

STOCKS GREEN PRIMARY SCHOOL
DRAFT MINUTES OF THE FULL GOVERNING BODY MEETING (FGB)
Held on Monday 16th May 2022 at 7.00 pm in the Music Room

No	Minute	Actions
Procedural		
1.	<p>Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Pauline Crowhurst (PC) Headteacher, Ruth Dixon (RD), Joe Endersby (JE), Rebecca Mackay (RM) (from 7.05 pm), Alan McLean (AM), William Moore (WM), Dave Wallace (DW), Andrea Woollett (AW) (clerk).</p> <p>Apologies for absence: Bridget Salmon (BS) – holiday agreed.</p>	
2.	Declaration of Business Interests: there were no new ones and none against an agenda item.	
3.	<p>Membership Issues</p> <p>i. Succession - AW had prepared an updated succession document and put on Sharepoint (SP). She reminded governors how important it is to consider succession to ensure consistency of governance and encouraged them to consider if there is a responsibility that interests them where they might partner with the governor responsible or do appropriate training.</p> <p>ii. New co-opted governor- it was agreed to seek a new governor to fill the present vacancy. DA has indicated that she will retire some time during this year. She has very generously offered to continue until she has supported a new governor in her essential roles as SEN and EYFS governor. RD has put an enquiry onto Inspiring Governance for 2 governors. She is communicating with a candidate in their final year of teaching at Canterbury Christchurch. To balance the diversity of the governing body it would be good to have a younger candidate.</p> <p>iii. Governor roles for agreement at July meeting – The chair and vice-chairmanship comes up for election at the July meeting. The election papers are on Sharepoint (SP) under this meeting date and governors are encouraged to consider standing or nominating candidates. RC and JC both indicated they would be willing to stand again.</p> <p style="color: green;">Governance will continue in a professional and timely manner to support the good education of the children at SG.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">RD</p> <p style="text-align: center;">All</p>
4.	<p>Minutes of confidential and non-confidential meeting of 21st March 2022: these were agreed as correct and approved by the governing body and signed by chair - RC.</p> <p>See matters arising</p>	
5.	<p>Action Points</p> <p>See Appendix 1</p>	
6.	<p>Matters arising</p> <p>JC reported that the headteacher at Slade, who has undertaken this role before and is therefore experienced, has agreed to be a mentor for Peter Hipkiss (PH). RC or JC need to meet with the Chair at Slade school to agree the funds.</p> <p>Three dates have been agreed for PH to meet with PC, the School Improvement Advisor (SIA), the finance team, RC and JC. SG has to fund supply cover for 2 of the 3 days. The third day is an INSET day at Discovery School. PH is also attending the new entrants parents meeting on 14th June 2022 at 6 pm.</p> <p style="color: green;">This will support and ensure the smooth transition of the new headteacher.</p>	RC

