

Stocks Green Primary School

Full Governing Body Minutes
From meeting held on 17th October 2023
in Class 5 at 7 pm



2023 -2024

Item	Minute	Action
	Procedural	
1.	<p>Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Ruth Dixon (RD), Joe Endersby (JE), Peter Hipkiss (PH) (Headteacher), Becky Mackay (BM), Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (AW) (Clerk).</p> <p>Apologies for absence: none.</p>	
2.	<p>Chair Welcome RC welcomed governors to the first Full Governing Body (FGB meeting of the academic year. Emily Smith was welcomed as the new staff governor, elected to office on 24th September 2023. RD will arrange to meet with her to start her induction.</p> <p>Yvonne Buckley was thanked for all the great work and time she has given to the FGB as first, a staff governor and then a co-opted governor. She was presented with flowers and chocolates.</p> <p>RC reminded governors of the principles of governorship at Stocks Green (SG).</p> <ol style="list-style-type: none"> All documents should be read before the meeting in preparation for discussion or clarification. Governors to stay focussed on strategic governorship and not become operational. The purpose is to support the school with strategic guidance as well as challenge. Everything discussed within meetings is confidential until the minutes are published. Confidential minutes stay confidential to governors. RC's term of office expires on 27th January 2024. It was agreed to co-opt RC for a new 4 year term starting on 28th January 2025. 	RD
3.	<p>Declaration of Business Interests</p> <ol style="list-style-type: none"> Business Declaration Details for 2023/24. All governors confirmed that they have completed and recorded their declarations on GovernorHub. The clerk thanked them. The updated information will be posted on the school website. There were no declarations of interest against an agenda item. 	AW

6.	Minutes of the meeting of 11th July 2023 They were agreed as correct and signed by the Chair.	
7.	Action Points See Appendix 1	
8.	Matters Arising There were no matters arising that are not an agenda item. A.O.B. SEN Healthcheck work sheet Governors have ensured that all the processes are in place to provide efficient and good governance for the new academic year and have revisited their strategic role and expectations. The re-appointment of 2 governors has ensured continuity and expertise are maintained and the appointment of a new governor provides the required skills and succession to maintain good governance.	
School Improvement		
9.	Headteacher Update/Report PH commented that he has changed the format of the SIP and broken it down into stages with sections relevant to particular committees. The Successes have been: <ul style="list-style-type: none"> • The reading 'Shallow Paddle' which demonstrated that the active ingredients are still in place and practice remains effective. • The Early Years Foundation Stage (EYFS) environment has improved significantly with the School Improvement Advisor (SIA) commenting that 'it is a lot better'. More work is required on the EYFS curriculum and Jan Dubiel, an expert on this, is coming into school to advise in Term 2. The new cohort have settled into the school routine well. • The reading data for KS2 shows that SG is above average for progress. • SG is now above National and County levels in all assessment areas, except the times table screening. • The curriculum lead has settled quickly into her new role and is beginning to have an impact on curriculum development. • The sensory room is being used effectively to manage behaviour and provide a calm down space for pupils with specific needs. • The OPAL Inset was well received and attended by different groups representing the school. Some Challenges remain: <ul style="list-style-type: none"> • The behaviour of a few children with specific SEN needs remains challenging. • The installation of a new access ramp caused some issues as it was not built to regulations – this has now been rectified. • Some misunderstandings of the OPAL project and playtime routines still need to be overcome. This is being worked on and concerns resolved. 	

