



We are an inclusive community where Christian values empower us. We work with pride and passion to create life-long learners who fulfil their potential. If we work together, we will be the very best that we can be; achieving, celebrating and succeeding whilst having fun.

A member of Aquila, the Diocese of Canterbury Academies Trust

MINUTES OF THE GOVERNING BODY MEETING Tuesday 2nd April 2019 at 5pm

Governors Present: **Mrs. H. Ashdown** – Chair (HA)
 Mrs. K. Wratten – Executive Headteacher (EHT)
 Mrs. R. Harris (RH)
 Mrs. J. Flaherty (JF)
 Rev. E. Lanchantin-Piggott (ELP)
 Mrs. S. Beasley (SB) *left the meeting at 17:16.*

Additional Attendees: **Mrs. S. Sage (School Business Manager)**
 Mrs. L. Seal (Head of School) *left the meeting at 17:15.*

Clerk: **Mrs. L. Bondzie-Mensah** – Aquila Trust Clerk (LBM)

PROCEDURAL	ACTION
<p><u>1. Welcome & Apologies</u> The Chair welcomed all attendees to the meeting and led the Governing Body through prayer. Apologies were received and unanimously accepted from Mrs. M. Chowdhury.</p>	
<p><u>2. Business Interests</u> There were declarations made by the Governing Body.</p>	
<p><u>3. Previous Minutes</u> The minutes from the previous meeting held on 5th February 2019, were reviewed and Governors agreed they were a true and accurate reflection of proceedings. The minutes were duly signed off by the Chair of the Governing Body.</p> <p><u>3.1 Matters Arising</u> The Governing Body reviewed the action points from the last meeting and discussed the following matters not covered by the agenda:</p> <ul style="list-style-type: none"> • JF has completed her PREVENT training and given the certificate to SS. • Mr. Rodriguez has resigned from the Governing Body with immediate effect. • ACTION: Sourcing Godly Play resources to be followed up by the Chair. • The Health & Safety Audit has been postponed from 11th March to the 15th April. The monitoring visit will now take place separately. • The matters arising from the confidential minutes were deemed confidential and recorded separately. 	CHAIR

SCHOOL IMPROVEMENT	ACTION
<p><u>4. Executive Headteacher's Report</u></p> <p>4.1 HEAD OF SCHOOL BRIEFING</p> <p>Families have been notified of the change of the term dates from September. It will change at Trust level in 2020. Attendance is an issue when children are not in on a Monday and the dates have been changed to ensure children return from the holidays at the beginning of the week. The school notified the HT of Downsvie and the After School Club. The Staff Development Days will be held jointly with Charing staff and 1 day will be here and 1 will be in Charing; other CPD will be delivered at twilight sessions. Unfortunately, there has since been uncomfortable conversations with the HT and Governors of Downsvie School. The CEO of the Trust received a call from a Governor at Downsvie, and one of our parents. The Chair of the school also wrote to the EHT and the letter was circulated to Governors for review. There were clear strategies on why this action has been taken. The letter accuses the school of giving the children less learning time but by reducing break and lunchtime, the children will increase their lessons by 10 minutes a day over 38 weeks; this equates to more time learning across the whole year than the current timetable provides. Downsvie is one of the few schools which is not an Academy in the area and they therefore must follow the KCC requirements rather than have the flexibility to set their own term dates. The Towers School notified neither school when they changed their timetable. Downsvie also criticised the school holding a staff development day on Friday 14th February 2020 and recommended it should be on a Monday but this is exactly what the school are trying to avoid.</p> <p><i>Mrs. Seal left the meeting at 17:15. Mrs. Beasley left the meeting at 17:16.</i></p> <p>4.2 EXECUTIVE HEAD TEACHER REPORT</p> <p>Q1: Attendance is looking good for Term 4 but Canterbury and Westminster seem to have a high number of behavioural incidents?</p> <p>R1: The behaviour report comes directly from SIMS. Westminster has some children with mental health issues and have had some exclusions. These behavioural issues relate to a specific cohort of 3 or 4 children. The staff are being very thorough in their record keeping. Last year, Year 4 children were moved into different classes to help manage behaviour. The Canterbury issues relate to 9 children and the reasons behind their behaviour are not as easily defined; mainly issues associated with growing up. Coventry have had 4 children who did not get along so well and have been split up into other classes. Rochester: hopefully there will be consistency in teaching as the job share will move with them into Year 6. The child who had a number of fixed exclusions and could potentially be facing a permanent exclusion continues to be supported with nurture and internal exclusions. Rev EP has completed the Exclusion Training on Learning Link.</p> <p>ACTON: HA to complete the Exclusion Training on Learning Link.</p> <p><u>Cleaning Contract</u></p> <p>New contracted cleaners, Dublcheck, started yesterday and all is working well. They are a nationwide company, very professional and knowledgeable. They were very efficient</p>	<p>HA</p>

