Amber, Green) rated, there were link Governors and discussions at CWG (Curriculum Working Group) meetings. After the OFSTED inspection, there was a shift towards what could be changed, moving forward. There were now Curriculum Teams, this was in the early stages, not all actions had been achieved, for this reason. Pupil Book Study had not occurred. The spreadsheet would be brought to the Governing Board at FGB. This would assist in tracking effectiveness. Governors would be given autonomy to update the record. This would be a regular agenda item.</p>	<p>ACTION</p> <p>ACTION</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 Governor was thanked for carrying out monitoring.</p>	

		<p>Olympic Athlete –</p> <p>This had been a successful visit, pupils had been able to ask many questions, with all participating.</p> <p>Sports Day –</p> <p>The monitoring Governor felt the changes to last year’s format had improved the event, with the inclusion of further field events.</p> <p>The Chair of Governors had accidentally uploaded the same monitoring report twice and would rectify this.</p> <p>The Chair of Governors was set to present the Governor shield in assembly at 9am, all Governors were welcome to attend. The award was for supporting Pride values.</p> <p>No further monitoring had occurred.</p> <p>There were several more enrichment monitoring opportunities occurring before the end of term.</p> <p>Most classes were focusing on moving up to new classes. Pupils were completing plenty of work.</p>	ACTION
8	Governor Safeguarding	a) Those Governors who had not yet undertaken were asked to do so with immediate effect.	ACTION
School Improvement			
9	School Expansion	<p>a) Updates were discussed as follows:</p> <p>Public consultation took place at Sports Day. Most feedback was positive, there was set to be another meeting taking place the following Monday. September 2024 would see confirmation as to whether building works would get underway in March 2025. Plans had been finalised. Some residents had been concerned that the view from their property may be impacted, however plans showed that this would not be the case. There had been concern raised by one person regarding a possible increase to the level of traffic. The architects had explained that the intention was for pupils residing within the village to uptake spaces and that there would be little to no impact on traffic levels. Zigzags outside of the school had seen a reduction in people parking directly outside of the school, the school were not able to control what occurred on public highways.</p>	
10	Finance	<p>a) Budget Monitoring/Update from FWG (Finance Working Group) was given as follows:</p> <p>The Finance Governor gave an overview as follows:</p>	

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C. Morgan

		<p>The three-month monitoring had been received; there had been little variance, however the intricacy of school trip payments could show as a variance, the school were working through this. There had been some areas which had been signed off – new carpet in the hallway and fire doors which needed replacing. A quote had been obtained for the five required replacement doors, three would be replaced immediately with the remaining two done at a later stage. The Health & Safety Governor stated that this may not be required should the expansion go ahead as planned.</p> <p>All Governors Approved.</p> <p>b) Receive Headteacher Report on Performance Management</p> <p>This had been briefly discussed – there was no formal report.</p> <p>c) Review the Pay of Teachers and Staff</p> <p>This had been previously discussed in the FWG meeting; appraisals had taken place for those that had met thresholds, these were carried out in September unless a member of staff ceased employment at the school. Budget planning assumed that all staff would receive an increase. Most teachers were on the upper most pay scale, two ECTs (Early Career Teachers) had completed two years' service and were now set to go up a pay scale.</p>	DECISION
11	Headteacher Report	<p>a) A written report had been circulated prior to the meeting with Governors having been required to raise questions prior to the meeting also:</p> <ol style="list-style-type: none"> 1. Is the appointment of a new HLTA a new post or is it recruiting into an existing vacancy? It's not clear in HT report if a HLTA has/is leaving. Miss Groves is leaving, and Miss Binder is joining us. 2. From an SLT perspective, what are the top 3 things that are going well at the school? What are the top 3 priorities for improvement in 2024/25? Going well- Curriculum, leadership, pupil leaders and wider curriculum. Priorities for 24/25 can be found in draft school plan. Collaboration, coaching and diversity through the curriculum. 3. Are all of the recommendations and actions for improvement from OFSTED, and the recent School Improvement Advisor's visit incorporated / covered in the Draft School Plan? 	

