



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Held at School on Tuesday, 9<sup>th</sup> February 2016 at 6.30 pm**

*On a voyage of discovery: together we learn,  
grow and achieve*

**PRESENT:** John Collins (Chair), Deborah Bennett, Rev'd. Judy Darkins, Sue Mash, Rev'd. Tricia Fogden, Mark Cleverdon, Jill Double, Johanna Dadson, Oliver Walker and Jennifer Maynard

**ATTENDING:** Cathie Aldis– Lead Officer, HT Selection Process (Agenda items 1-4 only)

**CLERK:** Jane Phillips

The meeting commenced at 6.30 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><b><u>WELCOME AND PRAYER</u></b></p> <p>The Chair welcomed governors to the meeting. The meeting was opened with a prayer.</p> <p>The Chair introduced governors to Cathie Aldis, the Local Authority's Lead Officer during the HT selection process.</p> <p>Governors welcomed Oliver Walker, newly appointed Foundation governor.</p>	
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received and accepted for John Carroll. Mark Cleverdon would join the meeting in due course. Claire Frost would not attend in this instance.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS INTEREST</u></b></p> <p>Sue Mash declared she was a governor of Homewood School and Sixth Form Centre. There were no other declarations of business interest made against any agenda item.</p>	
3.	<p><b><u>MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 10<sup>TH</sup> DECEMBER 2015</u></b></p> <p>The minutes were agreed as an accurate account of the meeting and were signed by the Chair. The Clerk would file at school.</p> <p><u>Actions Arising</u></p> <p><b>Item 1.</b> A presentation on the Shanghai approach to Maths would be deferred to the next C&amp;S Committee meeting due to take place on Thursday, 25<sup>th</sup> February 2016. <b>This was noted by the Clerk.</b></p> <p><b>Item 4.</b> Governors were told that Jennifer Maynard had been appointed as Vice Chair of the C&amp;S Committee. A Vice Chair of the F,F&amp;P Committee was yet to be appointed. This would be addressed during their next meeting. <b>The Clerk would include this as an agenda item.</b></p> <p><b>The Chair asked governors to consider joining the F,F&amp;P Committee given this committee required an increased membership.</b></p> <p><b>Item 5.</b> The HT had prepared a calendar for Focus visits. <b>Governors were asked to advise the Chair when Focus visit dates had been agreed with the HT. The dates would be incorporated into the GAP.</b></p> <p><b>It was noted that Focus visit 6 was yet to be undertaken.</b> The Chair stressed</p>	<p>Clerk</p> <p>Clerk</p> <p>Governors</p> <p>Governors</p> <p>TF/JC</p>

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	<p>the need to keep to the timetable for governor visits.</p> <p><b>Item 12.</b>The Chair advised governors that the Finance policy had been reviewed and updated during the last F,F&amp;P Committee meeting. A school purchase card was now incorporated into the policy wording and the designated signatories included.</p> <p>All other items had been completed or would be discussed during the course of the meeting.</p>	
<b>ITEM</b>	<b>SCHOOL IMPROVEMENT</b>	
<b>4.</b>	<p><b>HEADTEACHER SELECTION PANEL</b></p> <p>The Selection Panel were appointed by the Governing Body for the purpose of selecting a suitable candidate for the position of Headteacher of the school.</p> <p>The Chair of the Panel provided governors with a summary of the selection process.</p> <p><b>The Selection Panel unanimously recommended to the Governing Body that Claire Frost be appointed to the position of Substantive Head.</b></p> <p>Cathie Aldis was invited to address governors.</p> <p>Cathie Aldis (CA) reported that a very robust due process had taken place. Claire Frost (CF) was asked to undertake all tasks which were expected of a candidate for Headship.</p> <p>CA wished it to be noted that the Panel had worked tirelessly, both previously and on this occasion to ensure that the children of this school would get the best leadership possible. It had been quite clearly evident that the governors had a clear passion for the school and that the school lay in the heart of the community. Grateful thanks were conveyed to the Panel.</p> <p>CA said the Panel’s decision was fully supported by both the Local Authority and Diocese. It was noted that Nikki Paterson had supported the Panel on behalf of the Diocese during the selection process.</p> <p>CA explained that references were not seen prior to the process. CA confirmed that the references were unreservedly supportive of recommending the candidate.</p> <p>CA told governors that there was a process of support for newly appointed Headteachers. There would be dual support from the Diocese and Local Authority.</p> <p>CA clarified that the Chair would undertake a number of documentary checks to ensure that Safeguarding was met.</p> <p><b>Governors agreed unanimously to appoint Claire Frost as Substantive Head of Wittersham C.E. Primary School.</b></p> <p>The Chair reported that he would contact CF later that evening. CA would liaise with Personnel regarding a contract of employment. The Chair of Governors would contact the Chair of Governors of Sandgate Primary School that evening to agree a date for release. <b>It was hoped that all matters would be agreed by Friday, 12<sup>th</sup> February 2016, after which the Chair would write to parents advising them of the appointment.</b></p> <p>The Chair commented that it had been evident throughout the interview process that CF clearly had a passion for the school and that she wished to see those actions she’d put in place developing and continuing into the future.</p> <p>The Chair was personally grateful to Fiona Wainde (Senior Improvement Advisor) for her personal recommendation of CF.</p> <p>Cathie Aldis was thanked for her support of the Panel.</p>	<p>Decision</p> <p>Chair</p>