	<p>See confidential minutes. Item 3.</p> <p>A.O.B. Funding streams for music provision.</p>	
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School Improvement		
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7.	<p>Headteacher Update Headteacher's written report. PC had circulated her report prior to the meeting. RC thanked her for again producing a very comprehensive report. PC reported the following updates.</p> <ul style="list-style-type: none"> • Gilly Francis (GF), in the office, has Covid and chicken pox is going round in the infants so there continue to be absences. <ul style="list-style-type: none"> • She has advertised the Site Manager vacancy in more places and has had a good response. Interviews will take place this Thursday with the assistance of DW. Have any of the candidates experience? Yes there are some with experience. Has it been advertised locally? Yes in Hildenborough and Leigh Parish Magazines. A security company in East Peckham have been engaged to secure the school in the evening. • Two children from Ukraine are joining Year (Y) 4, increasing the numbers to 31. The school have bought them a welcome pack. Are they being hosted by families in this school? One is and the other is living in Tonbridge. One child speaks very good English but the other not quite so good. The school is very fortunate that one of the mothers is an interpreter and has offered to help with any language needs. There are a lot of resources on-line and the ipads have a language interpretation tool which will be very useful. It is helpful that they will both be in the same class. A mid-day supervisor who is keen to also work as a teaching assistant (TA) will be working extra hours in Y4 to support the children. <ul style="list-style-type: none"> • INSET days have been agreed with Peter Hipkiss. <p>Governors commented that they did not think it appropriate for staff absences to be shared with all governors. They should only be shared with BS in her role as Wellbeing governor.</p> <ol style="list-style-type: none"> i. Safeguarding and Behaviour – see Item 11.6 ii. Health and Safety – no issues. iii. Progress of SIP – see committee minutes on SIP. 	
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8.	<p>Governor Day RC thanked JC for collating the governor monitoring reports and circulating the data. A governor complained at the lateness of reporting and strongly requested that items should be posted earlier. JC responded that she was waiting for reports to come in before she could analyse them. AW also apologised that the S & C minutes had not been put on until Monday morning but with 3 committee meetings scheduled the previous week it was too short a turn round to have the Wednesday S & C meeting minutes ready any earlier and the timing of the completion of the minutes was well within the terms of reference for the meetings.</p> <p>Governors comments from the monitoring visit were: Safeguarding culture: both staff and children know what to do if they have concerns. Safeguarding details are displayed prominently around the school site. SEND culture: all governors consider the wellbeing and mental health of the school team and the children are very important. This is monitored by BS, the wellbeing governor, and monitored in the P & P committee. During the tea and cake session staff all commented that pressure of workload due to the Covid situation was very stressful and with the large absences before Easter it had been very difficult.</p>	
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Heathy Eating – it was observed that some children’s packed lunch, mainly in KS1, is not always in line with the Healthy Eating Policy. The school does share the policy with parents and encourage healthy eating but a balance has to be kept.

Language. To inform children of different languages and cultures parents to be encouraged to visit to talk about their cultures.

One suggestion was to grow a hedge along the front fence to minimise pollution.

Parental Engagement – governors completed an audit that demonstrated that the Governing Body do engage parents well, although there have been challenges during lockdowns. School has now returned to normal operation and the fact that governors have been able to complete a governor day in school is good.

Inclusion and Diversity Course. This was very successful. DW has asked Bhupinder Gill if she will produce a certificate to demonstrate that governors attended the training.

The Governor Day gave governors a good perspective on how the school has returned to normal teaching. It offered an opportunity to engage with parents, children and staff giving governors a good insight into the present status of the school. Governors were pleased to see the school is in good order, the children well engaged and staff able to express their concerns. It will help governors feed into the SIP for next year.

9. Finance and Premises (F & P) Committee

Minutes of the meeting of 10th May 2022 were circulated on SP.

- i. **Financial Year End 20/21 – fund rollovers.** The financial year end was excellent with an actual rollover of £109,349 compared with the original predicted rollover of £47,820. This has produced a 3 year budget which is a safe budget with a first year rollover of £64,317.55; second year £95,785.80 and third year £138,627. The main reasons for this is a new headteacher salary (lower than an experienced head), a good rollover, 3% rise year on year promised by Government, supplementary grants to cover NI and energy costs and a reduction in SEN expenditure as, thanks to the good work YB does with TAs, a specialist teacher is no longer required.

The school always produces a prudent budget to allow for any eventualities. If all goes well it is usual for the rollover to be better than budgeted and going forward, with pupil numbers rising, income will rise as well. The infant canopies, forest school provision shelter, new bank of notebooks and the possibility of having to fund the playground repair are all in the budget. F& P recommended that no additional monies should be proposed until PH has started so he can agree any further spending. **This was agreed.**

- ii. **New proposed 3 year budget – 2021-2024 – the budget was unanimously approved and signed for submittal to the Local Authority (LA) by 31st May 2022.**
- iii. **Business Continuity Plan. Agreed**
- iv. **Best Value Statement** – an amendment was tabled from S & C committee. JC to forward corrections to Jill Johnson. JC, RC and PC to arrange to sign once amended. JJ to post on the website.
- v. **Governing Body Decision Planner was approved by F & P.**
- vi. **Policies to be agreed –**
Lettings Policy – statutory - was agreed by the FGB.
Pricing and Charging; Charging and Remissions; Records Management and Freedom of Information were reviewed by F & P and approved.
- vii. **VAT reimbursement procedures – it was agreed that this can be claimed on a monthly basis.**
- viii. **Financial document circulated by JJ – no comments.**
- ix. **Quotations for bank of classroom notebooks and infant outside canopies**

