



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Full Governing Body
Wednesday 25 January 2017 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mrs D Battersea (Interim Headteacher), Mrs L Porreca (Vice Chair), Mr N Hassall, Mr N Gault, Mr I Belsey, Mr C Watson, Mrs A Burchell-Trent, Mrs E Parker,

In Attendance: Mr P Marsh (Deputy Headteacher – DHT)
Mrs J Osborne (RE Leader) – left at 7.30 pm

Clerk: Mrs Tracey Filmer

**Action
by:**

- 1. Opening Prayer**
NH opened the meeting with a prayer.

The Chair welcomed all governors and the Interim Headteacher to the meeting. The Chair explained to governors that, as part of her preparation for the position of chair, the Vice Chair would chair this meeting.

- 2. Apologies for absence**
Apologies were received and accepted from Mr B Vennart (personal), Mr W Pemberton (childcare) and Mr A Collings (work).

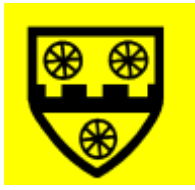
- 3. Declaration of Business Interests**
Governors were invited to declare business interests against any agenda item. None were declared.

- 4. Understanding Christianity**
The RE Leader attended the meeting to introduce governors to the new programme “Understanding Christianity”.

The RE Leader said she had been encouraged, since joining the school, by its attitude to developing RE. In Ofsted 2013 Ofsted noted that the current curriculum was not sufficient for our multi-religious and multi-cultural society, and lacked depth. The National Society undertook a study, published in 2014 which backed this up. “Understanding Christianity” was developed as a result.

The teaching presentation for the new programme was shared with governors. The programme consisted of stages and was taught in all year groups. The programme would fit in well with the current curriculum and was literacy based. Other areas of the RE curriculum (non-Christian) would remain the same.

The RE Leader informed governors the materials were very good but teaching it would not be straightforward or easy, and support would be offered. The programme consisted of a “Big story” view and there were 8 themes to be taught to children: Gospel, God, Fall, Incarnation, Salvation, Kingdom of God,



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Creation and People of God. Icons were used as a link structure throughout the programme and every unit would start with a big question.

Training was currently half completed and the RE Leader was piloting areas of the programme with Year 6. The training and materials received so far would now be shared with teachers at a staff meeting. The programme was designed to allow children to ask questions, use critical thinking and evaluation for themselves. It was an enriching approach to learning. The assessment should dovetail into the current assessment programme. Objectives were detailed at the beginning of a unit and expected outcomes at the end. The programme was expected to be up and running throughout the school in September for all years, including foundation stage. It could also be introduced through collective worship in the nursery.

The RE Leader informed governors that pupil voice feedback on value choices showed that children did not want to lose friendship from the choices and asked if there could be six choices: Forgiveness, Community (Koinonia), Happiness, Perseverance (leading to excellence), Creativity and Friendship. Governors agreed this was acceptable.

Governors thanked JO for attending the meeting and for the presentation which was very informative.

JO left the meeting at 7.30 pm.

5. Minutes of the meeting held on 22 November 2016

The minutes of the meeting held on 22 November 2016 were agreed and signed as an accurate record of the meeting.

6. Matters arising from the Minutes of 22 November 2016 not on the agenda

The Governing Body Action List was reviewed:

31. The Chair had completed the pack for the National Leader of Governance and was awaiting a draft report.

36. The SIP and SEF had been shared with staff and were now in the process of being rewritten and updated.

61. All governor DBS checks were now complete.

72. Website was an agenda item.

74. The DHT had not received all governors' information for Edubase.

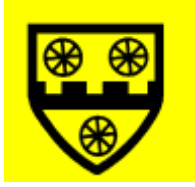
Governors at the meeting completed a form and those not present would be asked again to supply this information as soon as possible.