	<p>Yes everything from Ofsted is covered in draft school plan. That was the starting point.</p> <p>4. The Assessment and Data Analysis summary initially looks positive - especially for end of KS1 results compared to the previous year. In light of this, how are the KS1 and SATs results compared to Kent wide / National averages? Is KS1 still an area for improvement for the school? There is no national data for KS1. The data this academic year is inline with last years national, but there will be nothing to compare it to this year. Data shows there are no longer concerns around KS1.</p> <p>6. SEND is obviously an increasing pressure on the school. What's the vision for SEND and what are the main blockers/obstacles, looking ahead? Vision for SEND is to develop even more approaches that allows all children to be successful. We have joined PINS (Partnership for Inclusion of Neurodiversity in Schools). This will hopefully gives us more resources and training to support children even better. Obstacles for SEND is funding. The plan for cluster funding is very worrying. No spaces in Special Schools or SRP's.</p> <p>7. It's good to see some positive parent quotes showing how supported they feel with their SEND children. In general, are most parents happy with the amount of SEND support available for their children at the school? Ideally, what could the school do even better? e.g. more staff time, resources or adaptations. From a parent perspective- a full time SENCo would be great. More staff time would again be great.</p> <p>8. How many children are currently expected for Reception in September 2024? Is this likely to change? Does the SLT understand why there were such a low number of initial applications (19)? Is there a financial risk this might be repeated in future years, especially with the school expansion (and additional teacher(s)) from September 2026? Low birth rate has caused all school locally to not be full. Many children had siblings who are other schools. Many children who live in Lenham had been on our waiting list. When school expands special funding is given for a full 30 children for 3 years.</p> <p>Staffing –</p> <p>A member of staff currently on sick leave should return at the beginning of the new academic year.</p> <p>A new HLTA (Higher Level Teaching Assistant) had been appointed.</p> <p>There was one vacancy for September.</p>	
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	<p>Reception intake for September was currently at 24 and would possibly increase to 25. From a KCC (Kent County Council) perspective, the school should be running at 210 pupils. Therefore, even with the 6 spaces within Rainbow class, the school would be required to go over PAN (Published Admission Numbers) in other classes. It was therefore possible that pupil numbers could be 216 should the Rainbow spaces be filled at a later stage. The school had lost a recent appeal, one class would increase to 32 pupils.</p> <p>The Olympic athlete visiting the school had been a success, however there had been a change to the terms and conditions of the visit, which had not been highlighted beforehand. This had a negative impact on the experience.</p> <p>The HT felt that many aspects of the school were effective; pupil leaders, curriculum and the wider curriculum, to name a few.</p> <p>Priorities for 2024-2025 were collaboration, coaching and diversity.</p> <p>A Governor asked whether OFSTED recommendations had been included within the plan? These had been included.</p> <p>There was no national KS1 (Key Stage One) data, with tests non-statutory. Baseline tests now took place in Reception, predicting where pupils would end.</p> <p>The school were in line with last years data, this had been shared with KCC who were not required to pass comment, given that these tests were no longer statutory.</p> <p>The Year 5 data had not been put in the public domain yet and was highly confidential. These pupils had not carried out their KS1 SATs due to Covid-19.</p> <p>SEN –</p> <p>The school had recently joined PINDS, this was not contained to Ashford, certain schools had been selected for a reason. The HT was unsure as to the rationale behind the school being selected, however, felt that there were only positives to be had from signing up. The HT had completed a questionnaire as to where further support was required. ADHD was an area that required a greater level of support, also for parents as the likelihood of neurodiverse children having at least one neurodiverse parent was high. Children often presented differently at home. This was a KCC (Kent County Council) initiative with</p>	
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		<p>around twenty Maidstone school having been selected.</p> <p>The new cluster approach was concerning, with a lack of information having been received. There would be a pot of money with a cluster of schools required to bid for funds. Schools would be required to collaborate more so, there were no specialist provision places available currently.</p> <p>There was a reapplication of a HNF (Higher Needs Funding) being processed currently, along with some new applications underway.</p> <p>Currently, there were 24 pupils compared to 19 applicants. This was a low birth rate year, with those that had siblings on the waiting list, having since sought spaces at alternative schools.</p> <p>The expansion would guarantee two full classes of thirty pupils in each, for three years.</p> <p>There was no rule as to how far over PAN the school could go.</p> <p>There was no tendency for schools to discuss spaces with other schools. A low birth rate could allow for plenty of movement across schools. This year had seen an influx of pupils joining from Challock Prmiary school, it was thought that parents had been informed that they would be successful in gaining a place, meaning the school had ended up being oversubscribed.</p> <p>The implementation of a vision statement could be a consideration moving forward. The school values were fully embedded. The HT had draughted a possible vision statement, this would be looked at again in the September.</p>	ACTION
12	SDP/SEF (School Development Plan)	<p>a) SDP</p> <p>Several areas of required improvement had arisen from OFSTED. There was a need to share resources.</p> <p>Behaviour & Attitudes was deemed outstanding, this should be maintained.</p> <p>Leadership structures and roles would be assessed. If middle leader posts became available, the HT wished for current staff to be equipped to take on the role, should they wish to apply.</p> <p>Objective led planning would take place within EY (Early Years).</p> <p>b) SEF</p>	

