

**Ash Cartwright & Kelsey CE (Aided)
Primary School
Business Meeting of the Governing Body
Tuesday 22 September 2015 at 6.30pm**

Present: Mrs N Loveless (Chair), Mr M Crick (Headteacher), Mr B Vennart, ,
Mr A Collings, Mr N Hassall, Mrs J Newing, Mr N Gault, Mr I Belsey,
Mrs A Burchell-Trent,

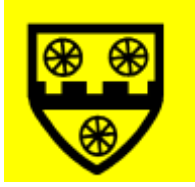
In Attendance: Mr P Marsh (DHT)

Clerk: Mrs Tracey Filmer

**For Action
by:**

- 1. Opening Prayer**
BV opened the meeting with a prayer.
- 2. Apologies for absence**
Apologies were received and accepted from Mrs L Porreca, Mr C Watson,
and Mr W Pemberton
- 3. Election of Chair and Vice Chair**
It had been agreed previously that the Chair, Mrs N Loveless, and Vice
Chair, Mrs L Porreca would be elected on a two year cycle, with the Vice
Chair being prepared to move into the Chair's position in two years' time.
As this was the second year of the cycle the Clerk confirmed that the
Chair and Vice Chair would remain in position for a further year.
- 4. Declaration of Business Interests**
The Clerk explained to governors that the Governors Register of Business
Interests form had been updated for 2015/16 and it was a statutory duty
to publish governor details and interests on the website. Governors
completed and signed the business interest forms for 2015-16.

Governors were invited to declare business interests against any agenda
item. None were declared.
- 5. GB Standing Orders and Terms of Reference**
The SOs and TORs for the GB had been circulated prior to the meeting
and governors agreed and approved them.
- 6. Code of Practice**
Governors were reminded about their governor responsibilities and the
need for complete confidentiality. Governors signed the code of conduct
for 2015-16 which had been updated to include a reference to details
being published on the website.
- 7. Areas of Responsibility 2015/16**
The Chair circulated a list of the proposed monitoring pairs for 2015/16
and governors agreed the following:



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Monitoring Pairs – 2015/16

Achievement of Pupils

Mr I Belsey and Mrs L Porreca

Quality of Teaching

Mr N Gault and Mr N Hassall

Behaviour & Safety and Leadership & Management

Mr W Pemberton and Mr C Watson

Finance

Mr A Collings and Mrs J Newing

Effectiveness of the Early Years Foundation Stage

Mr B Vennart and Mrs A Burchell-Trent

Headteacher Performance Management

Mr B Vennart, Mrs N Loveless and Mr W Pemberton

SEN Governor - Mrs J Newing

Training & Development Governor – Mrs A Burchell-Trent

Classroom Visits

Governors were allocated the following classes for 2015/16:

Fledglings – B Vennart	Owls – I Belsey
Wrens – A Burchell-Trent	Hawks – A Collings/Mr N Gault
Robins – N Loveless	Eagles – W Pemberton/C Watson
Magpies – J Newing	Falcons – N Hassall/Lisa Porreca

Governors would carry out three monitoring pair’s visits each year and three classroom visits, making sure the link to the Ofsted Action Plan was shown in the report.

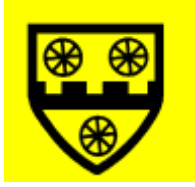
9. Minutes of the meeting held on 16 July 2015

The minutes of the meeting held on 16 July 2015 were agreed and signed as an accurate record of the meeting.

10. Matters arising from the Minutes of 16 July 2015 not elsewhere on the agenda

LA Governor to book on induction course – The governor confirmed this would be booked next week.

A B-T



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SIA approached about standby LLE – The Chair explained that as there was going to be a formal agreement through the MoU with Eastry school there was no need to put this in place. Governors agreed.

LLE NOV circulated to governors

Governors agreed these reports should be circulated with the FGB papers before each meeting. The Chair would forward to the Clerk at the appropriate time.

Chair

Pupil Premium external review report to be circulated to governors – The Head confirmed that the review had taken place and a draft report received. The final report would be circulated to governors as soon as it was received.

Head

Comparison of reading/writing results of PP and non PP children

The Head confirmed that non PP children had performed better than PP children: The gap in points progress at the end of KS2 was 2.4 (R), 3.8 (W) and 3.5 (M).

- **A governor asked if the Head could see the gap closing from the previous term.**

The Head said it was possible to see the gap closing during the year but the children still did not make the same progress as the non PP children.

- **A governor asked if interventions were in place.**

The Head confirmed that interventions were in place and these kept progress in line but they did not close the gap. As a result, interventions were to be different this year.

List of Y5 and Y6 interventions

The Head informed governors the following interventions were in place:

- Additional literacy and maths sessions
- Numbers count work had been adapted for Year 3, 4 and 5 children
- Sensory circuits sessions for children needing them - currently Year 6
- Better reading partnerships (TA training this term, enabling extension of the scheme)

In-house safeguarding course for all volunteer helpers

The Head would arrange a course for this term.