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	[Cathie Aldis departed the meeting.]	
5.	<p><b><u>OFSTED/SEF/ SCHOOL PLAN 2015-2016</u></b></p> <p>The updated School Development Plan (January 2016) was circulated as a supporting paper for the meeting (filed with the minutes). The Chair explained that following the 'Challenge and Impact' governor training, two additional columns had since been added to the SDP. One for monitoring and a further column for evidence. Each action within the SDP had also been RAG rated. A number of actions contained therein were considered as ongoing.</p> <p>The Chair explained that in order to fully emphasise the GB's responsibility to ensure that the HT was accountable and that actions were being fulfilled, the SDP would in future state that Focus visit reports were available for review pertinent to particular visit dates.</p> <p>The HT advised governors that Claire Frost had attended the recent Tenterden Rural Alliance Ofsted training. The Chair reported that given the school was considered as 'good' following the previous Ofsted inspection, there would be a one day inspection to determine if the school remained 'good'.</p> <p>The Ofsted Dashboard would be reviewed by inspectors rather than the RAISE Online data. The one day inspection would focus on a professional dialogue between the school and inspectors to establish if the school was very clear on its weaknesses, how it was addressing those weaknesses and that there capacity to address those weaknesses.</p> <p>Governors were fully aware of the capacity which was currently being built in the school to manage those weaknesses. <b>The Governing Body were rigorously and robustly challenging the HT, undertaking Focus visits and actively seeking the evidence of impact.</b></p> <p>The Chair explained that a one day (Section 8) inspection would take place in the first instance. If inspectors felt that the school now differed from 'good', the inspection would become a two day (Section 5) inspection.</p> <p><b>A governor asked if the appointment of a new Headteacher might affect the timing of an inspection.</b> The Chair thought there might be possible benefits to the school. A new Head had been appointed subsequent to the end of year data for 2014/15. The Governing Body had taken positive steps to appoint a new HT who had a fresh and positive perspective on those issues facing the school.</p>	
6.	<p><b><u>GOVERNOR ACTION PLAN</u></b></p> <p>The updated GAP was circulated as a supporting paper for the meeting (filed with the minutes). The Chair reported a number of minor updates.</p> <p>The Chair said an anonymised performance management report from the HT would be provided during the Term 4 FGB meeting agenda. <b>This was noted by the Clerk.</b></p> <p>Dates of Focus visits undertaken now cross referenced to the SDP.</p> <p><u>Governor Visits Undertaken Since the Last Meeting</u></p> <p>JD and JM had conducted a visit in respect of Focus 3 (Develop provision to meet the needs of all learners).</p> <p>The Chair's report on his attendance of a PPM had since been circulated to governors. His attendance was upon the suggestion of the Local Authority. The Chair chose to attend a PPM for Rother Class given his prior knowledge of the pupils. The Chair's report emphasised the very rigorous and robust processes which were in place which drilled down to the specific needs of each and every pupil.</p>	Clerk

