



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 5th February 2019 at 9:30am

Governors Present: **Mrs. H. Ashdown** – Chair (HA)
Mrs. K. Wratten – Headteacher (HT)
Mrs. R. Harris (RH)
Mrs. J. Flaherty (JF)
Mr. D. Rodriguez (DR) *left the meeting at 10:33.*
Rev. E. Lanchantin-Piggott (ELP)
Mrs. S. Beasley (SB)
Mrs. M. Chowdhury (MC)

Additional Attendees: **Mrs. S. Sage** (School Business Manager)
Mrs. L. Seal (Head of School) *left the meeting at 10:00.*

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 ELP led the Governing Body through prayer. There were no apologies required as the Governing Body sat in full quorum.</p>	
<p><u>2. Business Interests</u> MC declared she is a parent governor at Willesborough Infants School and now works for ESFA not the DfE.</p>	
<p><u>3. Previous Minutes</u> The minutes from the previous meeting on 11th December 2018 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"> • PREVENT Training. ACTION: to be completed by JF. • Further to the Governing Body’s previous discussion regarding Transgender children in school, the Key has some excellent guidance and the Chair has sent a series of questions to the EHT which will included in future impact report. 	JF

<ul style="list-style-type: none"> The school continue to support families who have school dinner money debt, with the aim of reducing it as soon as possible. Nourish are happy to support the school in this process and will share the burden of the year end debt equally with the school. The current level of debt is around £500. The invitation to recruit more Parent Governors has been circulated twice but has generated no responses. Every parent has had a letter sent directly to them which outlines the role and how rewarding it can be. The Learning Conference would be an opportunity to discuss it further with parents. Governors understand it can be a difficult process writing a statement for the ballot. The school should remind the parent community that the Governing Body would also welcome Grandparent membership. <p>ACTION: JF to write a piece about being a Parent Governor for the newsletter.</p> <p>Confidential Minutes: <i>this discussion was deemed confidential and recorded separately.</i></p>	<p>JF</p>
<p>SCHOOL IMPROVEMENT</p>	<p>ACTION</p>
<p><u>4. Executive Headteacher's Report</u></p> <p>4.1 HEAD OF SCHOOL BRIEFING</p> <p>Q1: Based on the recent raw testing, what are your predictions for year-end results?</p> <p>R1: Results for Combined are placed at the same level as this time last year, therefore the school is hopeful the children will achieve with the same level of success as 2017/18. The Year 6 children have the capacity to match last year's outcomes and possibly improve upon them. Children have had academic mentors assigned to them and the school is looking at how best to manage the SATs process with the number of adults available. The results to the raw testing are as expected at this early stage. The school are focused on supporting the greater depth children too to ensure they make good progress. The school are in the process of developing a case study file for those children who joined the school with inaccurate data relating to their academic level of attainment from KS1 in order to explain the progress story behind each child.</p> <p>The HoS expressed concern about the lack of information regarding the temporary roles in place for the support being provided at Charing. All contracts have been issued temporarily until July 2020 and it is unclear what the Trust's expectations are beyond this date. Governors expressed concern at their ability to protect the current staffing profile as some staff will not want to step back into their previous roles and will therefore seek employment elsewhere. The Governing Body also recognise the need for a blended Governing Body in order to reduce the EHT's workload and for the sharing of governance resources, such as the pairing of Governors for monitoring purposes and a useful exchange of skills. The impact report and HT reports have to be output differently and therefore there is a need to do things twice by the staff.</p> <p>Q2: What were Aquila hoping to achieve with the appointment of an EHT?</p> <p>R2: To move Charing forward. This school has the capacity help and so were asked to do so.</p>	

ACTIONS:

- **Governors to look at the strands on the framework before their monitoring visit.**
- **Governors to write a short message for the newsletter after every visit.**
- **SS to ensure all Governors are on the newsletter mailing list.**

ALL
ALL
SS

Events: Governors were encouraged to review the Events listing on GovernorHub and they are welcome to join collective worship the start of every day, which lasts for 20 minutes. On the first Tuesday of every month, all staff join collective worship including admin and support staff.

Mr. D. Rodriguez left the meeting at 10:33.

Governors sought clarification on '21 together' which is a support group for children with downs syndrome. Governors discussed whether or not a monitoring visit was need for White Rose but are satisfied that the initiative is very embedded and so monitoring is no longer required.

Term Dates: The Trust are looking to streamline term dates across all schools to avoid mid-week returns to school. A number of schools reported a significant decline in attendance for the first few days where children returned on a Thursday after Christmas. However, the change is more likely to impact on KJS families as the Infants school is now likely to have different return to school dates. The EHT has spoken to the HT of Downsview and has recommended they speak to KCC to see if they too can make changes to their term dates. The school will be moving to a 2 week half term in October; some schools within the Trust will have 2 weeks in May. Governors are hopeful this will have a positive impact on attendance.

Godly Play: The school uses Godly Play every PPA day and once a week in theme week. All teachers are trained and given a script to rehearse in advance of the session. A number of resources are made by the staff and children. It works better for the younger children than for Year 6, where it works better in smaller groups.

ACTION: A list of outstanding resources for Godly Play to be provided to the Chair.

RH

5. Finance

Since the last meeting, the finance services of the school have been centralized by the Trust. The SBM still has a strategic overarching view but the daily finance function is managed centrally. This has completely changed the way the office is working and the school can no longer process last minute ordering. SS continues to complete the monthly monitoring. In other schools with a centralized Finance function, the Trust come into school to meet Governors if required. There are a number of additional duties which were completed by the Finance Officer but have now been absorbed into the admin team's work. There has been a transition period where staff have had to be trained and these changes will take time to embed. The school communicate well with the Trust staff. The school is charged £1k a month for the service. Whilst there is a minimal saving of £200 the other duties have to be absorbed within the team. The Trust process the invoices and SS approves it electronically at the bank for payment. The changes have had a significant impact on the SBM's role and she has far less time to be

strategic and spends more time being operational as a result of the additional duties which had to be absorbed by the team. The EHT is monitoring the impact on the team but recognizes it is early days for both sets of staff. The changes have not had a negative impact on the school as a whole.

Q4: Does Aquila have a bank of supply staff?

R4: Aquila provides HR support but schools continue to arrange their own agency staff. The Trust share information of good candidates to other schools if they interviewed well but there is not currently a process for recruiting short term staff. There may be an opportunity for the Trust as a whole to negotiate better rates for agency staff so this may be an area of development in the future.

Additional Income: The school is expecting to receive an additional £13,849.80 for capital expenditure from Devolved Capital Funding (DVF). The school await the outcome for the CIF bid and depending whether it is successful or not, this may impact how the additional funding is spent. The Summer house for Nurture provision is eternally funded but the school have yet to receive these funds.

Well-being: An Aquila staff questionnaire has been sent out to most members of staff asking questions about how well supported they feel they are and whether they feel valued. The school also carried out a staff questionnaire in November and received very positive feedback. Award for Schools information was reviewed and would cost £2850 + VAT if led by a consultant or £950 + VAT if it is school led. The Governing Body will consider whether this is financially viable at a future meeting.

Q5: What is the impact of reflective homework?

R5: In years 3, 4, 5 there has been a positive impact. It is voluntary for Year 6 as their focus is on SATS revision. The homework grids have been revised to ensure there are less tasks and more reflection opportunities.

Q6: Governors are delighted to hear of the positive impact of nurture sessions in school but what plans are in place to ensure a smooth re-integration back into full mainstream classes?

R6: The transition is carefully planned to ensure a child won't suddenly come out of nurture and return to class full time. Firstly there is a graduation and then a phased return. New children joining nurture have a phased entry and the two process complement each other. Some spaces are always available in case a vulnerable child has an unforeseen nurture need.

Q7: Is a lack of resources at home a significant barrier to disadvantaged pupils?

R7: The school are able to provide resources to children. There is a secure resources room and due to the changes in ordering, the school are starting to hold more stock of regularly required items.

PTFA: *This item was deemed confidential and recorded separately.*

6. GDPR

There were no GDPR breaches to report to the Governing Body.

7. Health & Safety

Governors received an update on the outstanding items on the Health & Safety portal. The number of outstanding actions has reduced from 40 to 20 and those which are not yet resolved have a commentary added to them explaining the work in progress. The Site Caretaker is writing risk assessments now, as other site priorities have impacted on his time so for this year, however compliance is now moving forward well. The SBM and the Site Manager talk every day and have an excellent working relationship. The Assistant Caretaker is having a fantastic impact and is very proactive doing jobs which have been outstanding for a long time such as the cleaning of all gutters on site. There has been a turnover of cleaning staff and the school has had to put in a lot of support and informal actions are being taken. The morning cleaner is doing a very good job and takes real pride in her work. The SBM is investigating the cost of contract cleaners as the school struggles to recruit. Quotations are being received and will go to the Trust for review. There is not an opportunity to enter into a joint enterprise with Charing but there is scope for the contract to do some holiday cleaning at Charing. As the 3rd quotation is outstanding, Governors cannot make a decision at today’s meeting and therefore delegated responsibility to SB and HA.

ACTIONS:

- SB + HA to meet to review the possibility of procuring a cleaning contract.
- The annual H&S Audit will be carried out by Ellis Whittam on 11th March 2019 and SB will be joining him.

SB + HA
SB

8. Human Resources

This item was deemed confidential and recorded separately.

ANY OTHER BUSINESS

ACTION

9. Any Other Business

There was no minuted discussion.

10. Confidentiality

Elements of 3.1, 5 and 8 in its entirety were deemed confidential and recorded separately.

11. Future Dates and Agenda Plans

Governors were reminded of the future meeting dates:

MONTH	DATE	TIME	MEETING
April	Tue 02/04/2019	17:00	FGB
May	Wed 22/05/2019	17:00	FGB
July	Tue 16/07/2019	17:15	FGB

The meeting closed at 12.04

Signed _____ Date _____

The Chair of the Governing Body