	<p>Attendance and Pupil Numbers The present attendance is 96.8% and is remaining strong.</p> <p>There are 214 pupils on role - 4 spaces. This is as projected in the budget so has a neutral impact.</p> <p>Behaviour There has been one internal exclusion.</p> <p>Staffing and Training Amber Turner, previously a mid-day supervisor (MDS) is now hired as a Teaching Assistant (TA), working with a particular child. A new MDS has been hired.</p> <p>Staff absence tables are taken from Arbor but PH understands that governors wish to see absence trends over time to monitor staff wellbeing and workload. He is working on this.</p> <p>Joe Endersby – finished his NPQH and has started his SENCo training. Claire Hodgson - finished her NPQSL. Emma Hancock – HLTA training. Jo Wiltshire and Georgina Newton to attend DSL training. Peter Hipkiss – Ofsted update training; Developing a Dynamic PP strategy and– Netsweeper training.</p> <p>Personal Professional Development Talk for Teaching – curriculum lead scheduling T4T to look at history teaching.</p> <p>Staff Meeting Focus - OPAL, safeguarding, filtering and monitoring, SIP, history curriculum and pedagogy, spelling and reading.</p> <p>Upcoming Staff Meetings/Training Focus - history and reading, provision mapping.</p> <p>Disadvantaged pupil numbers have increased from 3% to 7.5%, which is well below national averages, but significantly higher for SG.</p> <p>What about gifted and talented pupils? This term is not used in education now. The curriculum is looked at as being broader and deeper for children.</p> <p>Safeguarding See confidential minutes Agenda Item 3.</p> <p>Future Proofing</p> <ol style="list-style-type: none"> OPAL – Management of transition to new arrangements continues to ensure pupils understand ‘rules’ and that children with SEN are well catered for. Supporting all staff to understand the changes so that they can fulfil their role as Play Leads effectively. There have been big decreases in behavioural problems which in turn has meant MDS can leave on time as they do not need to make safeguarding reports. Ofsted – Ensure that the school is ready for inspection and that all staff feel confident in their responsibilities on the day. Feedback Policy – embedding the outcomes of the feedback policy. Sustaining previous priorities – ensuring that current practice is maintained whilst new priorities are introduced. 	<p>PH</p>
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	<p>v. Online Safety Review – there is a big focus on monitoring and filtering by government. All the new procedures have been shared. JC spent 2 days in school with PH auditing the safeguarding. Issues raised have been fed into the SIP and the SIA believes safeguarding is effective.</p> <p>vi. Writing implementation. SG is researching best practice and listening to pupil and teacher voice. It will be implemented from January in the same way as the reading but a big impact is not expected this year.</p> <p>vii. History curriculum has been a big focus. Mark Rivers (MR), School Improvement Advisor (SIA) undertook an audit of progress in writing and history. He was complementary about sequence of learning and the subject leadership of Urzula Zaganowska and that SG is on the right track. He provided ideas for the implementation and staff meetings are diarised to address this.</p> <p>viii. EYFS - Clear milestones will be set for the curriculum after Jan Dubiel's visit.</p> <p>ix. Curriculum - More concise links are being introduced to the curriculum with school visits planned into the sequence.</p> <p>x. Safeguarding – SIA audited safeguarding and reported that it is effective but gave ideas on how it could be even better such as staff having information on who to contact if there is no DSL on site. See confidential minutes Agenda Item 3.</p> <p>Questions: A governor noted that music is a focus for Ofsted and asked how PH views this area? The school follows the model music curriculum. There are considerable opportunities for music within the school and individual instrumental access for pupils. Do children still play the ukelele? Yes. There are areas for refinement but at present these are not a focus as there are other more pressing areas that staff are being asked to work on. PH is very conscious of not overstretching staff any more than at present.</p> <p>Governors are made aware of all the important elements that contribute to the education of the children at Stocks Green as well as the children's and the staff's wellbeing. They understand what is working well and areas for development to improve outcomes. Safeguarding is secure and the budget in line with expectations.</p>	
10.	<p>School Improvement Plan – See Appendix 4 for SIP monitoring</p> <p>i. The new School Improvement Plan has been circulated to all governors and carefully considered within the committee meetings. Governors approved of the plan and how it is closely linked to the headteacher targets.</p> <p>ii. School Evaluation Form (SEF) This has been completely re-written. Governors agreed that it is an excellent document and good basis for monitoring.</p> <p>iii. Governor monitoring in line with SIP All priorities have been assigned to the three committees – F & P, P & P and S & C. See Appendix 4 for the individual committee priorities and milestone monitoring.</p> <p>What is a key worker guardian? It is an Arbor term that is not needed but cannot be deleted.</p> <p>The clerk was asked to compile a timetable of monitoring for staff.</p>	AW

	<ul style="list-style-type: none"> ii. Pupil numbers are as projected so should have no impact on 3 year budget. iii. Projects: infant playground/ car park tarmac replacement; OPAL; EYFS/ Class 1; English/ History; Staffing; Steps/Ramp. For details see F and P minutes. iv. The Finance Year Planner was agreed. v. Policies – The committee reviewed and agreed the Security and Sponsorship Corporate Statement. The Business Continuity Plan was discussed and a plan agreed with PH for updating it. It will be reviewed at the next F & P meeting in January. The Health and Safety and Finance policies were reviewed and recommended to the FGB for approval. They were both agreed. vi. Benchmarking comparison was completed. vii. Scheme for Financing Schools was discussed. viii. Financial Committee Competencies Matrices were completed by the committee. ix. The F & P SIP Priorities were agreed. x. Health and Safety – a format for visits was agreed and circulated to governors. It was approved. A visit will take place in November. 	PH
14.	<p>Standards and Curriculum Committee - meeting held 4th October 2023 and minutes circulated to all governors</p> <ul style="list-style-type: none"> i. Statutory Assessment of KS1 and KS2: SG provided the relevant data and the committee reviewed the performance from last year. It was good and higher than Kent and National scores. Most targets were met. ii. Assessment of other years: Again clear data was provided and the committee were able to see progress is being achieved. Where there are dips interventions are provided. iii. Target setting: The school is using the Fischer Family Trust (FFT) which provides background supporting evidence for judgements made for targets. Ambitious but reachable targets have been set. The school aims to be in the top 20% this year and higher in the future. iv. School Improvement Plan: Priorities were reviewed and agreed. It shows clear links to last year's SIP. S & C have adapted their yearly schedule to fit in with key assessment data. v. Pupil Premium and Focus groups: Current data reviewed. vi. PE Premium: Georgina Newton, one of PE subject team, attended the meeting and updated governors on the PE Action Plan. The committee were able to see that there is good, sustainable use of the funds. vii. Policies reviewed: Feedback policy; Play policy; Anti-radicalisation; Looked After Children were reviewed and agreed. <p>The following Statutory Policies were also reviewed and recommended for FGB approval.</p> <p>Accessibility Policy and Plan (shared with F&P) - Add FGB approval Child protection, including Online Safety - Add FGB approval Disability & Equality - add FGB approval Exclusions and Suspension Policy - add FGB approval Health Care Policy/plan – date change and add FGB approval ICT & Acceptable Use Policy (<i>new in September 2023</i>); - add FGB approval SEND Information Report (FGB approval).</p> <p>The FGB approved all the above policies with the amendments.</p>	PH

15.	<p>Pay & Performance - meeting held 3rd October 2023 and minutes circulated to all governors.</p> <ul style="list-style-type: none"> i. Headteacher appraisal arrangements. The headteacher review comment is an excellent appraisal. New targets have been set in line with SIP priorities. ii. SIP Priorities were agreed and a monitoring timetable set. iii. Staffing structure – minor changes for additional support for Y1 transition. iv. Policies: The following policies were reviewed and agreed Early Career Teacher (new September 2023); Opal descriptors. The following Statutory Policies were also reviewed and recommended for FGB approval: Appraisal Policy – add FGB approval. Complaints Procedure – date change + FGB approval. Confidentiality Policy Pay and Reward – updated policy not yet available. Teacher pay rise has just been formally agreed. v. Y6 exit survey results – governors were delighted to see they were very positive. Timing of staff survey – the committee had suggested Term 3, 1 year from the previous one. PH reported that MR had recommended an earlier survey in light of the expectation of an Ofsted visit. BS to implement this asap. Parent Survey – to be 2025. PH will hold other consultations with parents during the year and there will be one for Ofsted. Pupil Surveys will take place in Term 6. vi. Staff wellbeing. This is an agenda item at all Senior Leadership Team (SLT) meetings and staff are confident to share any concerns with leadership. The staff survey will formally evidence staff wellbeing. vii. Website compliance. PH completes a monthly website audit. All is correct. 	<p>PH</p> <p>BS</p>
16.	<p>UKGDPR and Cyber Security</p> <p>There have been no reported breaches. AW questioned how DBS photocopied documents are dealt with confidentially. They are shredded after checking. WM to check whether this process is recorded.</p> <p>PH is completing a monitoring and filtering audit with Andy Holden – ICT technician – to ensure compliance.</p> <p>All governors should complete cyber training. It is a 30 minute course and very useful. WM to send link for training to all governors.</p>	<p>WM</p> <p>WM</p>
17.	<p>British Values - Social, Moral, Spiritual & Cultural (SMSC)</p> <p>PH reported that the school now has prefects instead of head boys and girls meaning that there has not yet been a democratic vote. This will soon be remedied when elections are held for the School Council. There has been work on the differences of democracy and monarchy.</p> <p>The school promotes values and the OPAL project is where the pupils have a voice. There has also been a visit to Parliament.</p>	

18.	<p>Behaviour & Safety</p> <p>i. June Cooke was officially appointed as safeguarding governor. Governors considered succession and will revisit this.</p> <p>ii. Update on safeguarding issues. There is a safeguarding section in the Headteacher Report and the SEF.</p> <ul style="list-style-type: none"> JC and PH met for 2 days to do a thorough safeguarding audit. They completed a 360 degree survey on online safety and filtering and monitoring. JC is reassured that everything that should be done is being done. Mark Rivers undertook a Single Central Record check which was ok. Governor DBS checks are being updated. Safer recruitment training. DW's is in date. JC and RC's has expired. They will look to undertake the training. BS will also do the training. <p>iii. Keeping Children Safe in Education All governors have read the KCSIE document and recorded this on GovernorHub.</p> <p>Governors have up to date knowledge of the safeguarding measures in place and are able to confidently report that whole school safeguarding at SG is robust, current and effective.</p>	RC/JC/BS
19.	<p>Governance Updates See Appendix 5</p>	
20.	<p>Chair's Actions/correspondence There were no actions to report.</p>	
21.	<p>A.O.B. SEN. PH attended an SEN consultation by Kent County Council. The county has had two Ofsteds which received an inadequate score so they are doing a complete review of the system.</p> <p>The proposal is that High Needs Funding will not be given per pupil. Instead local schools will meet in cohorts, present needs of their pupils, and the SENCos will review them and decide who deserves the most money. It is proposed that this should be done by the SENCo as they will be child focussed rather than budget focussed like headteachers. There are many concerns around this, one being some schools will do their best not to take children as they do not want to become a SEN hub. Money will go to exceptional needs and Kent circulated a lot of guidance as to what makes an exceptional need.</p> <p>There is confusion as to when the funding will be withdrawn as one seminar was told not immediately and the other April. Kent is under pressure as there is a big DfE funding gap and they have to improve their outcomes. This is of great concern to all schools and the headteacher of Hildenborough is going to put the local groups case at an on-line meeting.</p>	
22.	<p>1. Date of next meeting – 26th February 2024 2. Next year equivalent – 15th October 2025</p>	

23.	Confidentiality See confidential minutes.	
24.	Ofsted Readiness Governors undertook a short workshop looking at the GovernorHub healthcheck and considering where SG fits within the questions and where the evidence is reported.	

Signed

Date

Questions

Comments/Answers

Impact

Appendices are available on request