and not fazed by the current condition of the school. The school are confident they will soon get it back up to scratch. They are locking up the school too. The staff have given positive feedback. They are working during term times only. There are 2 cleaners for this school and they are very professional, they wear branded shirts. The Manager has been in yesterday and today, and is very accountable for the work being carried out.

GRC-1

Governors have reviewed the risk register software and it is not immediately clear what GRC-1 is telling us and requires further investigation.

PTFA

Item was deemed confidential and recorded separately.

NPQEL qualification

The EHT has now completed all the training and the NAHT has been very useful. The next step is to produce evidence of the work being completed which will require the Governors being recorded as they talk through the business plan. There is also a requirement to complete a School Improvement Project linked to curriculum and children. AW recommended Writing but results are already high and Reading has jumped up considerably with mock SATs achieving 93%. Maths is therefore likely to be the focus of the project. This would also be useful development for the Maths lead at Charing.

DATA

Q2: Has the moderation of the consistency of marking been carried out?

R2: There is a clear marking policy and it is moderated by SLT. The year group identified by the School Improvement Partner is being monitored more closely.

Minibus

The school is struggling with the purchase of a minibus. The SBM is concerned that it is high risk expenditure. Governors expressed concern about who could drive it due to the driving licence restrictions based on the age of the driver. There needs to be more into how many people have the required licence or are happy to have the responsibility of driving the minibus. A charity supporting Charing and lend them their minibus may be able to provide some additional guidance on purchasing the minibus.

ACTION: Parents may have some experience and a request for help will be added to the newsletter. EHT

Q3: Could hiring one on an adhoc basis be a viable alternative option?

R3: To hire with a driver is very expensive and is not financially viable as it would cost hundreds of pounds every time.

4.3 IMPACT REPORT

Governors noted some staff are still not responding to the impact report questions.

Q4: Is having inclusive policies enough or is transgender training required for staff?

R4: Stonewall LGBT information has been received by the EHT and this would provide the school with additional resources. The Chair will explore links with NHS to see if there are any additional resources or people who could give a talk. There is also a guest speaker who will be discussing safety against gangs, drugs and knife crime with the children. The cost is £25 an hour over 4 hours. The EHT will also be referring them to the Trust to provide support to other Aquila schools.

5. Governance Matters

- **Monitoring Reports**

SB will be carrying out a Health & Safety Monitoring Visit on 7th May. Governors were reminded to send an agenda and then a copy of the report to the HoS and copy in EHT. The HoS will respond first and the any additional comments will be made by EHT afterwards. Subject leaders in both schools are due to meet in Term 6, end of June.

- **Governor Training**

SIAMS self-evaluation training will take place with Rev ELP and SLT. Mental Health First Aider training will be completed by RH on 7th May and the FLO has recently completed the training.

- **Events for Term 5**

Governors reviewed and signed up to support events in Term 5.

- **Recruitment**

Monitoring responsibilities for Training and Development, GDPR and Sports Premium will need to be reallocated further to the resignation of Mr. Rodriguez. The Governing Body will need to begin recruitment for another member.

ACTION: JF to take on the monitoring responsibility of Sports Premium.