Head

MoU with Eastry circulated and parents informed

The Chair confirmed the MoU had been circulated but parents would not be informed until the MoU was agreed by all parties involved. Governors



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suggested that the information be given to staff verbally in order to promote the positive side of the agreement clearly.

Action:

1. **LA Governor to book on governor induction course.**
2. **LLE NOVs to be circulated with FGB papers**
3. **PP report to be circulated to governors**
4. **In-house safeguarding course to be arranged for all volunteers in Term 1**
5. **Letter to Parents informing them of MoU.**

**AB-T
Chair/Clerk
Head
Head

Chair**

10. Memorandum of Understanding with Eastry

The MoU had been circulated to governors prior to the meeting and a copy is filed with the minutes. Governors agreed and approved the MoU.

11. Review of Governance

The working party (NL, IB and NG) had met to discuss the report produced by QuarterHouse Consulting following the review of governance recommended by Ofsted in May 2015. The minutes of the working party meeting were circulated to governors prior to the meeting and recommendations/actions discussed with governors.

The following recommendations/actions were agreed as follows:

Current Position

- The period of time the Chair and Vice Chair served should be extended to 3 years in order that year 1 could be about observing and thinking about making changes, year 2 to instigate those changes and year 3 to see the impact of the changes. Governors agreed to extend the term to 3 years. The Clerk would amend the standing order to reflect this change.
- It was agreed to continue with the Circle Model, making some changes recommended in the review. This would be reviewed again in September 2016.

Clerk

How Well Governors Ensure Clarity of Vision

- All governors would bring the Ofsted Action Plan to every FGB meeting – the plan to become the governors’ “bible”.

All Govs

How Well Governors Contribute to the School’s Self Evaluation

- The Head would produce a data wall as part of his report before each meeting to aid governors’ knowledge of the data. A short training session on the data wall would be given.
- The Clerk would produce a separate Action Sheet from the FGB minutes in order to aid monitoring of actions.
- All documents to be circulated for the FGB meeting would be with the Clerk a week (5 working days) before the meeting to be distributed with the agenda. Documentation received after this

Head

Clerk

Head/Clerk



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date would be held until the next meeting.

- The Head's report would be restructured to reflect the 4 Ofsted criteria and to link in with the Ofsted Action Plan.
- Agenda to be restructured to reflect the importance of School Improvement.

**Head
Clerk/Chair**

How Well Governors Support and Strengthen the School Leadership

- In order to make Classroom Visits more effective governors were asked to use the new form and to attend a training course on Governor Monitoring. The Chair circulated a list of dates for this course and several governors agreed to book onto a course on 1 December.
- It was agreed that all governors would undertake some sort of training at least twice in each academic year, starting now. This could be internal or external training or attending the District Governor Briefing sessions. The Code of Conduct would be updated in September 2016 to reflect this change. Governors were reminded there was a bespoke training course booked on data on 17 November 2015 at the school.
- Maths Leader to be invited to the next FGB meeting in November to give governors an update on progress in Maths.
- Monitoring pairs would see middle leaders during a visit where possible.

All Govs

**Head/Nov
Agenda**

How Well Governors use Performance Management

- It was agreed the HTPM group would also monitor staff performance management targets and CPD.

Head/Chair

How Well Governors Ensure Solvency

- Governors were asked to read the Governor Handbook section on accountability and the budget.

All Govs

Currently no governor has official capacity for personnel issues and governors discussed how to move this forward. The Finance Monitoring Pair did not feel able to take on the personnel aspect of this due to compromise and it was decided the Chair would look into this further before deciding how to proceed.

Chair

How Well Governors operate in such a way that statutory duties are met

- It was agreed the DHT would have responsibility for establishing a policy review cycle of statutory policies and for making sure they were presented at the correct time for approval by governors.

DHT

How Well Governors engage with stakeholders

- It was agreed a rota would be drawn up for governors to take it in turns to attend the Parent Council sessions.

Chair



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- Governors discussed attending parent evenings but thought this would not be beneficial unless there was a specific reason for them being there. The Head suggested attending the Open Mornings for prospective new parents on Friday 6 and Saturday 7 November as this would be very useful. A governor also suggested having a follow up meeting for parents half way through the years to inform them of progress made on the Ofsted Action Plan.
- Minutes of governor meetings would be published on the website.

All Govs

Head

How Well Governors use the PP to overcome barriers to learning

- Governors must receive regular feedback from staff and governor PP champions to assess the impact of resources upon standards of groups of pupils.

The working party would meet again in September 2016 to review the actions agreed.

