

**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 18 May 2015 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mr M Crick (Headteacher), Mr B Vennart, Mr N Hassall, Mr W Pemberton, Mr N Gault, Mr I Belsey, Mr A Collings, Mrs A Burchell-Trent, Mr C Watson, Mrs L Porreca

In Attendance: Mr P Marsh (DHT)

Clerk: Mrs Tracey Filmer

Action

1. Opening Prayer

NH opened the meeting with a prayer.

2. Apologies for absence

Apologies were received and accepted from Mrs J Newing (illness).

3. Declaration of Business Interests

Governors were invited to declare business interests against any agenda item. None were declared.

4. Minutes of the meeting held on 16 March 2016

The minutes of the meeting held on 16 March 2016 were agreed and signed as an accurate record of the meeting.

5. Matters arising from the Minutes of 16 March 2016 not elsewhere on the agenda

The Governing Body Action List was reviewed.

1. The LA governor had booked onto a governor induction course on 24 June 2016.
4. In-house safeguarding course for volunteers had been arranged for 19 May 2016.
37. The Chair had completed Safer Recruitment Training on 24 May 2016.
50. Two governors had not yet completed their skills audit.
51. Governors to be sent the date for the next Parent Council meeting.
56. IB and NG volunteered to set up a working party to consider recruitment of pupils to increase the school roll.
61. DBS checks for governors – all governors had completed or started this process.

All other items were either complete or ongoing. Please see attached updated action list.

6. Finance

2015/16 Year End Outturn Report

Outturn figures for 2015/16 were circulated to governors prior to the meeting, together with the Governor Finance Visit Report dated 5 May 2016. Copies are filed with the minutes.

The report showed an in-year surplus of £9,049.

The total revenue rollover brought forward was £58,959.49.



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There were no Capital reserves to carry forward.

Budget 2016/17 and 3 Year Plan

The Finance Governor had been closely involved with the budget setting process and explained that three versions of the budget had been provided and circulated to governors, in order to see how the process had progressed. Version 3 was presented for approval and a copy is filed with the minutes.

A governor asked if the process had been strategic in terms of making cuts to balance the budget. The Head confirmed it was and that headings had been closely looked at and expenditure prioritised. Governors were concerned about the three year plan and the fact it had taken so long to get to the final version. The Head explained there had been issues with the software and different versions of the budget had been produced following advice from the LA regarding staff information.

A governor was concerned that Staff Development and Training had been reduced from £9,000 in Year 1 to £3,000 in Year 2 and £2,000 in Year 3 and asked if this was feasible. The Head said it was as the school was undertaking collaborative training with other schools and funding was applied for through the KAHT. A governor was also concerned that no inflation had been factored in for items such as water, energy, cleaning and caretaking. The Head explained that efficiencies were being considered for these areas and therefore it had been decided not to include inflation.

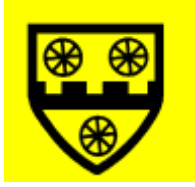
Summary of 3 Year Revenue Budget

	2016/17 £	2017/18 £	2018/19 £
Income	947,153.00	939,907.00	933,531.00
Expenditure	958,103.32	953,218.21	959,036.39
Rev Balance this year In-Year Surplus/(Deficit)	(10,950.32)	(13,311.21)	(25,505.39)
Uncommitted Rev Bal Surplus/(Deficit) Brought Fwd	58,959.00	48,008.68	34,697.47
Cumulative Revenue Balance Surplus/(Deficit) C/Fwd	48,005.68	34,697.47	9,192.08

Governors agreed and approved the budget and three year plan but with caution, in particular for Years 2 and 3. Close monitoring of the budget would be required.

7. New ways of showing data to governors

The Vice Chair said there were concerns with how data was presented to governors. The data wall was sometimes unclear and there was still a lot of supplementary data circulated for each meeting. Governors discussed what they actually needed to see at meetings and agreed headlines and graphic information should be sufficient. Key issues should be highlighted by the school. Governors agreed it would be beneficial



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for one governor to look in more depth at the data if required and it was decided that CW would be the governor responsible for this.

CW

At the next meeting the Vice Chair would present governors with some options for how data was presented.

Actions:

1. **CW to be governor responsible or looking deeper into data.**
2. **Vice Chair to present options for future data presentation at the FGB in July.**

CW
V/C

8. School Improvement

SEF – April 2016

The SEF had been updated and circulated to governors prior to the meeting.

The Chair brought governors' attention to the section below:

“Governors still need:

1. To bring more focus to school visits
2. To complete review of statutory role around Financial probity; Best value/Impact; Benchmarking
3. Complete development of SMART working practices linking all governance procedures so that there is a coherent flow of the work within the school timeline.”

Chair

It was agreed that the Review of Governance would be revisited to ascertain clarification on points 2 and 3.

Ofsted Action Plan

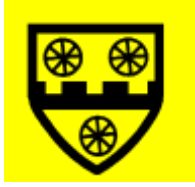
The Head had updated the action plan and circulated it prior to the meeting.

A governor asked if Ofsted came into school tomorrow where did the SLT think the school would be. The DHT said there was not enough evidence since the previous Ofsted to prove ‘Good’ but based on progress the school would argue ‘Good’. The greatest challenges would be Year 2 and 5 writing and Year 6 writing and maths. The Head confirmed there had been big change since the last Ofsted and it was possible to show improvement that had been made. The Senior Improvement Adviser (SIA) and Improvement Adviser (IA) had been very pleased with progress made during their visits. The Chair would circulate the NOV from the recent IA visit to governors after the meeting.

Chair

A governor asked how much confidence the school had in the LA advisers.

The Chair said the current IA was leaving in July and a new one starting in the summer. It would be interesting to see the new IA comments and if they verified the old IA's comments. The IA attended Progress and Impact meetings at school. The school was entitled to six visits a year as it was graded RI.



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Headteacher Report

The Headteacher Report and Data Wall had been circulated to governors prior to the meeting and a copy is filed with the minutes.

Governors questions on Headteacher's Report

Questions on the report had been raised by WP and the responses had been shared with governors by the Head. A copy of the report including these comments is filed with the minutes.

Follow up questions were raised:

- **Are we getting value for money for staff training? A governor queried the cover implication costs if all staff visited Deal Parochial for 'Talk for Writing' training, and asked why staff who had already been could not share what they had learned.** The Head said the staff had found it very powerful to see this first-hand and it was only for part of a morning. The teacher and TA from a class went together which had been good for planning purposes. The Head assured governors that where possible training was cascaded down to other staff. **Governors said it would be important to see the impact of all staff training.** The DHT said that the impact of Better Reading Partnerships (BRP) training could be seen as entry and exit data was available. Evidence of improved writing was now showing in the pupils' books. A governor suggested Training the Trainer sessions might be useful and would send the information to the Head following the meeting.
- **Were gifted and talented pupils being stretched and challenged? It was not clear that this was a big driver at ACK.** The Head informed governors that evidence showed the first quality teaching was showing differentiation for G&T pupils which was challenging them.

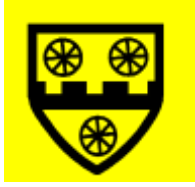
AB-T

A governor commented that from the report there was clearly a lot to celebrate and there was a need to make sure this was done. Sharing this with the staff at the Monday briefing would be an excellent way to boost morale.

The Head shared a document - **21 Steps Collated Data Term 4 2015/16**. The data was the average from 27 schools' results using the 21 Steps assessment system. A copy is filed with the minutes. The Head had included the school's individual data against the average and it was a very positive picture with ACK's results being higher or equal in all year groups. The Head explained to governors that as this was a new system it was difficult to know how robust the data was. Schools using the Steps system were using it differently and the sample was small. The LA had commented that the Steps system was difficult to use. The Head said he was quite confident (7-8/10) the figures for ACK were accurate but SLT would be looking closely at this to make sure the figures were secure. Governors asked the Head to report back his finding and confidence level at the next FGB meeting in July.

Head

WP asked if his comments/questions on the Head's report had been useful. The DHT said SLT had looked at this during a meeting and had found it very challenging



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and a useful exercise for them. Governors agreed it was useful and it should continue. WP invited the Head and DHT to his school, The Cornwallis Academy, in Term 6 to see how data was presented and challenged there. Governors agreed this would be useful.

**Head/
DHT**

A paper showing the proportion of children on track to meet end of year individual targets was circulated at the meeting and a copy is filed with the minutes. The Head explained these figures correlated closely with other data circulated to governors.

Governor Visit Reports

The Chair informed governors she had attended the recent Local Governor Briefing session. The focus of the session had been the importance of governor monitoring visits. Pairs were expected to visit three times each year. Governors were reminded to carry out these visits on a regular basis. The Chair had produced a Monitoring Pairs & Classroom Visits Register 2015/16 which she would email to governors following the meeting.

Chair

Actions:

- 1. Revisit Review of Governance to clarify the governor section on the SEF.**
- 2. Latest IA NOV to be circulated to governors.**
- 3. Information on Training the Trainer sessions to be sent to the Head.**
- 4. Governors to receive confirmation of the confidence level on accuracy of ACK Steps data at July FGB meeting.**
- 5. Governors to receive Monitoring Pairs and Classroom Visits Register.**

**Chair
Chair
AB-T
Hear
Chair**

9. LLE Report

A report from the LLE Support had been circulated to governors prior to the meeting and a copy is filed with the minutes.

A governor said the report showed no quantifiable evidence of impact and asked the Head and DHT for their view on the impact the support was having. Both agreed that things in school were being carried out differently because of the LLE input but agreed it was difficult to quantify exactly. As a lot of the work with the LLE was with staff it was agreed a staff survey would be a good way of gathering evidence.

**Govs/
Head**

Governors agreed the support should be continued and approved that the Memorandum of Understanding with Eastry be extended for a further year from September.

Chair

Actions:

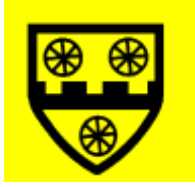
- 1. Staff survey to be carried out to ascertain impact of LLE support.**
- 2. MOU with Eastry to be extended for a further year.**

**Govs
/Head
Chair**

10. Governing Body Issues

Visit from Tina Gimber, Governor Services

The NOV dated 23 February 2016 had been circulated to governors and a copy is



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filed with the minutes. The Chair went through the agreed actions listed on the report, all of which had been actioned or were in the process of being actioned.

Governor Skills Audit

The Chair reported that nearly all the audits had been returned and the results were very positive. All scores had been 4 or 5 overall and this showed a better position than a year ago. SEN and Finance were now both 4 which was an improvement. The analysis of the results would be circulated to governors when all the audits had been returned.

Chair

Actions:

- 1. **Skills audit analysis to be shared with governors.**

Chair

11. Safeguarding

The Safeguarding Governor confirmed that **The Annual Report to the Governing body on Safeguarding Children** had been completed and was a very good report which contained everything that governors needed to know. The report would be circulated to governors following the meeting and a copy would be filed with the minutes.

It was agreed updated Safeguarding training should be carried out for governors in September

Actions:

- 3. **Annual Safeguarding Report to be circulated to governors.**
- 4. **Governor Safeguarding Training arranged for September.**

**Head
Chair**

12. Policies

The following statutory policies, circulated to governors prior to the meeting, were presented for approval:

Capability (Competence) Procedure – Approved, subject to information on how reporting to take place to be indicated in the policy.

Data Protection Policy - Approved, subject to information on how reporting to take place to be indicated in the policy.

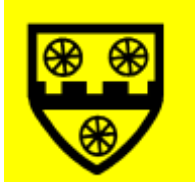
Special Education Needs and Disability Policy – Approved.

Relationship and Sex Education Policy – Approved for one year (review May 2017).

Appraisal Policy – Approved.

Health & Safety Policy – Approved, subject to “tbc’s” in the document explained or filled in.

Complaints Policy – Approved, subject to changes being made regarding the Chair’s



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position in the procedure and updating of the flow chart to show this.

Pay and Reward Policy – Approved.

Home School Agreement – Approved. It was agreed this should be sent out to all pupils in school each year and not just in Year R when pupils join.

E-Safety Policy – Approved.

Staff Discipline Policy – Approved.

Charging & Remissions Policy – brought forward to next meeting

Supporting Pupils with Medical Conditions Policy – brought forward to next meeting

13 Government White Paper

The Chair explained that the white paper had stated all schools should become academies by 2022 but the Government had now backtracked and it appeared that small rural schools would not be forced to become academies. The SIA and IA were of the opinion that it would apply to all schools at some time but the deadline of 2022 had been removed. A letter had been received by Paul Carter at KCC regarding this issue which would be forwarded to governors following the meeting.

Action: Letter from Paul Carter at KCC to be circulated to governors.

Head

14. Any Other Business

Governing Body Support

The Chair informed governors that she had a meeting on 19 May with Dr Alan Norley (National Leader of Governance) who had offered to give support to the GB when requested.

Housing Plan in Ash

The Head informed governors he had been approached by the Kent Messenger for a view on the proposed new housing for Ash (200 houses). The Head had directed the newspaper to David Adams (Area Education Officer) for a formal view but had confirmed there were places in the school. The Head was concerned that the plan included a nursery which could be detrimental to the school.

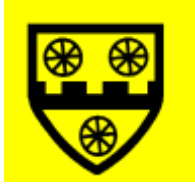
Website

A governor had been approached by some parents regarding a lack of information on the website. Governors agreed the website needed updating and improving and decided governors would make this one of their objective in the new academic year.

Govs

Nursery and After School Club Price Review

Governors agreed an increase of 50p per session for the Nursery and After School Club.



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Long Service Awards for Governors

The Chair presented long services awards to Andrew Collings, Bill Vennart and Jane Newing (absent).

Governor Conference

The Chair and Vice Chair would be attending the conference “Achieving Excellence in Governance” on 24 June in Ashford and other governors were invited to attend.

Action: Governors to make improvement of website an objective for 2016/17.

Govs

15. Confidentiality

There were no confidential items.

16. Date of next meeting

Full Governing Body – Wednesday 6 July 2016 at 7.00 pm

The meeting closed at 9.15 pm

Signed: Date:
Chair of Governors