



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Full Governing Body
Tuesday 22 November 2016 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mr P Marsh (Acting Headteacher - AHT), Mr A Collings, Mr N Hassall (arrived 7.20 pm), Mr N Gault, Mr I Belsey, Mrs A Burchell-Trent, Mr W Pemberton, Ms E Parker

Clerk: Mrs Tracey Filmer

**Action
by:**

1. Opening Prayer

NL opened the meeting with a prayer.

The Chair welcomed governors to the meeting and introduced the newly elected staff governor.

2. Apologies for absence

Apologies were received and accepted from Mr B Vennart (personal), Mrs L Porreca (personal) and Mr C Watson (work).

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 21 September 2016

The minutes of the meeting held on 21 September 2016 were agreed and signed as an accurate record of the meeting.

6. Matters arising from the Minutes of 21 September 2016 not on the agenda

The Governing Body Action List was reviewed:

31. A National Leader of Governance would review governance in January at no charge. The Chair had received a pack to be completed before this visit.

36. The SEF would be shared with staff at a staff meeting on 23 November.

61. One DBS was still outstanding.

71. Safeguarding training was on tonight's agenda. The Head was delivering safeguarding training to staff on 3 January and governors not present tonight were invited to attend this.

74. The AHT had only received information from two governors. All governors were asked to send this into school as soon as possible.

75. A staff governor election had been held.

76. Classroom visit/learning walk on Collective Worship and RE had taken place.

77. Updated TOR and SOs had been circulated by the clerk.

78. A list of bullet points were now included at the start of HT report.

79. Comparisons in progress made for PP & non PP children had started to be reported.

80. The Beanstalk reading programme had started last week.



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- 81. Monitoring forms for Collective Worship could be collected from the AHT.
- 82. The governor newsletter had not yet been produced.
- 83. The AHT had completed his appraisal with the Chair and LLE.
- 84. Christian values were being added to each policy as it was reviewed.
- 85. The Vice Chair was not able to chair the meeting as not present. This would happen at the January meeting.
- 86. Parent/Carer Council to be attended by Vice Chair on 24 November. AB-T volunteered to attend the meeting next term.
- 87. Website – an agenda item.
- 88. The Chair was now ready to subscribe to the NGA.
- 89. National Leader of Governance had been contacted to review governance.
- 90. Governance Support Office NOV on agenda.
- 91. A school email address had been set up for the chair – chairofgovernors@ashckschool.org for the use of staff and parents. The Chair asked for her mobile phone number to be shared with staff.

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

6. Safeguarding Training

Governor, WP, Designated Safeguarding Lead (DSL) in his own school gave governors a presentation on safeguarding, adapted for the primary setting.

The DSLs at ACK were the Acting HT and Acting DHT. Referral forms were kept in the school office.

The 2016 updated guidance ***Keeping Children Safe in Education*** would be circulated to governors following the meeting. Governors were asked to read sections 1, 2 and 3. Governors would be asked to sign to confirm they had read the relevant sections of the guidance.

**Head
Govs**

NH joined the meeting at 7.20 pm

All governors had completed the prevent duty training. It was suggested governors also complete the Channel General Awareness online course which would take about 20 minutes. The link would be emailed to governors. Governors should print a copy of the certificate once completed for the safeguarding file.

**WP
Govs**

Governors were informed that the Kent Police telephone number for any safeguarding concerns was 101 Operation Willow.

Actions:

- 1. Keeping Children Safe in Education guidance to be circulated.**
- 2. Governors to read and sign to confirm reading of sections 1, 2 and 3.**
- 3. Channel General Awareness course link to be circulated.**

**Head
Govs
WP**



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4. **Governors to print a copy of the completion certificate for Channel course for safeguarding file.** Govs
7. **School Name**
It was explained that, although the school was officially Cartwright and Kelsey, it had been calling itself Ash, Cartwright and Kelsey for some time as it was actually based in Ash.
- Governors agreed to officially change the name and asked the AHT to action this. AHT
- Action:**
To formally change the name of the school to Ash, Cartwright and Kelsey (Aided) Primary School. AHT
8. **School Improvement**
- Acting Headteacher Report**
The Term 1 report had been circulated to governors prior to the meeting.
- Governors asked questions on the report:
- **Please share some examples of positive parental feedback.**
The AHT read a number of positive comments made at the recent parents evening to governors. The Chair informed governors there was now a board in the corridor where “happy” quotes could be displayed.
 - **Had the Year 2 and 6 booster groups to begin in Term 2 started?**
The AHT confirmed they had been running for three weeks. Positive feedback was already being received from pupils who liked the smaller groups and evidence of impact could be seen in the books.
 - **How much progress was the pupil premium child in the Numbers Count Intervention making?**
Both children on the intervention were making progress but the PP child was not likely to reach age expected level as the starting point was lower. **Governors asked what could be done to further help the child’s progress.** Exit data would be analysed at the end of the intervention and further support would be given in class to continue this work.
 - **How did the Kent Test results compare with previous years?**
The number of passes was the lowest ever at ACK with two pupils passing, but five more had passed the Dover Grammar test. One child was quite close but the appeal was unsuccessful. The lowest scores were in the maths paper. ACK was usually in line with other schools



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but this year was much lower.