82. Governor newsletter was an agenda item.

85. The Vice Chair was chairing this meeting.

87. Website was an agenda item.

92. Keeping Children Safe in Education document was circulated and all governors at the meeting signed to say they have read sections 1, 2 & 3.



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The Interim Head was the new DSL.

93. The Channel General Awareness course link was circulated and completed by all governors, except two. Certificates were printed for safeguarding and training folders. The Chair would chase the two governors who had not completed the training.

94. The DHT had spoken to the owner of Theme Team and a meeting had been set up for him to come into school on 2 February.

96. The Collective Worship visit report had been shared with governors.

97. The RE Leader had attended the meeting to speak about Understanding Christianity

98. The Chair and Vice Chair would set up a governor monitoring visit to look at the impact and best value of Year 2 and 6 booster groups.

99. The website was on the agenda.

100. The name of the school was to be officially changed to ACK.

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

7. Minutes of the Extraordinary Meeting held on 13 December 2016

The minutes of the meeting held on 13 December 2016 were agreed and signed as an accurate record of the meeting.

8. Matters arising from the Minutes of 13 December 2016 not on the agenda

Headteacher Recruitment Panel

The Head confirmed a panel had been set up with three governors (NH, LP and NL), Sheila Wilding from the LA and Nick Morgan from the Diocese. The panel were due to meet on 1 February at Diocesan House.

Governors were asked to send their ideas for the advertisement to indicate what they wanted from the new Headteacher to the Chair before the meeting.

Govs

The Chair explained there was time, to have a Head in place for September, to run the recruitment process a second time if a suitable candidate was not found this time.

Action:

Governors to send their ideas for the advertisement to indicate what they wanted from the new Headteacher to the Chair before 1 February.

Govs

9. Service Level Agreement (SLA)

The SLA with Green Park Community Primary School for the Interim Headteacher until July 2017 had been circulated to governors for their information.



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10. GB Decision Planner

The Governing Body Decision Planner had been circulated to governors prior to the meeting and was agreed for a further year, without amendment.

11. SIAMS Report

The SIAMS report of 1 December 2016 was circulated to governors prior to the meeting. The school had been awarded a Satisfactory grade during the inspection. The inspector, Canon Linda Burton, could see the hard work that had been put in place since September. A new template for the action plan had been received from N Paterson at the Diocese. The DHT commented that developing spirituality in school would be a difficult area and help would be sought from N Paterson for this. A governor suggested this could be linked into the work being undertaken by the RE Leader on Understanding Christianity. A visit from the Bishop had been arranged for Thursday 18 May and governors were invited to attend.

The DHT informed governors that the SIAMS visit had been a very positive day and the report reflected accurately where the school is now.

Governors agreed SIAMS should be a regular agenda item.

12. Compliance

The Chair informed governors there was an LA compliance visit scheduled for 2 February. All the pre-inspection paperwork had been returned, except the Finance Policy which was on the agenda for approval. The DHT was confident the school was well prepared for the visit.

13. Health & Safety

The Chair and Vice Chair had completed a Health & Safety report of the school on 14 December 2016 using the LA's "Visual Inspection of Premises and Equipment in School" procedure and checklist. A copy had been circulated to governors prior to the meeting.

The visit had highlighted a few areas of concern including general tiredness and dirtiness of some areas and a very bad smell in the KS2 boys' toilets. The Chair would meet to go through the report in detail with the Interim Head at their forthcoming Monitoring Pairs visit.

The Vice Chair raised a concern about health and safety in the car park and particularly children riding scooters around. It was agreed that, in the first instance, signs would be put up and parents informed in the newsletter.

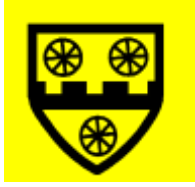
Actions:

- 1. Meeting set up to go through the H&S report.**
- 2. Signs erected and a warning placed in the newsletter to try to eliminate the unsafe practices of children in the playground on scooters.**

**Head/
Chair**

Head

**Head/
Chair
Head**



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14. School Improvement

Headteacher Report

The Term 2 report had been circulated to governors prior to the meeting.