JC/PC/RC
/JJ

	<p>– these were reviewed by F & P and a decision taken to buy the classroom notebooks from Albion and the canopies from 123V.</p> <p>x. SIP priorities – the committee reviewed and monitored the SIP priorities for Term 5. See the F & P minutes for the detail.</p> <p>The setting of a prudent budget and careful monitoring have provided the school with a sound financial basis going forward and the ability to offer additional support to children’s education where necessary.</p>	
<p>10.</p>	<p>Pay and Performance Committee (P & P) A P & P meeting was held on 9th May 2022 and the minutes circulated on SP.</p> <ul style="list-style-type: none"> i. SIP priorities – the committee reviewed and monitored the SIP priorities for Term 5. See the P & P minutes for the detail. ii. Headteacher appraisal – the mid-year appraisal took place and was recorded in the 21st March 2022 FGB minutes. PC had met all her targets and continues to maintain a good standard of education at SG. iii. Staffing – staffing structure. PC shared a draft structure with the P & P committee. The final structure will be circulated to governors for approval at the FGB meeting of 11th July 2022. iv. Survey results/actions. The pupil survey has been agreed with JE and BS and will be completed next week and the Y6 exit survey next term. Both will be reported at the next meeting. A parent survey will take place next year as scheduled. v. Policies: Pay and Reward – statutory. The Pay and Reward Policy was recommended for approval with the appendix of current salaries. It will be briefly reviewed in October following the agreement of the next round of salaries and will then be reviewed again in October 2023. It was agreed by the FGB. Capability Policy – statutory. This was agreed by the FGB. 	<p>PC</p> <p>JE/BS</p>
<p>11.</p>	<p>Standards and Curriculum (S & C) A S & C meeting was held on 11th May 2022 and circulated on SP. JC reported that although a differential remains with boys and girls in maths the data shows that this is improving with 22 girls below in March and only 8 in May, 2 of whom are SEN children. This is promising and shows the strategies are effective. PC produced progress and attainment data which provided governors with a good understanding of pupil progress throughout the school and demonstrated that pupils are catching up.</p> <p>It was noted that Urzula Saganowska (US), English subject leader for KS1, has been leading English on her own while the partner subject leader is absent. US has been monitoring KS2 as well. Governors would like to have reading data at the end of the year. JE reported that this is easy to produce and he will provide it.</p> <p>It was demonstrated that staff have a good understanding of all children’s progress in spite of the many challenges they have had to face this year.</p> <p>JC attended a KS2 Assessment Data course which stated that staff should only be expected to complete 2 to 3 data reports a year. SG staff advised that they feel they have a better understanding of progress now they are completing data analysis 6 times a year. They agree that the system they use is easy, is not arduous to use and they are given time to accomplish the task and will continue with this plan.</p> <ul style="list-style-type: none"> i. SIP priorities – the committee reviewed and monitored the SIP priorities for Term 5. See the S & C minutes for the detail. ii. Assessment data – Pupil Premium was reviewed. iii. Sports Premium – there was nothing to report. iv. Safeguarding – JC had a monitoring meeting visit with PC and went through 	<p>JE</p>

