

**Ash Cartwright & Kelsey CE (Aided)  
Primary School  
Meeting of the Governing Body  
Wednesday 16 March 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 (arrived 7.08 pm)

**In Attendance:** Mr P Marsh (DHT) – left at 8.40 pm

**Clerk:** Mrs Tracey Filmer

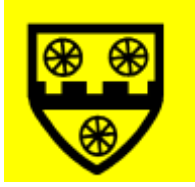
**Action**

- 1. Opening Prayer**  
IB opened the meeting with a prayer.
- 2. Apologies for absence**  
Apologies were received and accepted from Mrs J Newing (personal), Mrs L Porreca (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 13 January 2016**  
The minutes of the meeting held on 13 January 2016 were agreed and signed as an accurate record of the meeting.  
  
**CW joined the meeting at 7.08 pm.**
- 5. Matters arising from the Minutes of 13 January 2016 not elsewhere on the agenda**  
The Governing Body Action List was reviewed.  
  
Items 14, 26, 45, 46, 48, 49, 52, and 53 had been completed and would be removed from the list.  
  
14. A meeting had taken place on 25 January 2016 to monitor staff performance management targets and CPD - NOV would be circulated to all governors.  
  
26. A follow up meeting to update parents on Ofsted report progress had taken place on 4 February. The slides from the meeting would be put on the website as requested by a parent.  
  
52. The Bullying Policy had been reviewed but no changes made.  
  
All other items were ongoing. Please see attached action plan.

**7. School Improvement**

Ofsted Action Plan

The Head had updated the monitoring record of the action plan and circulated it with



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the Headteacher report prior to the meeting. The follow discussion took place around the plan.

Issue 1

A – Ensuring that activities always match pupils’ different abilities

Moderation had taken place with three partner schools during school time, which was made possible with funding support secured with the KAH. The majority of the assessments had been confirmed which had given the Head reassurance that teachers were matching strategies and activities more closely to the needs of pupils.

- **A governor asked what evidence was in place for this.**  
There was a list of all pupils with the school assessments and a column which was completed following the moderation with the agreed assessment decision recorded. The document was then signed off. All four schools were on one sheet for comparative data purposes.

B – Improving the consistency and quality of marking and feedback, particularly in mathematics

Subject leader monitoring was showing that marking and feedback to children was more thorough and consistent. The Head confirmed that responses from children were almost always being marked. In two classes a highlighting system was being trialled which the children had called “Perfect Pink” and “Yucky Yellow”. Children were responding positively to this system which worked particularly well for visual learners. The Head was now including data in the Outcome column of the plan as requested by HMI (eg, page 15/17).

C – Ensuring that disadvantaged pupils make faster progress and catch up with their peers through more effective use of the pupil premium

Writing was an issue across the whole school but particularly in Year 2. A group of six Year 2 children were working separately with a teacher twice a week and evidence of impact was beginning to be seen in class. In Years 5 and 6 groups had been changed as progress had been made by some children. Work was being planned to plug the gaps which teachers had identified.

Issue 2

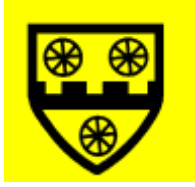
B – Increasing the impact of subject leaders’ work, ensuring that they regularly check the quality of teaching

The monitoring schedule was up to date.

- **A governor asked how often the LA reviewed the plan.**  
The Chair explained that Progress and Impact Meetings were held with the LA once a term. The next meeting was scheduled for 14 April 2016.

Headteacher Report

The Headteacher Report to Governors and Data Wall for Term 3, a staff list with  
FGB 16 March 2016



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responsibilities and a staff organisation chart had been circulated prior to the meeting and copies are filed with the minutes. The Head circulated a list of visits by the LLE in January and February and recommended actions. Governors were invited to ask questions.

The Head responded to items listed on the agenda, requested by governors:

The Head referred to page 1 of his report which detailed information about staff leaving in the last three years. Seven support staff and eight teachers had left during this period and the reasons, given at exit interviews, were listed on the report. Governors discussed the usefulness of exit interviews and the Head explained this was the last thing staff did before leaving in order to give them the maximum opportunity to be open and honest about their reasons for leaving. It was difficult to know if this turnover of staff was high for a school of this size but the Head explained it was the biggest turnover since he had joined the school.

The Head informed governors that two new teachers had been recruited for September in Years 3 and 6. The temporary teacher in Year 6 had not been successful at interview and was on a fixed contract until the end of the academic year.