Governors asked the following questions on the report:

- **BRP - 2/8 children were PP - the data (and Ofsted) showed that we need to diminish the difference (close the gap) on PP. Why were only 2 of the 8 children on BRP? Our online PP statement states that the PP money was being spent on this? Is this supporting non PP children too?**

BRP was for all children that needed this intervention and fitted the criteria (6 months below reading age). The school's aim was to ensure all children made progress and there was a particular criterion. PP funding did contribute to BRP but other funding also contributed. The same was true for the Numbers Count Lite intervention.

- **Beanstalk - when did the Additional Reading commence? Was there any evidence of progress yet?**

Evidence of progress could be seen in children's books. Y6 in particular were more confident and learning behaviours were continuing to improve. There was evidence of progress from sample tests in September. Progress was not yet evident in the 21 steps due to gaps in the children's knowledge.

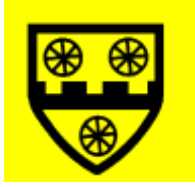
- **Where could governors see evidence of the pupil progress in respect of boosters in Year 6 & Year 2?**

Children's writing in books was improving. They were also taking skills learnt back to whole class teaching. There has been progress towards steps but not enough as yet to move forward whole steps.

The Interim Head explained the PiXL intervention which had been introduced for Year 6 to further boost learning. This was used to identify and close gaps in learning. When gaps were identified it was possible to use this knowledge to plan appropriate lessons to fill those gaps. Accelerated progress was now being seen.

- **A governor asked if this would make a difference for Year 6 SATS tests.**

The Interim Head explained there were no guarantees as the intervention had started later than it should have. It was usual to start in T5 of Year 5 but it had only started this term. The children were working very hard and there was a marked improvement in their attitude. It was not suitable for the whole group and other group interventions were used which targeted the needs of pupils not in this group. Interventions were targeted to the needs of individual pupils to ensure all reached their full potential



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In term 5 (After Easter) Year 5 would complete the PiXL tests and children would be identified to begin in T6. A gap analysis could be carried out in all year groups and gaps addressed earlier. Further tests would then be undertaken to see if gaps were closing and there would be a record of progress. The resources had been borrowed this year but in future the cost would be £3,000 per annum. The Interim Head informed governors this was a very precise intervention (laser teaching) which had been very successful across the Green Park collaboration of schools. Governors agreed it appeared to be a very good tool and should be included in the next budget

- **Language for Learning – was the trained member of staff training others? As colleagues in nursery were using similar strategies; does this mean that Language for Learning would not be used?**

All colleagues bar one had completed training and strategies were used in the setting. Colleagues not trained were due to attend an 'importance of language and communication' course in February.

- **BSL - how was this training being fed back to other staff and children?**

Staff were giving their time voluntarily for their own CPD. Adults in Wrens were able to facilitate inclusion through the use of BSL with the whole class and develop interaction with peers. Training needs and staff structure was to be reviewed in June. There would be at least one qualified BSL adult next year in Year 1.

- **Following on from other questions, in the HT report it said that CC was ensuring the website was up to date. Is the website now compliant with all relevant data, especially the PP data?**

There were some elements of the website that the SLT had identified as needing updating. This was a priority in the second half of term 3.

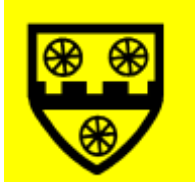
Questions had also been raised about the ease of navigation and the problems this may cause if inspectors could not easily find information.

Governors were concerned the website was still not compliant as this had been an ongoing issue. It was agreed that CC and NG would arrange to meet to review further and make sure all items were present to meet compliance.