<p>the safeguarding audit. The school are investigating a safeguarding recording system, CPOMS, which is used by other schools. It is electronic storage of any safeguarding concern or important information on a child. It is GDPR approved, totally secure and other teams, such as social services, can download information onto the file or access the information. Is there a lot of work to load the information? Slade school use the system and have invited PC to visit to see what it involves and how it works. Is there an annual fee? Yes, £680 per year which the school feel would be justified as there are more and more concerns raised. General behaviour concerns can also be input building a picture of a child. Governors commented that it appears to be a very useful tool and agreed that the school should sign up if they find it appropriate after their visit to Slade.</p> <p>Is there a general view of whether children have caught up with learning? It has been interesting to do SATs and JE noted that more able children, who previously would have found the questions understandable, struggled a little. Where children have a reader, the reader is not able to explain the question, only read it out. Do you think the SATS were more difficult this year? No they have not changed but some more able children found it harder and less able children lacked motivation as they found it difficult to access. When the results are received and areas for concern are identified catch-up interventions will be implemented. Other schools had the same concerns. Governors asked if there is anything additional we should be considering? The budget is healthy and even if it was not funds would be found to progress children's learning if necessary as they only have one chance at school. Appraisals demonstrated the benefit gained from Ruth Hughes tutoring. The school will assess what resources are required when the tests results are received.</p> <p>Policies: Child Protection Policy – statutory. It was agreed by the FGB with the change to contact details RE Policy was reviewed and agreed by S & C committee.</p> <p>Governors consider that data shows that the funding agreed to support catch-up has been well spent and has had a good impact on children's education and therefore their futures. They will continue to monitor this area and ensure the correct resources and interventions continue to be used and funded. The agreement to purchase the CPOMS system, if agreed suitable, will enhance SG's care of more vulnerable children.</p>	<p>PC/JE</p>
<p>12. SEND - DA DA will submit a written report once all the data is in. She reported that there are 6 SEN pupils at the moment. 3 of whom have an Education, Health and Care Plan (EHCP)/ They are all progressing well with extra help. Older pupils are looking at secondary schools and one has received a scholarship to Kent College.</p>	<p>DA</p>
<p>13. Governor Monitoring</p> <ul style="list-style-type: none"> i. Report from monitoring on Governor day – see agenda item 8. ii. Update on any other monitoring – See agenda item 11. Iv <p>JC met with Liz Dargie (LD) and Emily Smith (ES), the subject leaders for ART and DT and with LD for humanities (RE, history and geography). JC will send her report to PC and once shared and reviewed, circulate it to governors. BS completed a monitoring visit on wellbeing and circulated her report.</p>	<p>JC</p>
<p>14. RD - Training and Development/Website</p>	

<p>All governors confirmed that they have completed the Prevent course. They are reminded to put the hard copy of their certificate in the white governor folder and also put on-line in their training folder.</p> <p>RD reminded WM and BM to complete their induction charts and return to her.</p> <p>i. Update on training undertaken – RD had completed a Complaints course. AW had attended the Clerk’s briefing and conference and completed a Complaints course for Clerks. RD and AW reported that the complaints material had confirmed that SG had the right procedures in place. BM had attended the Governor’s briefing. The main focus had been the academisation proposed in the Government Whitepaper. She will circulate the slides to governors when she receives them.</p> <p>ii. Training opportunities – RD had circulated the latest training modules. AW highlighted training for Finance/chairing skills/question and challenge/monitoring visits/headteacher performance management – which may be useful to new governors.</p> <p>iii. Website Compliance – no comments.</p>	<p>All</p> <p>RM/WM</p> <p>BM</p>
<p>15. Electronic Storage</p> <ul style="list-style-type: none"> • AW reported that it is now permitted to store minutes and documents electronically, rather than as hard copies, but there are strict regulations around security and access. It was formally agreed that Stocks Green School will continue to keep a hard copy file of the minutes of all meetings and the most relevant documents. • Ofsted availability – it was formally agreed that in the case of an Ofsted inspection, Ofsted will be given access to the Governor section of the Schools Office 365 secure platform. • New headteacher – Access to the Office 365 platform for PH was discussed. There will be a formal handover meeting in July. Governors will agree on a date for PH to have access to Office 365 at the 11th July Governor meeting. 	<p>FGB</p>
<p>16. Governance updates NGA Newsletters</p> <ul style="list-style-type: none"> • The highlights and links to Government White Paper on Education were previously circulated to all governors via email. • Ofsted corporate strategy, published this week. 8 strategic priorities. • School Inspection Data Summary Report (IDSR) Guide IDSR updated https://www.gov.uk/guidance/school-inspection-data-summary-report-idsr-guide#full-publication-update-history • Link to New Schools Inspection Handbook https://www.gov.uk/government/publications/school-inspection-handbook-eif • Parent Pledge - Schools need to factor in the new ‘parent pledge’ when planning budgets for next year. This requires schools to keep parents informed of when their child falls behind in English or Maths and to let them know of the support they will be given to help them get back on track. This is part of the SG procedure. 	

