



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Full Governing Body
Tuesday 28 March 2017 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mrs D Battersea (Interim Headteacher), Mrs L Porreca (Vice Chair), Mr N Gault, Mrs A Burchell-Trent, Mrs E Parker, Mr B Vennart, Mr A Collings

In Attendance: Dr A Norley (National Leader of Governance) – left at 7.34 pm

Clerk: Mrs Tracey Filmer

**Action
by:**

1. Opening Prayer

LP opened the meeting with a prayer.

The Chair welcomed all governors. The Chair welcomed and introduced Dr Norley, a National Leader of Governance, who had undertaken an external review of governance at the school.

2. Welcome and Apologies for absence

Apologies were received and accepted from Mr W Pemberton (work), Mr N Hassall (course), Mr I Belsey (course) 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 25 January 2017

The minutes of the meeting held on 25 January 2017 were agreed and signed as an accurate record of the meeting.

5. Matters arising from the Minutes of 25 January 2017 not on the agenda

The Governing Body Action List was reviewed:

36. The updated SIP and SEF had been shared with staff.

74. One governor had yet to submit their information. Once received, the Chair would arrange for all the data to be uploaded to Edubase.

82. A Governor newsletter would be produced at the end of the academic year.

85. The Vice Chair would chair the next meeting.

98. The Chair and Vice Chair had completed a governor monitoring visit on interventions.

102. Signs had been erected around school car park about the non-use of scooters.

105. The Chair informed governors that safeguarding training was not a statutory requirement for governors but was considered best practice and should be undertaken once a year.

An updated action list attached would be circulated with the minutes.



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- 6. Minutes of the Meeting held on 22 November 2016**
Governors agreed an item on page 4 of the minutes of the meeting held on 22 November 2016 should be removed from the main minutes and recorded as a confidential item.

Action:

Item in minutes of 22 November 2016 to be made confidential.

Clerk

- 7. DfE Edubase Database**

Change of School Name

The Chair informed governors the Postcode Address File at the Royal Mail had now been amended to the school's new name. The Chair would inform the LA of the change. Edubase had been updated.

Governor details uploaded

The information was almost complete and would be uploaded by the next meeting.

Actions:

- 1. The LA to be informed of school's change of name.**
- 2. Governor details uploaded to Edubase.**

**Chair
Chair**

- 8. Review of Governance**

The External Review of Governance Report, completed by A Norley (AN), had been circulated prior to the meeting. AN explained the report structure to the GB and said that the GB was now approaching governance in a more robust way and had a clear vision for the school which it was pursuing with vigour and determination.

The Report highlighted strengths and weaknesses and provided some minor recommendations for the GB.

Governors agreed that the INSET day on 5 June would be used to look at the progress of the SIP over the past year and items to be carried forward to 2017-18. The day would be an opportunity for a staff bonding exercise with the new Headteacher being invited to attend.

AN left the meeting at 7.34 pm.

Governors agreed that the External Review of Governance Report should be uploaded to the website.

Action:

External Review of Governance Report uploaded to the website.

Chair

- 9. Attendance Governor**

LP had agreed to take on the role of Attendance Governor and would report to the GB on attendance data.



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10. School Improvement

Headteacher Appointment

The Chair confirmed that, following the recruitment process, a new Headteacher had been appointed on 24 March 2017. Minutes of the meeting called to endorse the recommended candidate had been circulated to governors and were signed by the Chair. A governor thanked the Recruitment and Selection Panel for the thorough process which was undertaken in making the appointment.

MoU Eastry

The Chair confirmed that on 8 March 2017 the governing body of Eastry had given two weeks' notice to cease the MoU between the two schools. The letter of confirmation was filed with the minutes.

Headteacher Report

The Term 3 report had been circulated to governors prior to the meeting. Governors agreed the structure was useful for them and the format enabled the Head to update the report on a regular basis and not just at the end of a term.

Governors had sent a number of challenging questions on the report to the Head prior to the meeting and the questions and Head's answers (in blue) are shown below:

- How much time has the Maths Leader been allocated to carry out this role? *I said that he should allocate 2 afternoons weekly (this is a minimum). He has other time that he can use also when he is not teaching maths boosters, Yr 6 maths or monitoring with me.*
- Talk for Writing - Governors asked for training in July 16 for this as it would be useful to know more about T4W. Would it be appropriate for them to be invited to parent workshops? *Three of the classes have held workshops already this term (Yrs 1, 2 and 5). Yr4 will be holding theirs in May, but I can ask Yr1 and/or Yr2 to hold a workshop for the Govs so you can come into the classrooms and take part in a session with the children. Govs could have attended the official T4W training last term; if they hold another training day for T4W non-fiction in the future, let it be known that you would like to attend as they are so motivating.*
- Could governors see the Marking Policy so that we can observe marking on classroom visits? *Attached. Please check that marking for improvement is being done in every child's English, maths and topic books at least once a week for each.*
- At a P & I meeting, the definition of Mastery was discussed. Could you let governors know the definitive definition of Mastery? *The staff have agreed on this definition: Mastery is obtaining a greater level of understanding and being able to use and apply learning in a different context.*