A governor expressed concern for Year 6 as there had been a lot of instability in that class.

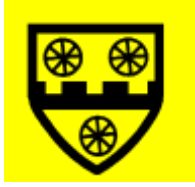
- **A governor asked if there were contingency plans in place should there be any more instability in Year 6 this year as it was important that these children received the best possible chance when starting secondary school in September.**

The Head assured governors there was a support structure in place for staff and over the last two years the class had come a long way in terms of behaviour and had made accelerated progress.

Governors expressed concern with the data however as it was not good for age related expectations or attainment against targets as indicated in red on the data wall. It was difficult to see how Year 6 was making progress.

The Head explained that although the transition of teachers in Year 6 had been smooth there had still been an impact and the new teacher had received support with the new steps assessment system which she was unfamiliar with. The Head explained that in year progress at expected or above was good but pupils had not achieved the accelerated progress needed to bring them into line with national expectations. Governors said they felt nervous for that class moving forward.

- **A governor asked what was happening in Year 6 to accelerate progress.** It had been decided to move the additional time currently in Year 5 and 6 solely into Year 6 next term. This would be in the form of booster groups and would be an extra six hours of teaching a week. The Year 6 teacher was



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considering how best to manage this as there would be four adults in the class.

The DHT explained it would be hard to achieve age related expectations for this class but they were on track to achieve good progress which was indicated on the data wall. Governors challenged these figures were good as some were very low and the DHT explained it was the increased percentage of pupils who were on track this term from the previous one. Governors felt this data was very confusing and the colour coding was misleading.

It was decided that the data wall needed to be revisited in order to see if a system could be devised that was easier to understand. The Head, SLT and two governors (CW and LP) would meet to work on this.

- **A governor asked how Year 5 would be affected if the extra resources were taken from them and used in Year 6.**

The Head said that Year 6 was the immediate and urgent concern and the support could be put back into Year 5 next year when the pupils were Year 6.

The Chair said that governors should be looking at interventions during class visits to make sure they were having an impact. Governors asked at the next meeting for an update on interventions and any other resources that were in place or being considered.

The Head informed governors that the school PAN was 30 (total 210 pupils). Currently there were 183 pupils, leaving 27 places which would have a significant impact on finance. There had been 25 applicants for Year R this year but 24 children would be leaving in Year 6. The Head informed governors that numbers across the area were down and new housing would not have an effect for some time. Governors discussed what could be done to recruit children to fill these spaces. It was agreed that a working party would be set up to look into ways of promoting the school to fill the spaces. The Chair would contract several governors to arrange a meeting.

A governor raised a concern over the teaching profile which assessed 43% of teachers as good and 57% as RI. The Head explained this was a triangulated judgement. There were key areas where staff were not good in all aspects which meant only RI could be given. Teachers were aware of the judgements and what was required to move to good.

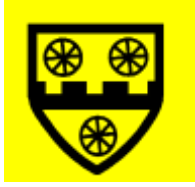
**PM left the meeting at 8.40 pm.**

A governor raised concern that the teaching profile was detrimental to staff morale especially if staff had been RI for some time. The Head said the teachers concerned had varied as classes had moved through the school but generally morale was down and staff were finding things quite difficult.

**Head/  
CW/LP**

**Head**

**Chair**



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The Head informed governors that last year some teachers did not move up the pay scale as they had not met their targets.

Governor Visit Reports

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

- Falcons Class Visit – (LP) – governors noted the report
- Achievement of Pupils – 23.02.16 (IB/LP)  
IB went through the report.

**Actions:**

1. **HT/SLT and governors to revisit data wall in order to see if a system could be devised that was easier to understand.**
2. **Update on interventions and other resources being considered or purchased to be presented to governors at the next meeting.**
3. **Working party to be set up to consider recruitment of pupils to increase the school roll.**

Head/  
CW/LP  
Head  
  
Chair

**7. New ways of showing data to governors**  
Following discussions earlier in the meeting this item was deferred to the next meeting.

**8. Memorandum of Understanding**  
The Chair informed governors that the MoU with Eastry ends on 31 July 2016. An extension to the agreement would have to be agreed with all parties. The Chair proposed extending the current agreement for a further year. This year the cost to the school had been £2,500 and it was hoped to secure funding again to keep the cost at this level.

Governors questioned how the success of the arrangement was being quantified as the actions shown on the NOV's seemed very vague. The Head and Chair did feel the support had been worthwhile. Governors discussed the possibility of creating partnerships with other schools which would cost nothing. Governors thought it was important to be able to show evidence of impact from this support.

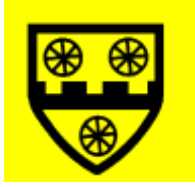
It was agreed that the LLE would be invited to the next meeting to give his views on the progress being made. It was very important, considering the financial situation, to make sure the support was absolutely right and beneficial for ACK.

**Action:**  
**LLE to be invited to the next meeting to give evidence of improvements made due to the support from Eastry.**

Chair

**9. Governor Training**

Visit from Tina Gimber, Governor Services



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The Chair informed governors that part of the LA support following the Ofsted RI judgement was a visit from Governor Services three times a year. Tina Gimber had visited the school on 23 February 2016 and the NOV would be circulated to governors. The NOV contained several recommendations including setting up a system whereby governors submitted questions to the Head, in response to data/Head's report, by email several days before an FGB. It was hoped this would aid increased pace/rigor of questioning, responses, further actions and governors' monitoring. Some governors felt more time would be needed to digest the paperwork before questions could be formulated and one governor suggested having a short meeting just before the FGB in order for governors to agree some questions. It was agreed governors would try and present questions to the Head before the next FGB meeting in May to see if this system could work.

**Chair**

**Govs**

Governor Skills Audit

The Chair had sent a skills audit to governors and requested governors who had not yet returned their completed forms to please do so as soon as possible.

**Govs**

**Actions:**

- 1. NOV from Governor Services circulated to governors.**
- 2. Questions on the Data/Head's report to be sent to Head, copied to clerk and other governors, several days before the meeting.**
- 3. Skills audits to be returned to Chair.**

**Chair**

**Govs**

**Govs**

**10. Finance**

Nine monthly monitoring (December 2015)

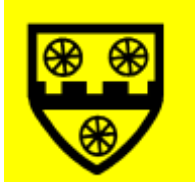
The nine monthly monitoring report (December 2015) had been circulated to governors prior to the meeting and a copy is filed with the minutes.

Predicted Income had decreased to £959,707 against a budget of £984,415. Predicted Expenditure had decreased to £948,911 against a budget of £969,457. The predicted in-year surplus was £10,796 and the expected rollover for 2015/16 was predicted to be £60,706.

A Finance monitor pairs visit report dated 4 February 2016 had been circulated to governors prior to the meeting and a copy is filed with the minutes. The report noted that the financial position remained very marginal and this was likely to continue unless that was either a significant increase in pupils on roll or staff cost savings as these were the two areas that would have the most impact. Strategies should be considered now for future years.

COIF

The Charities Official Investment Fund Financial Statement for the Years Ending 31 December 2014 and 2015 had been circulated to governors prior to the meeting and copies are filed with the minutes. It was necessary to raise a new mandate in order to access the COIF funds. It was agreed this would be signed by the Chair, Vice Chair and governor responsible for finance (AC).



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SFVS (Schools Financial Value Standard)

The SFVS form for 2016 had been completed and had been circulated prior to the meeting.

The SFVS was agreed and approved by the GB and would be submitted to KCC by 31 March 2016.

**11. Policies**

The statutory policy timetable had been circulated to governors prior to the meeting. Governors agreed and approved the timetable.

The Governor Visits Policy had been circulated to governors prior to the meeting by email. The Chair had received a number of suggested changes which governors agreed should be made to the policy. The revised policy was agreed. An updated copy would be circulated to governors following the meeting.

**Chair**

The Chair confirmed there should be three monitoring pair's visits per year and a classroom visit once a term by two governors. The classroom visit would take place with either the Chair or Vice Chair for the first visit of each governor.

**Action:**

**Revised Governor Visits Policy circulated to governors.**

**Chair**

**12. Any Other Business**

DBS checks for all governors

The Clerk informed governors of an amendment by the DfE to the School Governance Regulations. All governors would be required to have a DBS check in place by 1 September 2016. Governors were asked to contact the school office to arrange this as soon as possible.

**Govs**

**Action:**

**All governors to contact the school office regarding a DBS check by 1/9/16.**

**Govs**

**13. Confidentiality**

There were no confidential items.

**14. Date of next meeting**

Full Governing Body – Wednesday 18 May 2016 at 7.00 pm

The meeting closed at 9.30 pm

Signed: ..... Date:  
Chair of Governors