<p>Monthly Newsletter May</p> <p>Safeguarding. Ofsted has provided reassurance that governors' responsibility towards safeguarding has not changed as paragraphs 78 and 81 of Keeping Children Safe in Education (2021) states, governing bodies have a strategic responsibility for their school's safeguarding arrangements and must ensure that they comply with their duties under legislation.</p> <p>Governors must satisfy themselves that the school's safeguarding policy and procedures are in place and meet requirements, but it is their choice how they do this. See link in May newsletter for myths around safeguarding.</p> <p>With regards to the SCR and staff who no longer work at the school governors need to seek confirmation that the relevant action has been taken – see May newsletter for link.</p> <p>School Financial Value Standard have added information on related party transactions together with the specimen signature template – see May newsletter for link.</p>		
Other		
12.	<p>Chair's Actions/Correspondence RC reported that there have been no significant actions to report.</p>	
13.	<p>A.O.B. A governor raised music grant funding. Jo Wiltshire has completed the survey and returned to the school for submission.</p>	
14.	<p>Next Meeting: 11th July 2022 Set date of next year equivalent : 15th May 2023.</p>	
15.	<p>Confidentiality See confidential minutes.</p>	

Signed

Questions/comments

Answers

Date

Impact

Appendix 1

Completed or ongoing actions from the meeting of 21st March 2022

Item	Action	Action by
1.	Additional mobile classroom project to be advanced and roughly costed to be presented to the Parish Council. PC and JJ did an excellent job to put to the Parish Council. The PC have written back to say it has to be produced in their format. AM will work with PC to produce the document. Is there a time limit? Yes it needs to be done by June.	PC/AI
2.	Y6 exit survey will be done in Term 6. JE has prepared the survey.	JE/BS
3.	PC to circulate the SIA report of visit when available. Circulated.	PC
4.	PC to circulate data from tests for both Key Stages once it has been posted and analysed. S & C meeting looked at the data, see minutes.	PC
5.	PC and AI to continue to press KCC for decision on playground resurfacing. Ongoing – see F & P minutes. JJ has worked very hard on it. There is a contingency amount in the budget if it is not funded. It would need to be done during the holidays.	PC/AI
6.	PC/AI to get quotes for outside canopies. Quotes have been acquired and one chosen. Need to get planning permission before they can be installed.	PC/AI
7.	PC/AI to continue to investigate the extension of Y3 classroom. See F & P Minutes.	PC/AI
8.	PC to change the LAC children to 3 on the Headteacher Report. Changed.	PC
9.	All governors to do the PREVENT course if it is more than 2 years since the previous one. Everyone has completed the training.	All
10.	RD and AW to arrange date for AW's appraisal. Completed.	RD/AW
11.	AW to add electronic storage to May FGB agenda. Agenda Item.	AW

Appendix 2

Actions from the meeting of 16th May 2022 to be completed by 11th July FGB meeting.

Item	Action	Action by
1.	Governors to consider succession and where they might offer to partner with another governor or do appropriate training.	All
2.	RD to report on progress with seeking 2 new co-opted governors.	RD
3.	All governors to consider nominations for election of chair and vice-chair in July.	All
4.	RC to meet with the Chair of Slade Primary School to agree funding of mentoring for the new headteacher.	RC
5.	JC to sent amendments for Best Value Statement to Jill Johnson for amendment. RC, JC and PC to arrange to sign. Amended copy to be posted on website.	JC/PC/RC/JJ
6.	PC to finalise the staffing structure and circulate to governors for 11 th July 2022 meeting.	PC
7.	JE to complete pupil survey and Y6 exit survey, share with BS and report back to the FGB on 11 th July 2022.	JE/BS
8.	JE to prepare reading data to share with governors at 11 th July 2022 meeting.	JE
9.	JE and PC to assess SATS data and decide on any further resources needed.	JE/PC
10.	DA to provide a written SEN report for the 11 th July 2022 FGB meeting.	DA
11.	JC to circulate her monitoring visit report to governors on her curriculum subject leader visits.	JC
12.	Governors reminded to put PREVENT certificates on-line and in the white folder.	All
13.	WM and BM asked to return their completed induction check lists to RD.	WM/BM
14.	BM to circulate the slides from the Governors Briefing.	BM
15.	PC and AM to complete request for funding of mobile classroom on Parish Council format before 11 th June.	PC/AM