JF

6. Impact of Executive Headship

The GB wrote to the CEO of the Trust regarding clarity of roles within the new structure and on the 20th March she came to school to meet with the Governors discuss it in more detail. The notes of the meeting were circulated and feedback from the CEO has been received today. The process is working well at Kennington. The school has a good HoS and good School Improvement Partner and both engage well with the EHT. There is also good communication between SLT RH developing well as SENCO.

7. Risk Register

Governors discussed their statutory obligations in the Academies Financial Handbook to manage risks. Governors reviewed a provisional list of potential risks to the school and will need to review the risk register software GRC-1 to ensure the right risks have been recorded and responsibility has been delegated to various members of staff. The condition of the school is a significant risk. However, a number of risks have reduced such as the reputational risk which has considerably improved as a result of the significant changes which have taken place over the last 3 years. The Risk Register also needs to be linked to the SIP but updating and maintaining GRC-1 is a huge undertaking for staff.

ACTION: Governors to consider which strategic risks need adding to the register and notify the EHT and SBM.

ALL

<p>8. Finance</p> <p>The next finance monitoring visit has not yet been confirmed. A monthly monitoring report is always sent to the Chair and MB and the next FGB will be focused on budget planning for next academic year. The EHT is currently reviewing the staffing structure in both schools.</p> <p>Dinner Money Debt was also discussed with the CEO when she visited recently and whilst there is still a high debt in place, it is significantly lower than it was and one child in Year 4 has a very large debt and is no longer having any cooked meals. Nourish are prepared to split the debt left at the end of the academic year and 1 family is receiving financial support to clear a debt of £150. The 2nd biggest debt is £36 and the others are of far more manageable size. The school continue to work with parents to help reduce the dinner money debt but some have stopped responding to communication from the school. In the past, the school has taken parents to the small claims court but this is no guarantee that the debt will be paid. Staff are making sure every child has a dinner and the child with the largest debt now has packed lunch.</p> <p>At the end of this week, Nourish at Kennington will be making the food for Charing and they will drive the food to Charing. The Site Manager at Charing is hopeful that the trampoline area will become free so that it can become a servery and with a lot more food being made here will improve the quality of meals provided. Nourish pay their invoices directly and so there is no financial impact on the school. This is a positive change for Charing.</p>													
<p>9. GDPR</p> <p>There were no GDPR breaches or concerns to report to the Governing Body.</p>													
<p>10. SIAMS</p> <p>The SIAMS working party met in March and on 19th June a mock SIAMS with Liz Peterson will take place.</p>													
<p>11. Health & Safety</p> <p>There are some areas which require action as the school await the CIF bid outcome which is due at some time this week. This will then inform how the site will be managed. New logins have been issued for the new EW portal which is much more user friendly.</p>													
<p>12. Human Resources</p> <p><i>Mrs. Harris and Mrs. Sage left the meeting for the discussion surrounding human resources.</i></p> <p><i>This item was deemed confidential and recorded separately.</i></p>													
ANY OTHER BUSINESS ACTION													
<p>13. Any Other Business</p> <p>There was no minuted discussion.</p>													
<p>14. Confidentiality</p> <p>Discussion surrounding the PTFA and Staffing was deemed confidential and recorded separately.</p>													
<p>15. Future Dates and Agenda Plans</p> <p>Governors were reminded of the future meeting dates:</p> <table border="1" data-bbox="124 1839 1254 1984"> <thead> <tr> <th>MONTH</th> <th>DATE</th> <th>TIME</th> <th>MEETING</th> </tr> </thead> <tbody> <tr> <td>May</td> <td>Wed 22/05/2019</td> <td>17:00</td> <td>FGB</td> </tr> <tr> <td>July</td> <td>Tue 16/07/2019</td> <td>17:15</td> <td>FGB</td> </tr> </tbody> </table>	MONTH	DATE	TIME	MEETING	May	Wed 22/05/2019	17:00	FGB	July	Tue 16/07/2019	17:15	FGB	
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May	Wed 22/05/2019	17:00	FGB										
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<p>The meeting closed at 19.08.</p>													

Signed _____ Date _____

The Chair of the Governing Body