- **Had the Beanstalk (Volunteer Reading) reading scheme started?**
Yes this had now begun.
- **Had the Year 6 booster class started?**
This had begun and feedback was positive regarding an increase in coverage and depth of work.
- **Had the Year booster class started?**
Yes with the same teacher as last year. Impact in the books could already been seen. Children were coming back into the class using the tools they had learned in the group.
- **Had the website address been added to the email signature on staff and the newsletter?**
This had now been added to the newsletter and staff were in the process of adding to their emails.
- **The NOV from the Joint Review Meeting had been circulated to governors and provided positive feedback on recent developments.**
- **The contract for the SENCo had been extended until Easter as there had been an impact seen on both children and staff.**
- **A governor commented it was good to see the absence rate decreasing.**

SEF/School Improvement Plan 2016/17

The SEF had been circulated prior to the meeting in draft form. The AHT explained it was a working document and was not complete. There was an area on the SEF for governors to complete. The SEF would be sent electronically and governors would complete their section and it would be returned to the AHT by the Chair.

A final copy of the SIP had been circulated prior to the meeting. Under leadership and management 2.1 had been added – *Monitoring by Governors demonstrates their understanding of the quality of provision across the school.* The Area Governance Officer had commented evidence should be seen in the FGB minutes of governors challenging and holding SLT to account.

Governors agreed the SIP was more manageable than the Ofsted Action Plan. The Chair asked that the SEF/SIP be shared with staff.

**Govs
Chair**

AHT



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- A governor questioned why all targets on page 2 of the SIP were not 100%.**
The AHT explained these were attainment and not progress targets. These were the percentage of children expected to achieve the age related standard and not all children would achieve this as their starting point had been lower. The AHT said the aspiration was for all children to reach the age related expectations but in reality this was not likely. **The governor asked what support was being put into place for children to make accelerated progress to achieve the expected level.** The AHT said there were several barriers that would prevent some children making the standard but they would possibly make accelerated progress. Some children were working at two years below the expected standard and it would not be possible to totally close the gap. The target was for all pupils to make 100% expected or accelerated progress but it was not realistic that 100% would achieve age expected standard. The AHT said it was important not to give teachers unrealistic targets and therefore the targets were based on the progress of children rather than attainment. **The governor who raised the question disagreed and stated that all pupils should be expected to achieve age expected and to have 100% progress.** The AHT explained that the Senior Improvement Adviser (SIA) and the LLE had been happy with the targets set. A new SIA would be visiting the school later in the week and the AHT would discuss the targets again then.

Governor Visit Reports

The following visit reports had been circulated to governors:

- Readiness for SIAMS – 18.10.16 (NL/BV)**
Governors had spoken to pupils and were impressed with their knowledge. A lot of work had taken place over the last few months but there was still work to be done and the SIAMS inspection was expected by January. At the last inspection the school had been graded outstanding but at the current time the outcome was likely to be satisfactory/good.

A Collective Worship visit had also taken place and would be shared with governors following the meeting.

Governors were informed that the RE Leader was attending a course on Understanding Christianity and would be invited to the next meeting (10 minutes) to talk about this.

- Pupil Progress Meeting – 20.10.2016 (LP)**
The Chair and Vice Chair intended to carry out a follow up visit in the next two weeks to look at the interventions concentrating especially on Year 6 and Year 2 booster groups, Year 4 writing and the extra support in Year 1, in order to assess the impact these interventions were

Chair

Jan Mtg

Chair/



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having on the children’s progress.

V/C

NOV – Governance Support Officer

A confidential NOV had been received on the visit which took place on 27 September 2016. The main recommendations were for governors to challenge more and to dig deeper into the data. The governor responsible for data would be meeting regularly with the AHT to analyse the data. The Chair was pleased that two different governors on separate occasions had recently picked up issues in the Year 3 data which had now been dealt with.

Review Meeting Feedback

A review meeting had been held on 22 September with the Diocese, the LLE and SIAs from KCC to look at how the school was performing currently in terms of Ofsted and the likely inspection in May 2017. A letter had been received by the Chair but it was not possible to share this with governors. The Chair read sections of the letter to governors highlighting both the positive and negatives issues raised. The Chair informed governors that many of the points raised in the letter had already been worked on and the school was moving forward. It had been decided by the LA it would not be appropriate to issue a pre-warning letter. A meeting would be held in Term 3 to review the actions taken. The meeting had been an honest and frank three hour conversation and there had been no surprises for the AHT or Chair.

WP left the meeting at 8.30 pm.

Early Years Feedback

A confidential NOV had been received on the EYFS visit held on 3 October 2016 and was circulated to governors prior to the meeting. The AHT and staff had been very disappointed with the negative way the NOV had been written as it did not fairly represent the school’s input.

Actions:

1. **Governors to complete section on the SEF.**
2. **Chair to return completed SEF to AHT.**
3. **SEF and SIP to be shared with staff.**
4. **Collective Worship visit report to be shared with governors.**
5. **RE Leader to attend next meeting to speak about Understanding Christianity course.**
6. **Governor visit to look at interventions to take place.**

Govs
Chair
AHT
Chair
Jan Mtg

Chair/
V/C

9. Data Presentation

Data for Term 1 had been shared with governors prior to the meeting but the governor responsible for data was not present at the meeting. It was decided it would be a priority to discuss Term 2 data in detail at the next meeting in January.



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10. Finance

Six Monthly Budget Monitoring (September)

The six monthly monitoring report had been circulated to governors prior to the meeting together with a report from the Finance Governor dated 3 November 2016.

Revenue balances at 6 months were presented as:

	Actual to Date	Expected Out Turn
Total Revenue Income	£489,444	£989,801
Total Revenue Expenditure	£496,858	£1,004,096
Revenue Balance this Year	-£7,415	-£14,295
Revenue Balance B/F	£58,959	£58,959
Revenue Balance C/F	£51,545	£44,664

The expected rollover for 2016/17 was currently £44,664 which was within the BCM limit of 8%.

The Finance Governor explained the reduction in the rollover would impact on the three year budget. There was also a problem with UFSM funding which had been overestimated over three years and would have to be readjusted. Governors agreed it was important to spend where there was a need in order for the pupils to make progress and to move the school to good.

There was £16,000 of capital money available from the Diocese and the school would be expected to contribute 10% to any project undertaken.

Benchmarking

The benchmarking for 2015/16 had been circulated to governors prior to the meeting. The cost of supply teachers was high but the AHT explained this was due to the teachers employed to carry out booster groups. Governors noted there were no significant differences on the benchmarking when compared with similar schools.

11. Website

A governor had completed the 2016 Website Check List and circulated to governor prior to the meeting.

There were two items which were not on the website which were statutory requirements. The AHT assured governors these had been completed and he would make sure they were added as soon as possible. The check list showed that only four of the ten 'other information it is good to have' items were in place.

AHT

A questionnaire had been sent to parents on the website and 17 responses had been received, which contained no surprises. Many found the website

AHT



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difficult to navigate. The Chair asked that parents were thanked in the newsletter for completing the questionnaire.

It was expected that the new website would be up and running by September 2017 at a cost of approximately £500. Governors discussed how the information on the website would be kept up to date as this was a priority. The governors on the working party would look into this and contact other schools about how they managed the admin of the website.

Actions:

- 1. AHT to add all statutory items to the website.**
- 2. Parents to be thanked in newsletter for completing the questionnaire.**

**AHT
AHT**

12. Governor Newsletter

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

13. Training

The Chair informed governors of a training session to be held at Sandwich Infants School on 13 December 7-9 pm on "*What Challenge and Impact Look Like*". Governors agreed this would be a very useful session to attend.

The new staff governor would be expected to attend the New Governor Induction course. The Chair would give this information to the new governor.

Chair

Action:

Chair to inform staff governor of new governor induction training course.

Chair

14. Policies

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

Safeguarding Policy – Governors approved the policy.

RE Policy – Governors approved the policy.

Complaints Policy and Procedure – Governors approved the policy and procedure which had been updated by the LA since it was approved by the GB in May.

15. Any Other Business

School Christmas Lunch

Governors were invited to attend the whole school lunch on Tuesday 20 December at 12 pm. Governors to let the AHT know if they intended to attend.

Govs

Compliments

The Chair shared two letters with governors received from parents



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complimenting the school on positive changes since the end of the summer term.

Governors thanked the AHT and all the staff for their hard work since the summer term.

Action:
Governor to let AHT know if they wanted to attend the School Christmas Lunch.

Govs

16. Confidentiality

There was one item considered to be confidential.

17. Date of next meeting

Full Governing Body – Wednesday 25 January 2017 at 7.00 pm

The meeting closed at 9.05 pm

Signed: Date:
Chair of Governors