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	<p>The Chair had additionally attended a school council meeting and had taken this opportunity to gather Pupil Voice evidence. The children had been asked about British Values and growth mindset which was covered within the Chair's report to governors.</p> <p>The Chair and SM had undertaken a Focus 2 Maths visit, the report of which was currently under review by the HT prior to circulation. There was substantial evidence of progress when compared to last term.</p> <p>Governors were aware of the term 4 Focus visit calendar. Governors were asked to arrange their visits accordingly.</p> <p><u>NGA Twenty Questions</u></p> <p>Governors had previously thought it appropriate to undertake a parent survey. The Chair proposed that the Ofsted 'Parent View' questions should specifically be asked. This was thought to be an effective way of encouraging and involving parents, to gain their views and to prepare a subsequent report of the findings.</p> <p>The Chair provided governors with examples of the questions which would be asked together with the format for response (strongly agree, agree, disagree, strongly disagree and so forth). <b>Governors discussed further questions which they thought appropriate to include.</b></p> <p>The Chair intended to approach the Parochial Church Council (PCC) for funds to further incentivise parental response. It was proposed that the class with the most parental responses would receive £50 to use as they wished to benefit the children in that class.</p> <p><b>A governor asked if there were any faith school specific questions within the questionnaire.</b> The Chair said there weren't any questions of this nature within the Parent View questionnaire but that it was possible to add further questions.</p> <p><b>A governor thought parents should be asked if they considered the school was being managed appropriately as a Church of England school.</b></p> <p>[Tricia Fogden left the meeting at 7.12 pm. The meeting remained quorate.]</p> <p>Governors were asked to consider any specific questions they wished to include and to send questions to the Chair by 16<sup>th</sup> February 2016. The Chair would then prepare the questionnaire over the half term holiday.</p> <p><b>Governors considered question 14 of the 20 questions. 'What benefit does the school draw from collaboration with other schools and other sectors locally and nationally?'</b> Collaboration would be included as a future agenda item for discussion. <b>This was noted by the Clerk.</b></p> <p>The Chair suggested that following a passage of time, a future question would also be 'How much has the school improved over the last 3 years and what has the Governing Board's contribution been to this?'</p> <p><b>A governor thought it appropriate that one of the twenty questions should continue to be incorporated into the agenda of future meetings.</b> It was thought that this would be helpful for the more recently appointed governors.</p> <p>[Sue Mash left the meeting at 7.15 pm. Mark Cleverdon joined the meeting.]</p> <p><b>Governors discussed the need to undertake a new Governing Body skills audit given the passage of time since this was last undertaken and as there had been a number of new appointments since. This would also address one of the NGA questions. The Clerk said she would send the Chair the latest NGA interactive skills audit and an example of a summary of findings.</b></p>	<p>Governors</p> <p>Clerk</p> <p>Clerk</p>
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## **COMMITTEE REPORTS**

The Chair of governors provided a brief report of both meetings.

### Finance, Facilities and Personnel Committee Meeting, 18<sup>th</sup> January 2016

The minutes of the meeting were circulated as a supporting paper for the meeting. The following points were brought to the attention of governors:-

- There were currently 118 pupils on roll.
- The HT had provided governors with an update on the staffing structure and staff absence.
- Pupil Premium, Sports funding and FSM were reviewed.
- The 9 month budget monitoring report was thoroughly scrutinised. The Chair provided governors with a summary of the current budget position. A supporting paper was provided for this meeting (filed with the minutes).
  - A revenue balance of £33,534 had been brought forward from the 2014/15 financial year.
  - Given a number of significant costs relating to staffing (as itemised); the current prediction was a deficit at Year End of £3,811. This figure was more encouraging than was previously expected given the heavy staffing costs, including supply experienced during the last financial year.
- There were no issues to report in respect of Safeguarding. Governors received an update on those actions put in place following the Safeguarding site visit undertaken by Peter Lewer.
- The Chair informed governors of the new DfE efficiency metric tool for benchmarking. Attainment was matched to income per pupil funding as a comparison for value for money. The school sat in decile 7. The school was compared to 50 schools of similar profile nationally. Each decile consisted of 5 schools. The school was less efficient than 30 other schools. For the previous academic year, the school had the equivalent income of £3,570 per pupil. The value added for the school was '99'. The margins between schools closest to Wittersham were considered minimal. (A value added score of 100 means that all pupils achieved as expected from their prior attainment, figures above 100 represented increased value added).

### Staffing

- The school had been successful in securing a bid for £9,200 through the Kent Association of Headteachers (KAH). Fiona Wainde (S.I.A) and Sam Morgan-Price (I.A) had been particularly supportive. The funds would be used to appoint an Assistant Headteacher from the current term up until the end of the summer term 2016.

Jane Thewlis (JT), an outstanding EYFS practitioner had joined the school the previous week on a temporary contract until the end of Term 6. JT was also a qualified Early Years Ofsted inspector. JT would assume the role of Assistant Head whilst at the school

- Following JT's departure, there would be a vacancy for an EYFS teacher from September 2016. Given the Year 3 teacher was on a temporary contract, there would be a vacancy for a Year 3 teacher from September 2016. Jo O'Flaherty (KS1/KS2) had tendered her resignation which would take effect from Easter 2016. There would be a vacancy from the summer term.