Action:

1. **Standing order for Election of Chair and Vice Chair amended.**
2. **All governors to bring the Ofsted Action Plan to every FGB meeting – the plan to become the governors’ “bible”.**
3. **Short training session on the data wall would be given.**
4. **A separate Action Sheet from the minutes.**
5. **All documents to be received and circulated 7 days before the meeting.**
6. **The Head’s report restructured to reflect the 4 Ofsted criteria and to link in with the Ofsted Action Plan.**
7. **Agenda restructured to reflect the importance of School Improvement.**
8. **Governors to undertake two training sessions per year.**
9. **Maths Leader to be invited to the next FGB meeting.**
10. **HTPM group to monitor staff performance management targets and CPD.**
11. **Governors to read Governors Handbook, Section 7.2**
12. **Chair to consider Finance Monitoring and inform governors.**
13. **DHT to draw up a policy review timetable to present to governors.**
14. **Rota of governors for attendance at Parent Council meetings.**
15. **Some governors to attend Open Mornings in November.**
16. **Minutes of FGB meetings to be published on website.**

Clerk

All Govs

Head

Clerk

Clerk/Head

Head

Clerk/Chair

All Govs

Head

Head/Chair

All Govs

Chair

DHT

Chair

All Govs

Head

12. Governor Visit Reports

The following Governor Visit Reports had been circulated to governors prior to the meeting and copies are filed with the minutes:

- Magpies Class Visit – 06.07.15 (IB)

As part of the visit, the governor had carried out a scrutiny of some



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maths books looking specifically at the marking system, which is a focus in the Ofsted Action Plan. The governors had sent several questions to the class teacher in advance of the visit and recorded the responses in the report.

- Website Monitoring Report – September 2015 (NG)
The report showed that most aspects of the website were compliant. Some minor points were raised and noted in the report. The governor would check the website again in October to make sure the points raised had been addressed. A full scrutiny would be undertaken again in September 2016.

NG

Action:

1. **Website to be checked in two weeks to make sure updated.**

NG

13. Headteacher's Report

The Headteacher's Report to Governors had been circulated prior to the meeting and a copy is filed with the minutes. The Head informed governors that the government had decided to leave floor standards at 65% in 2015, and not increase to 85% as had been planned. Governors were invited to ask questions on the Head's report:

- **A governor asked why on 28% of pupils in Year 4 were on expected or above progress as this was very low.**

The Head explained this was very low and these children were now in Year 5 and were subject to interventions. The children just below expected standard at the end of last term were also being targeted to make accelerated progress.

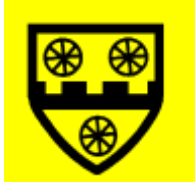
- **A governor asked how the actions following the moderation of assessment of children would be monitored.**

The Head explained this would be by bringing together planning, scrutiny and observations. The Head would collate all aspects which would then tie in with the data to show progress made.

The Head circulated a data wall of Term 6 last year to governors for their information. .

- **A governor requested that if a large minus figure was shown on the data wall that an explanation was given on the sheet.**

The Head also circulated a template of the data wall he would be using with new steps system. This would be updated during the year following pupil progress meetings and shared with governors at FGB meetings



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SEF

The SEF, updated in September 2015, was circulated to governors prior to the meeting. A governor said it was very important this document was shared with staff as soon as possible as it should be owned by SLT.

Admission Arrangements

Governors agreed the statutory changes to the admission arrangements for 2016, advised by KCC:

1. Reference to Education, Health and Care Plans (EHCP) made in Admission Procedures and Policy.
2. Confirmation of parents' right to defer starting school in the reception year, which can be found after the over subscription criteria.

Action:

1. **Updated admission arrangements to be put on the website.**

Head

14. Head's Performance Management

The Chair confirmed that BV, NL and an outside adviser had met with the Head and due process had been run and completed. There would be a mid-year review in February 2016.

15. Goals for 2015/16

Governors agreed a group consisting of NL, LP, BV, Head and DHT would meet to draw up the goals following the inset day. These would be circulated to governors and presented for agreement at the FGB meeting in November.

**Nov
Agenda**

Action:

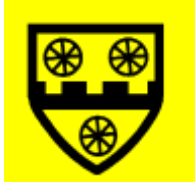
1. **Group to meet to draw up goals for 2015/16.**

**NL/LP/BV/
Head/DHT**

16. Finance

The Head reported that the Finance Officer had only received training on the new budget software today and consequently there had been no monitoring carried out to date. The Finance Monitoring Pair would meet as soon as possible regarding monitoring of the budget.

The Head informed governors that changes had been made to the way the Sports Premium funding could be spent on 4 September but arrangement had already been set up for this academic year. The situation would be reviewed later in the year.



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17. Policies

Safeguarding

The safeguarding policy had been circulated to governors prior to the meeting. All staff and governors would be required to complete an e-learning module and governors would be informed in due course. The Chair would be undertaking safer recruitment training. The Chair asked that all governors read the section on Keeping Children Safe in Education as it was a governor responsibility. All staff had been requested to read the safeguarding policy and indicate they have done so by signing a list. The Safeguarding governor would check that all staff had completed this before the November meeting.

Governors approved the policy.

HT to produce the Annual Report to Governors.

Action:

- 1. Governors to read section on Keeping Children Safe in Education from the Safeguarding Policy.**
- 2. Safeguarding governor to check all staff had read the policy prior to next meeting.**
- 3. HT to produce Annual Report**

All Govs
WP
Head

18. Confidentiality

The Head's report was confidential. There were no items of confidentiality in the minutes.

19. Date of next meeting

Full Governing Body – Wednesday 25 November at 6.30 pm

The meeting closed at 8.30 pm

Signed: Date:
Chair of Governors