

**Wateringbury CE Primary School**  
*Learning, Growing, Achieving...Our journey together*

**Minutes of the Full Governing Body meeting  
held on Tuesday 13<sup>th</sup> May 2014 4pm at the school.**

**Present:** Mr Clark (Chair), Mrs Crawford Usher (Headteacher), Dr Bowie, Mrs Evans, Mr Dunn, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

**In attendance:** Mrs Williams,  
Clerk: Mrs S Wallis.

**1. Opening Prayer.**

The meeting commenced after prayer.

**2. Apologies for Absence.**

Apologies were received and accepted from Rev. Brown and Mrs Humphrey.

**3. Declaration of business interests.**

None.

**4. Minutes of the previous meeting.**

The Minutes of the meeting of 18th March 2014 were agreed as an accurate record and signed by the Chair.

**Matters Arising (Not discussed below).**

Action one: Mr Evans to look into 'Raspberry Pi'.

Action two: a few governors are still to complete the necessary training

Action seven: CC and CCU to check service plan details

**5. Headteacher's Report.**

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes.

Spotlight 1: Quality of teaching.

The teaching observation sheets have been requested from KCC following the Teaching and Learning (TL) Review as evidence of findings. An action plan has been put in place based on their judgements.

The budget reflects the staff changes for September 2014.

Spotlight 2: Achievement. Pupil Premium (PP).

90% of our PP pupils are making expected, or better than expected progress.

Post meeting note: there was an arithmetical error in the data included in the HT report. The correct data is attached to these minutes. 91% of PP children are making expected or more than expected progress in R, W and M.

**Q:** What are we doing about the two pupils that are not making expected progress?

**A:** Interventions are in place and we are supporting the families. There are complicated learning difficulties and difficult family circumstances involved. Behaviourally, we see a noticeable improvement every day.

**Q:** Can the teacher keep a record as evidence to show progress in behaviour?

**A:** The best evidence can be seen in the class books which will show small steps for all these pupils.

**Q:** Is there a correlation between these pupils and SEN?

**A:** Yes. Therefore they are being tracked.

**Q:** How often are you looking at these specific children?

**A:** Six times a year. The School Improvement Adviser meets termly with the Chair to look at the data. Evidence of micro progress can be seen from books and provision maps.

45% are making more than expected progress which is better than the non-PP progress.

Post meeting note: there was an arithmetical error in the data included in the HT report. The correct data is attached to these minutes. The percentages making more than expected progress are R:39%, W:43% and M:30%.

**ACTION 1:** CCU to confirm comparable figures for non PP children.

CCU distributed a summary of PP spending for 2013-14. A copy is held with these minutes.

**Q:** Is this going to be uploaded to the website?

**A:** Yes.

#### Spotlight 2: Achievement. Year 4/5 Group

**Q:** The lower ability group are making slow progress. Where are they going to be in Year 6?

**A:** Some will be working below the required level and won't be entered for SATs.

#### Spotlight 2: Achievement. SEN register.

**Q:** Are any SEN pupils making good progress such that they can come off the register?

**A:** Yes, this will be looked at in July, and changes made in-line with the new Code of Practice.

A Governor commented that SEN numbers have increased this year. A teacher responded that they are more experienced at picking up issues now.

#### Admissions for September 2014

There have been 19 acceptances so far. A Governor commented that the spaces are likely to be filled by children from the surrounding area.

#### Sports Funding Update

SW distributed an update for 2013-14. The data shows that some funding is being saved. SW suggested that this will be spent on coaching for teachers.

**Q:** How do you identify children for the Play Active Club?

**A:** The School initially asked those who don't participate in sports outside school, then extended the invitation as there was a low uptake.

**Q:** Is there some way to include more KS1 children?

**A:** The problem is space. The School can only run one club a night. They have access to activities which are parent paid.

A Governor commented that it would be good to see how many children have benefited from each activity alongside the impact

The Governors would like to know how School are going to spend the remaining money.

**ACTION 2:** SW to include projected spending on the next spend summary.

The Governors need to know the impact of the spending. Potential ideas to quantify the impact include asking the parents view, pupil questionnaires and using the Leuven well-being scale.

**ACTION 3:** SW to give an update of impact at the next FGB.

## **6. SEF**

This is to be dealt with in the summer term. Governors proposed that the Chair of all the Committees meet as a single purpose meeting.

**ACTION 4:** SEF update at the next FGB once the Chairs have met.

## **7. Policy Review.**

The Governor Visit Form has been updated by the Monitoring and Training Committee.

## **8. Monitoring and training.**

The minutes of the meetings held on 8th May 2014 were distributed to the Governors prior to the meeting.