The Chair reported that advertisements had been put in place to address these vacancies. It was hoped that the post of Assistant Head would be found from amongst the candidates for the 3 vacancies. Newly qualified teachers (NQTs) would be considered for the remaining two vacancies. The Chair explained that NQTs required one day per week of non-teaching time

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	<p>during their first year as part of the induction process. The Chair was encouraged to note that a number of promising applications had already been received.</p> <p><u>Curriculum &amp; Standards Committee Meeting, 26<sup>th</sup> January 2016</u></p> <p>The minutes of the previous meeting were currently being prepared by the Clerk. The following points were brought to the attention of governors:-</p> <ul style="list-style-type: none"> <li>• Pupil attendance was slightly down at 96.7% (target 97%). Governors appreciated that the figure fluctuated across the year and that there would be a dip at this time of year given the winter months and increased likelihood of sickness.</li> <li>• A number of children were now receiving Early Help support. The SENCO explained the circumstances when Early Help would be applied for and the support which would be provided for individuals.</li> <li>• There had been a suggestion contained within the governor visit report prepared by Rev'd Judy Darkins and Jennifer Maynard that a reward should be awarded by governors for good attendance for example. The Chair had asked the HT to consider a suitable reward and to provide costings. The PCC would be approached in respect of funding such a reward.</li> </ul> <p><b>A governor said there were some children who were on the medical register and through no fault of their own, were unable to attend school on occasions. It was therefore necessary to monitor this.</b> The Chair fully appreciated this and said it was for the school to decide the nature of the reward and to award it sensitively.</p> <ul style="list-style-type: none"> <li>• The Term 2 Target Tracker data had been reviewed. Significant progress had been evidenced. It was previously understood that there was insufficient data for Early Years.</li> </ul> <p>The HT was currently considering the format of the TT summary data</p> <ul style="list-style-type: none"> <li>• JD reported that Jane Thewlis's priority for her first two weeks in post would be to establish EYFS baseline assessments. JD and JM would conduct a governor visit immediately after half term.</li> <li>• The Chair provided a summary of Tina Gimber's (GSO) Note of Visit. The NoV was considered particularly positive. Governors were told that Nick Morgan of the Diocese would attend the 17<sup>th</sup> March 2016 FGB meeting when a review of governance (almost one year on) would take place.</li> </ul>	
<b>8.</b>	<p><b><u>SIAMS Self Evaluation</u></b></p> <p>JD reported that she was currently undertaking research. JD would present her report to governors in due course.</p>	
<b>ITEM</b>	<b>OTHER</b>	
<b>9.</b>	<p><b><u>CHAIR'S ACTIONS / CORRESPONDENCE</u></b></p> <p>There were no items to report.</p>	
<b>10.</b>	<p><b><u>ANY OTHER URGENT BUSINESS</u></b></p> <p>No items were raised.</p>	
<b>11.</b>	<p><b><u>CONFIDENTIALITY</u></b></p> <p>Some minutes contained within agenda item 7 (Committee reports) were considered confidential and were minuted accordingly.</p>	
<b>12.</b>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>The next meeting would take place on <b>Thursday, 17<sup>th</sup> March 2016 at 6.30</b></p>	

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	<p><b>pm.</b> Jennifer Maynard advised that she was unable to attend this meeting. This was noted by the Clerk.</p>	Clerk
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**The meeting concluded at 7.45 pm**

Signed:.....  
(Chair)

Date: .....

**ACTION SUMMARY**

Action Item	Agenda Item	Governor/HT/DHT/Clerk	Action
1.	3.	Clerk	To include a presentation on the Shanghai approach to Maths within the agenda of the C&S Committee meeting to be held on Thursday, 25 <sup>th</sup> February 2016 ( <i>Maths Leader topic matter for presentation subsequently revised</i> ).
2.	3.	Clerk	To include the appointment of Vice Chair of the F,F&P Committee within the agenda of their meeting of Monday, 9 <sup>th</sup> May 2016.
3.	3.	Governors	To consider joining the F,F&P Committee.
4.	3.	Governors	To advise the Chair when Focus visits were due to be carried out.
5.	3.	TF/JC	To carry out Focus visit 6 at the earliest opportunity.
6.	6.	Clerk	To include an agenda item for the FGB meeting of 17 <sup>th</sup> March 2016 on an anonymised performance management report from the HT.
7.	6.	Governors	To send the Chair any questions for inclusion in the parent questionnaire by 16 <sup>th</sup> February 2016 at the latest.
8.	6.	Clerk	To include a future agenda item on collaboration (20 questions).
9.	6.	Clerk	To send the Chair the NGA interactive skills audit and summary template. An example of a skills audit summary report from an anonymised school to also be provided by the Clerk.

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