NG

- Attendance for T1 was 96% and 97.1% in T2 making 95% over the two months. Persistent absence rates were: below 90% attendance 10.2% and below 85% attendance 2.8%. One child had below 50% attendance. The National attendance rate in state funded primary schools (autumn 2015) was 96.4%. The Interim Head was looking at an online system to streamline attendance and to make the FLO accountable for all attendance, which was not currently the case.

- The pupil roll as at 21st December 2016 was 171 (Year R to Year 6).



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There were currently 35 children in nursery and 23 of these were expected to start in Reception in September 2017. Four additional children were also starting in T4.

Additional Questions asked by governors:

- **Was there any feedback on whether the use of Education City had improved the compliance with children completing their homework?**
The DHT informed governors that homework was not compulsory at Primary school and there was no evidence that it was beneficial. Parent involvement varied greatly. Teacher comments were shared with governors. The Interim Head said that although homework was not compulsory it established an important attitude to learning and prepared children for secondary school. If homework was not being completed at home one solution was to establish a homework club in school. Governors supported this idea. The Home/School agreement had been signed by the majority of parents.

The SIP and SEF were in the process of being updated and would be shared with governors as soon as possible.

Governor Visit Reports

The following visit reports had been circulated to governors:

- Quality of Teaching – 07.12.16 (IB/NH)
- Pupil Progress Meeting – 09.12.2016 (LP)
The Interim Head confirmed that an application for Higher needs funding had now been applied for and another was ready to go. The staff governor clarified that Year 3 did not have two general class TAs as one of these provided 1-1 support for a child.
- SEN Link Governor Checklist – 14.12.16 (NG)
- Website Checklist – 13.01.17 (NG)

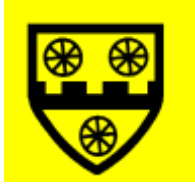
Reports on subject leader monitoring, Chair's NoVs and the progress and impact meeting had been circulated to governors prior to the meeting for their information.

Actions:

1. **Governor to meet with CC to make sure all documents were added to the website to make sure it was compliant.**
2. **Updated SIP and SEF to be circulated to governors.**

Head

NG
Head



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15. Finance

Nine Monthly Budget Monitoring (December)

The nine monthly monitoring report had been circulated to governors prior to the meeting together with a report from the Finance Monitoring Pair dated 19 January 2017.

Revenue balances at 9 months were presented as:

	Actual to Date	Expected Out Turn
Total Revenue Income	£745,047	£1,007,824
Total Revenue Expenditure	£773,127	£1,053,022
Revenue Balance this Year	-£28,080	-£45,199
Revenue Balance B/F	£58,959	£58,959
Revenue Balance C/F	£30,879	£13,761

The expected rollover for 2016/17 was currently £13,761 which was within the BCM limit of 8%. The in-year deficit had increased substantially due mainly to staffing costs and additional education initiatives to support the school in implementing the Ofsted Action Plan.

The Chair informed governors the LA had confirmed the school would receive £8,000 funding which would be allocated for specific areas of teaching and learning.

16. Website

Two quotes, for a new website, had been circulated to governors prior to the meeting:

1. CARISS – website builder plan
Estimate £600
2. WWW – standard
Estimate £1,650 per annum over 3 years

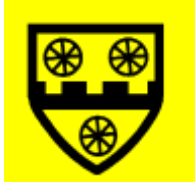
Governors agreed, due to the current limited finances, the quote from CARISS was more realistic for the school’s budget and would definitely provide a better website than the one currently in place.

It was agreed a meeting would be set up with two governors, the school and CARISS to discuss the quote/specification of the website further. This meeting should be arranged as soon as possible and there was a need to have a new website ready, if possible, by the end of April.

Action:

Governor to contact CARISS and arrange a meeting to discuss website quote.

NG/CW



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17. Data Presentation

The Term 2 data presentation had been prepared and circulated to governors prior to the meeting by CW.

The following points from the presentation were highlighted:

- The % of children achieving ARE (age related expectation) generally decreases every year a year group progresses through the school. The current situation is a problem 6 years in the making.
- Generally a decrease in the % of children at ARE in T2.
- No year group/subject above target. The trend is for gap to target increasing in almost all cases.
- Performance against Year 6 last year is generally lower.
- There was no closing the gap for PP in reading, an appearance of closing in writing and for two year groups in maths. This needs to be reviewed in light of change in peer performance.
- Where the gap has closed there has generally been a decrease in the performance of their peers, however there are signs of improvement in writing.
- % of children that are ahead of expectations continues to decrease.

This data showed that it was important to be aware of the bigger picture and not just to focus on current data. The same issues were happening year after year. Governors agreed that understanding of data had been an issue and, although questions had been asked, answers had not always been clear and were not always fully understood.

The issues with Term 2 data dropping off this year could be due to assessment adjustment. This data was a good baseline point now.

Governors thanked CW for the presentation which presented an interesting picture. Governors agreed there was a need to show the progress impact of each intervention and it was better to look at the progress against gap analysis and summative test results rather than STEPS progress in Year 6.

18. Governor Newsletter

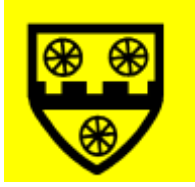
The Chair expected to publish this by the end of term 4.

19. Training

Governors at the meeting had completed the online Prevent training and handed their certificates in.

The Chair informed governors of a consortium training session at Eastry on Wednesday 1 February 7-9 pm. Governors to confirm with the Chair if they wanted to attend.

Governors were interested in attending the following training sessions when



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arranged:

1. The STEPS system. The DHT would contact the Head at Eastry to arrange this.
2. Ofsted Preparation for Governors. The Head would contact Tina Kimber at Governor Services to arrange this.

DHT
Head

There was safeguarding training in school on Thursday 26 January at 2 pm and 3.15 pm for governors who had not yet attended this training.

Govs

Actions:

1. **Governors to inform Chair if attending training at Eastry on 1/2/17.**
2. **DHT to arrange training on STEPS with Tim Halling.**
3. **Head to arrange Ofsted preparation for governors training.**
4. **Governors to attend safeguarding training in school if not already done so.**

Govs
DHT
Head
Govs

20. Policies

The following policies had been reviewed and circulated to governors prior to the meeting:

Finance Policy – There was a section in this policy which asked whether we had insurance to cover monies being held on the premises. At times the school could hold a large amount of cash when school trips were being paid for. It was agreed that for £25 pa, the insurance would be beneficial.

Head

Admissions Policy
Lettings Policy

Governors approved the policies.

The Code of Conduct for staff would be shared with governors for information when it was ready to go to staff.

Actions:

1. **Insurance to be purchased for £25 to cover cash on the school premises.**
2. **To share staff code of conduct with governors.**

Head
Head

21. Any Other Business

Clerking

Governors discussed what would happen with the position of clerk, when the current clerk left at the end of the academic year. It was agreed the role was very important to the GB and governors asked the Chair to look into the pros and cons of having a KCC Clerk or a member of staff to carry out the clerking position. A governor commented that an experienced clerk was an asset to

Chair



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the GB and it would be difficult for somebody with no previous experience to fill this role.

School Places

The Area Education Officer had visited the school and confirmed there was not a need to extend the school to create more places as there were adequate spaces already in school for the demand in the local area.

Assembly for leaving Headteacher

Governors were invited to attend the assembly for the head who had recently left. The assembly was being held for him to receive leaving cards and to say goodbye to the children.

Govs

Actions:

1. **Chair to look into the benefits of the role of clerk being internal or external and to report back to governors.**
2. **Governors invited to attend assembly for head who had recently left.**

Chair

Govs

22. Confidentiality

There were no items of confidentiality in the minutes.

23. Date of next meeting

Full Governing Body – Tuesday 21 March 2017 at 7.00 pm

The meeting closed at 9.35 pm

Signed: Date:
Chair of Governors