The MT Committee proposed a move from the class link Governor System to a subject area link. This way Governors can visit a number of classes to get a snapshot. Governors would also liaise with the Subject co-ordinator, supporting the middle management which was a weak area in the TL review. This system would enable Governors to look at progression throughout the school.

**ACTION 5:** Governors' to forward their preferred link area to BB.

The FGB agreed the new terms of reference for the Committee and the change of name to Monitoring, Learning and Curriculum Committee.

## **9. Personnel.**

Covered under Finance.

## **10. Communication.**

The latest meeting was cancelled. KS gave a summary of the latest actions relating to Communication within the school.

The recent TL Review showed the Parent–School relationship in a positive light. The Staff survey is to be completed next term.

**Q:** Is the School Website up to date?

**A:** Yes, CCU is aware of the requirements and everything should be in place by the beginning of the summer term.

The latest e-safety summary by Mr Evans was distributed. Governors' were disappointed at the turn out at a recent parent e-safety meeting.

## **10. Finance.**

The minutes of the meetings held on 4<sup>th</sup> April and 2<sup>nd</sup> May 2014 were distributed to the Governors prior to the meeting. The current year's income and expenditure figures were distributed to the Governors. These had been scrutinised by the Finance Committee. The School's figures agree with the LA figures.

### Balance Sheet

CCU pointed out that the School is aiming to bring the monthly monitoring in-house. The School currently meets monthly with KCC support. The Governors asked questions before approving the figures.

**Q:** Is this going to be a significant saving?

**A:** Between £1000 and £1500.

**Q:** Are there any unexpected high costs apart from staff?

**A:** No.

**Q:** Is there any monthly monitoring of cash?

**A:** Yes.

**Q:** What are the capital reserves there for?

**A:** A certain amount can be carried forward.

### Budget:

The 3 year Budget plan was distributed to the Governors. The figures have been scrutinised by the Finance Committee.

The Governors asked a number of questions before the 3 year revenue and capital budget was approved and signed.

**Q:** Does the budget take into account the staffing that was discussed at the Personnel meeting.

**A:** Yes, it includes a Deputy Head teacher joining on L6 and also reflects a one year contract for an NQT and one Full-time TA.

CCU ran through the staff/class allocation in KS2 for September 2014.

Governors noted they will need to monitor the class of 36 and make sure they have got enough resources in there. Governors agreed that a year class of 36 is the right answer rather than splitting them, as long as the staff can manage.

**Q:** What are the Agency supply staff costs?

**A:** It covers external teachers that come in to cover staff time. Some is for sport cover, some for staff sickness. The School is looking to reduce this cost £40,000 this year.

**Q:** How?

**A:** There is a different personnel plan to cover PPA time this year.

**Q:** Are there any risks in the budget?

**A:** No, long term sickness is covered by insurance.

**Q:** What are professional bought in services?

**A:** Support for the HT and legal costs which are not anticipated for next year.

6.12pm Dr. Bowie left the meeting.

The Governors recognised it was a tight budget but have confidence in the Finance management.

**Q:** Is the approach to the Budget a whole school effort?

**A:** To help reduce costs teachers mentor each other and the HT covers staff absence where possible. A purchase budget is now in place and each curriculum leader has a budget.

Mrs Evans circulated a document detailing the 10% capital contribution funding prior to the meeting, a copy is held with these minutes. The Finance Committee recommend not asking parents for extra funding costs at this stage. The FGB supported these recommendations.

## **12. Premises.**

The minutes of the meeting were distributed to the Governors prior to the meeting.

## **13. Chairs actions/correspondence.**

Any Governors wanting training to let the Clerk know.

Mrs Humphrey has resigned as staff Governor. The FGB is now 3 Governors down. The Chair has performed a skills audit and knowledge gaps have been identified in Health and Safety, buildings and fundraising.

The LA Governor is elected on a skills basis. Governors' need to let the Chair know if they know of anyone with skills in these areas.

Mrs Isted has expressed an interest in becoming a Foundation Governor. It was decided to leave the Foundation Governor appointment till after Rev. Brown returns. Governors agreed that Mrs Isted had the required skills for the FGB and that she should be appointed as an Associate Member. A Governor pointed out that at Borough Green Primary School a lot of the Associate members come to the FGB.

**ACTION 6:** CC to speak to Mrs Isted.

The FGB needs a TOR to formalise the delegation of duties to Committees.

**ACTION 7:** Chair and Mrs Evans to draw together the TOR

## **14. Any Other business.**

None

## **15. Confidential matters.**

None.

Date of next meeting: Thursday 10<sup>th</sup> July 2014 7pm

The meeting closed at 6.45pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_