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- What are the non negotiables? [Attached](#)
- Page 8 of the report mentions that there is 97% attendance but the Appendix 1 states 95.8%. Please clarify. [Sorry, it is 95.8% \(96%\). 97.3% is our target. I will change page 8.](#)
- Some support is in place for Yr3 Maths. What is being done for Reading and Writing? [We will be discussing this in detail at the Pupil Progress meeting on Tuesday. May I or PP Governor feed back to you with the latest information afterwards as DHT and I were talking today, having looked at the Term 4 data, about how we can personalise the teaching further to accelerate learning. However, we will have to talk to the teacher first and the Numbers Count Teacher. We will be putting an action plan in place for Year 3 as it is certain to be a trail that Ofsted will follow \(from the Data Dashboard front sheet\). The data states that Yr4 combined is 35%. What is being done to support the Maths and Writing? \[As above\]\(#\)](#)
- [Booster classes in years 3,4,5 & 6. Are these Interventions? ie in addition to normal school hours? \[Yes\]\(#\)](#)
- [Are Yr 3 having their early morning \(8.30am\) interventions with the class teacher off sick? \[Yes, DHT has start doing maths with the children this past week.\]\(#\)](#)
- [Can governors see some evidence of Yr 6 progress? \[I have data that shows the progress, but some will need explanation as it refers to scaled scores. I have asked the class teacher for the analysis and to add the vulnerable group indicators and prior attainment to it asap. When the class teacher has completed this I will send it to you.\]\(#\)](#)

SEF

The full SEF and SEF summary sheet had been circulated prior to the meeting. A governor commented these documents were very helpful and stressed that staff ownership of the SEF was very important.

School Improvement Plan/Ofsted Action Plan

The School Improvement Plan 2016-2017 had been circulated prior to the meeting. The Head would ensure that, alongside milestones, actual figures would be shown when available.

There was a need to match the monitoring pairs with the SIP and it was agreed a small group of governors would meet to do this.

Governors approved the School Improvement Plan 2016-17.

Governor Visit Reports

The following visit reports had been circulated to governors:

- **Health & Safety Update – 14.12.16 (NL/LP)**
A further visit was scheduled for 29 March and the actions would be updated following that visit. A Fire Inspection had now taken place and



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the report received. The Health & Safety action list would be updated accordingly.

- Leadership & Management and Behaviour & Safety – 07.12.16 (NL)
The feedback from staff and parental questionnaires had been collated and would be shared with governors and uploaded to the website.
- Achievement – 09.02.17 (LP/CW)
A further monitoring visit would be scheduled for Term 5 after the current round of pupil progress meetings.
- Interventions – 6&13.03.17 (NL/LP)
Governors had noted, and were concerned, that a number of interruptions had occurred which had been a distraction for pupils during the 30 minute session first thing on Monday morning. The Head would look at reducing these interruptions as much as possible in order that the pace of learning was not reduced.

Pupil Premium

The Pupil Premium Governor (LP) had met with the DHT regarding the allocation of PP funding. This year the school had been allocated approximately £60,000. LP reported that at the Chair's Conference the importance of knowing how PP funding had been spent and the impact it had on the progress of those children was stressed. Ofsted would want to know that governors were fully aware of this as monitoring of vulnerable children should be the focus of all schools. There was now a spreadsheet in school of the funding and how it had been allocated. The PP governor had asked the DHT if attendance registers were kept for pupils attending the booster groups and was informed this was not currently done. The PP governor suggested this was a way to monitor who was attending with a view to following the progress and impact of the intervention. On the PP statement the progress steps for all the vulnerable groups were the same. It was discussed that it was unrealistic for the PP children who were also SEN to have the same targets. Further discussion on this was needed with the Head to create realistic targets for all groups.

Progress & Impact Meeting – 23.02.17

The minutes of the meeting had been circulated to governors for their information. The next meeting was scheduled for 24 April 2017.

LA NOVs

The Chair confirmed that Local Authority NOVs were circulated when they were received in order that governors were kept fully informed.

Actions:

- 1. Actual figures to be added to SIP.**
- 2. Group of governors to meet and match the monitoring pairs with**

Head



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the SIP.

3. **Staff and parental questionnaire feedback to be shared with governors and uploaded to the website.**

**Chair
Head**

11. SIAMS

The Chair suggested appointing a Foundation Governor to act as the governor responsible for SIAMS as there was a considerable amount of work attached to this. It was agreed that BV would take on this role and a meeting would be arranged with the Head.

Action:

Meeting to be set up between the Head and governor responsible for SIAMS.