		This was noted.	
13	Policies	<p>The following policies had been circulated prior to the meeting:</p> <p>a) SEND Information Report</p> <p>This had been circulated prior to the meeting.</p> <p>All Governors Approved.</p> <p>A Governor asked what Equine Therapy was? This was horse related therapy; a local stable was offering this free of charge. This took place within the school day meaning time away from lessons, however, benefits outweighed the negatives.</p>	DECISION
Other			
14	Training	<p>a) Planned for next two months:</p> <p>The Chair of Governors detailed key training opportunities, as detailed below:</p> <p>Governors were asked to complete Complaints training if possible.</p> <p>Governors were also asked to carry out Prevent training if they had not done so within the last twenty-four months. Kent was considered a high-risk area due to the port.</p> <p>Delegated roles were agreed as follows:</p> <p>Gail Spragg – Pupil Premium, SEND Teresa Sweetland – Early Years Vicky Travis – Training & Development Paul Culver – Health & Safety Ian Overhead – Sports Premium, PE Richard Westcott – Inclusion and Equality, Website Ian Hewett – Finance David Garland - Attendance James Godfrey - Mental Health and Wellbeing/Staff Workload</p> <p>All Governors Approved.</p>	<p>ACTION</p> <p>ACTION</p> <p>DECISION</p>
15	Chairs Actions	a) There had been no Chairs actions received.	
16	Any Other Business	<p>a) Governors raised the following points:</p> <p>The HT wished to relay her gratitude to the Governors for their assistance and support over the academic year.</p> <p>The Chair of Governors wished to thank Faye Hudson who was stepping down from her role as Parent Governor.</p>	

17	Impact of the Meeting	<p>a) The impact of the meeting was discussed as follows:</p> <p>It had been good to discuss Governor objectives, safeguarding updates and to approve the SEND Information report and delegate Governor roles for the new academic year.</p> <p>The Chair of Governors wished to thank Governors for their efforts across the academic year, also the HT and all the staff. The OFSTED inspection had been successful, this was down to the effort put in by all.</p>	
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) 1st October 2024 b) 19th November 2024 c) 14th January 2025 d) 18th March 2025 e) 13th May 2025 f) 15th July 2025</p>	

Meeting finished at: 6.50pm

Action Points from Meeting held on 14th May 2024

Agenda Item	Action	Responsible	Actioned
10a previous	Invite Safeguarding Lead to Term 6 FGB	HT	Actioned
4a previous	Invite Governor candidate to Term 6 meeting	CofG	Not actioned due to CofG having been poorly.
5a previous/5a	Chairs 360 Evaluations	Those outstanding	<p>There had been none further received. Governors were reminded to complete if outstanding. A Governor asked what happened with the results?</p> <p>Results were collated, the CofG could establish any weaker areas.</p>
5b previous	Re-visit Skills Audits in September	Clerk	Long standing Governors audits did not tend to change. This would be revisited in September.

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12a previous	Add Governor Induction Policy to Term 1 Agenda	Clerk	This would be added to the Term 1 agenda.
3a	E-Sign approved March FGB Minutes	Clerk	Actioned
4a	Send Clerk Email resignation	FH	Actioned
5b	Those outstanding to forward RW Diversity Data information	Those outstanding	Those outstanding were asked to complete.
7a	Carry out annual Safeguarding Training, (Prevent Training and Governor Induction Training)	DG/JG	James Godfrey was required to undertake. There were few proposed changes for the new academic year. It was possible for Governors to undertake annual training in school. The Clerk advised that Governor training should be delivered separately to staff.
8a	Ensure all DBS checks are up to date. Consider refreshing checks on staff every couple of years	HT	These were currently re-done when a change to job role occurred. This would be amended so that checks were carried out on a rolling programme after a set time period.
8a	Look at article within Governance Monthly Bulletin regarding maintaining older buildings	PC/RW	Actioned
8a	Assist SBM with tree maintenance quotes	DG	Actioned
8a	Assess whether separate food wastage removal is required	HT	A food waste bin was set to be installed; this would be cheaper than disposing of food waste in the general refuse.
11a	Undertake HTPM training	CofG/GS	The next training was due to take place on 9 th September.
11a	Look at training module for Governors to have their say on disadvantaged pupils	GD	Actioned
11a	Add staff workload/Governor assistance to CWG meeting agenda	CofG	Actioned

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Agenda Item	Action	Responsible	Actioned
4a previous	Invite Governor candidate to Term 1 meeting	CofG	
5b previous	Re-visit Skills Audits in September	Clerk	
8a previous	Staff DBS checks	HT	
12a previous	Add Governor Induction Policy to Term 1 Agenda	Clerk	
2e	Chairs Action updates to Child Protection Policy and add to Term 1 Agenda for full Governing Board approval	HT/Clerk	
3b	Governors to update annual business interests on Governor-Hub for 24-25 academic year	All Governors	
4a	Clerk to E-Sign Approved May FGB minutes	Clerk	
5a	Seek to appoint Parent Governor following	HT/Chair	
6a	Complete Chairs 360s	Those outstanding	
6b	Diversity Data	JG, IH, TS, VT, HT	
6c	Create Spreadsheet to assess Governing Board effectiveness	PC	
7a	Upload correct monitoring report	CofG	
11a	Investigate the possibility of implementing a school vision – add to Term 1 agenda	HT/Clerk	
14a	Carry out Complaints training	All	
14a	Carry out Prevent training if lapsed	All required	

Signature:



(Ceri Norey, Chair of Governors)

Date: 8th October 2024