BV

12. Data Presentation

A powerpoint presentation had been circulated to governors prior to the meeting.

In summary the presentation showed:

- A strong performance for Year 5 and in writing.
- There was generally an increase in most measures; however Year 3 showed a general decrease.
- There was a good performance for pupil premium children with evidence of the gap closing (except Year 3).
- A large increase in % of children ahead of expectation (against Term 1). This was encouraging for next term when a full step of progress was expected.
- Year 4 maths did not look good because of a data correction which was discussed last time.
- The decreases at the end of 2015/2016 and in the first 2 terms of this year had yet to be fully wiped out by these improvements, but was a very good start.

Governors were pleased to see that the data showed pupil premium children were closing the gap.

Year 6 data had also been circulated prior to the meeting and governors were encouraged to see the considerable improvement in progress which had been made since January. The Head confirmed that data was being rigorously questioned in pupil progress meetings.

Year 6 - % at expected level

	January 2017	March 2017
GPS	18	54
Reading	36	64
Maths	14	39



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The Head expected the final combined score, currently 33%, to be pulled down by Maths and stressed the importance of a continued focus on Maths in 2017-18.

Governors asked for two changes to the data next time it was presented:

1. The progress of home grown children compared with children who had joined the school after Reception.
2. The progress of pupil premium children compared with non-pupil premium children nationally.

Governors thanked the Year 6 team for their hard work this year which had resulted in this improvement in progress.

Action:

Progress reported for home grown children compared with whole school and PP children compared with non PP children nationally.

Head

13. Finance

Latest Budget Monitoring

The governor responsible for finance reported that at the end of February (11 months) the expected rollover for 2016/17 was predicted to be a deficit of £10,950. The in-year deficit had further increased due mainly to staffing costs and additional education initiatives to support the school in implementing the Ofsted Action Plan. The final outcome was expected to be finely balanced and would have a knock on effect on the 2017-18 budget and three year plan.

Governors agreed that once the final figures were known, by the end of April, the Schools Financial Services team from KCC should be contacted if necessary.

Governors agreed to adopt the 30 hours funding for the Nursery.

Governors agreed the school should sign up to the government tax allowances scheme for childcare allowances.

SFVS (Schools Financial Value Standard)

The SFVS form for 2017 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 2017.

Compliance Visit – 2 February 2017

The SFS School Compliance and Risk Assessment Visit report had been



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circulated prior to the meeting. Governors agreed the report had been very positive.

14. Training

Training & Development Governor

It was agreed that the staff governor (EP) should take over responsibility for the T&D role. A meeting would be set up with the Chair for a handover.

Eight governors confirmed they would attend the Getting Ready for Ofsted course on 25 April.

The following training had been undertaken since the last meeting:

- 21 Steps
- Chairs Conference 2017
- Data Has Changed
- New Governors' Induction
- Managing Parental Complaints

“Diminishing the Difference” 24 May at AC&K – Governors were asked to sign up for this course.

It was agreed that governors should complete a short form to be circulated to the GB following attendance at any training, to share knowledge and what the impact this training would have on pupil performance.

Actions:

1. **Chair to meet new T&D Governor.**
2. **Governors to sign up for “Diminishing the Difference” on 24 May.**
3. **Completion of form following training to share knowledge with other members of the GB.**

**Chair
All Govs

All Govs**

15. Website CARISS & Compliance

The Head confirmed that the website was now compliant.

Governors had looked at the test site prepared by CARISS and agreed that it did not look very different to the old site. Due to the importance of the website, governors decided this should be looked at again. Carriis would be contacted.

Action:

Test site of new website to be discussed with CARISS.

Chair

16. Policies

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



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- Governor Visits Policy
- Recruitment and Selection of Staff
- Governor Allowances Policy
- Health & Safety Policy
- Safeguarding Policy
- Local SEND Policy
- SEND Policy
- Complaints Policy

Governors approved the policies.

The Image Policy would be presented to governors at the May meeting.

Action:

Image Policy to be presented to governors at May FGB meeting.

Head

17. Clerking Arrangements

The Chair had met with a replacement clerk from the KCC Clerking Service. It was agreed that the new clerk would attend the next meeting in May to shadow the current clerk and would become the AC&K clerk thereafter.

18. Change of summer meeting date

Due to the agreed changes in clerking after the May meeting, this change would not now be necessary and the last meeting of the year would be on 4 July, as previously scheduled.

19. Any Other Business

Parent Council Meeting

It was requested at the last meeting that school uniform should be an agenda item on the next FGB meeting. Governors agreed this should be an agenda item at the May meeting.

Action:

School Uniform to be agenda item for May FGB meeting.

Clerk

20 Confidentiality

There were no items of confidentiality in the minutes.

21. Date of next meeting

Full Governing Body – Wednesday 17 May 2017 at 7.00 pm

The meeting closed at 9.15 pm

Signed:
Chair of Governors

Date: