



**WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL**

**MINUTES OF THE FULL GOVERNING BOARD MEETING**

Held at School on Thursday, 17<sup>th</sup> October 2019 at 6.30 pm

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

**Christian Values of**

**Respect, Self-worth/Perseverance, Love,  
Kindness, Forgiveness**

**PRESENT:** John Collins (Chair), Jennifer Maynard (Vice Chair), Claire Frost (HT), Johanna Dadson, Lucy Avena (AHT/Staff governor), Oliver Walker, Rev'd Tricia Fogden, Rev'd Judy Darkins and Sue Mash.

**ATTENDING:** Deborah Bennett (Agenda items 1 to 7 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 which was opened with a prayer.</p>	
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There were no apologies for absence.</p>	
2.	<p><b><u>DECLARATION OF BUSINESS INTEREST</u></b></p>	Govs
2a	<p>Action: Governors to complete their annual declarations of business interests via GovernorHub.</p>	
2b	<p>Sue Mash declared she was also 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 BOARD MEETING HELD ON 17TH JULY 2019</u></b></p>	TF
3a	<p><b>The confidential and non-confidential minutes of the previous meeting were agreed as an accurate account and were signed by the Chair.</b> The Clerk would file at school.</p>	
3b	<p><u>Governor and Clerk's Actions Arising</u></p> <p><b>Item 6.</b> Subject Leader visits had taken place on 17<sup>th</sup> October 2019. Action: A Foundation governor to arrange her RE Subject Leader visit.</p> <p><b>Item 9.</b> It was noted that a number of governors had participated the School Development Plan staff meeting at the beginning of term 1.</p> <p><b>Item 10.</b> The Chair reported that he had met with the HT to review the options contained within the Pay policy. However, it was understood that Schools Personnel Services (SPS) had recently updated the policy.</p> <p><b>A governor sought clarification as to the changes which had been made to the new SPS model policy.</b> The HT said the changes were in respect of the new pay scales but that she would check whether there were any other changes. The updated policy had only been published that week.</p> <p><b>Item 13.</b> The Chair explained that the governing board were members of the National Governance Association and that governors were also able to access</p>	

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	<p>the NGA's 'Learning Link' modules. Governors were encouraged to access these resources given the subscriptions had been paid for by the school.</p> <p><b>Action: Remaining governors to register with the NGA's 'Learning Link'.</b></p> <p>The Clerk asked governors to record any training they had undertaken via their individual GovernorHub 'Training' tabs.</p> <p>All other actions had been completed or would be discussed during the meeting.</p>	<b>Govs</b>										
<b>ITEM</b>	<b>GOVERNANCE</b>											
<b>4.</b>	<b><u>MEMBERSHIP</u></b>											
<b>4a</b>	<p><u>A Review of the Instrument of Government</u></p> <p>A copy of the governing board's Instrument of Government was provided as a supporting paper for the meeting.</p> <p><b>Governors agreed that no changes were required to the current constitution of the governing board.</b></p>											
<b>4b</b>	<p><u>Updates in Respect of Membership/Vacancies</u></p> <ul style="list-style-type: none"> <li>Jennifer Maynard, Foundation governor and Vice Chair had commenced a new term of office which would conclude on 5<sup>th</sup> October 2023.</li> <li>Rev'd Tricia Fogden's term of office as Foundation governor would conclude on 31<sup>st</sup> October 2019. TF had indicated that she would not seek reappointment. An approach would be made to Appledore Parochial Church Council regarding their nomination for Foundation governor.</li> <li>Johanna Dadson's term of office as a parent governor would conclude on 9<sup>th</sup> December 2019. The governor indicated her willingness to stand again for re-election.</li> <li>Deborah Bennett, parent governor had tendered her resignation effective 17<sup>th</sup> October 2019. Her resignation was unconnected to the school or governing board.</li> </ul> <p><b>Action: The Clerk to send the HT the Local Authority template for a parent governor election.</b></p> <p><b>Action: The HT to conduct a parent election during term 2.</b></p>	<b>Clerk</b> <b>HT</b>										
<b>5.</b>	<p><b><u>GOVERNING BOARD CODE OF CONDUCT: 2019/20</u></b></p> <p>The Education People's model Code of Conduct for 2019/20 was provided in advance of the meeting (filed with the minutes).</p> <p><b>Governors agreed the Code of Conduct.</b> Signed copies were passed to the Clerk for filing.</p>											
<b>6.</b>	<p><b><u>STATUTORY MONITORING ROLES</u></b></p> <p>Governors agreed to continue in the following monitoring roles:</p> <table border="1"> <thead> <tr> <th><b>Governor</b></th> <th><b>Monitoring Role</b></th> </tr> </thead> <tbody> <tr> <td>Jennifer Maynard</td> <td>Safeguarding</td> </tr> <tr> <td>John Collins</td> <td>SEN</td> </tr> <tr> <td>Johanna Dadson</td> <td>Health &amp; Safety</td> </tr> <tr> <td>Rev'd Judy Darkins</td> <td>Training &amp; Development</td> </tr> </tbody> </table>	<b>Governor</b>	<b>Monitoring Role</b>	Jennifer Maynard	Safeguarding	John Collins	SEN	Johanna Dadson	Health & Safety	Rev'd Judy Darkins	Training & Development	
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<b>7.</b>	<p><b><u>HEADTEACHER'S PERFORMANCE MANAGEMENT</u></b></p> <p>(This item was minuted confidentially.)</p>											

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	<p>(The Headteacher and staff governor stepped out of the meeting.)</p> <p>Governors had previously been made aware that the HTPM Panel Chair intended to resign from the governing board. The Panel Chair provided an explanation of the role.</p> <p><b>It was agreed that Foundation governor Oliver Walker would assume the role of HTPM Panel Chair.</b></p> <p>(The HT and staff governor re-joined the meeting.)</p> <p><b>Governors congratulated the HT on the outcome of her performance management review in that she had successfully met and in some areas exceeded all of her performance targets of the previous year.</b> The HT thanked the governing body for their support.</p> <p>The Chair took this opportunity to thank parent governor Deborah Bennett (DB) for her significant contribution to the school and governing board whilst a serving member. She was considered to have been an outstanding governor and would be greatly missed. DB said it had been a privilege to be a governor of the school. The school was considered to have gone from strength to strength and that the school would continue to do great things.</p> <p>(DB departed the meeting which remained quorate.)</p>	
<b>8.</b>	<p><b><u>RESIDENTIAL TRIP</u></b></p> <p>The HT said this year's residential trip would be to take the children on a PGL activity to Battle on 1<sup>st</sup> June 2020 and to stay for five days.</p> <p><b>Governors agreed the residential trip in June 2020.</b></p>	
<b>9.</b>	<p><b><u>GOVERNANCE MONTHLY BULLETINS</u></b></p> <p>The September 2019 governance monthly bulletin was circulated as a supporting paper for the meeting.</p> <p>Governors noted the contents and there were no matters arising from its contents.</p>	
<b>10.</b>	<p><b><u>GOVERNOR SAFEGUARDING</u></b></p> <p>Action: Governors to confirm via GovernorHub that they had read the DfE's publication 'Keeping Children Safe in Education' (Sept. 2019 update) and understood their responsibilities to it.</p>	<b>Govs</b>
<b>11.</b>	<p><b><u>SAFEGUARDING</u></b></p>	
<b>11a</b>	<p>The HT said there were no significant issues or incidents to report.</p> <p>However, the HT made governors aware that there was a concern following the erecting of new fencing and sheds in the Early Years area. As a consequence, the sight line had become blocked from the school playground to the passageway leading to the front of the school. Whilst out of bounds, a child could potentially climb over the gate whilst being blocked from view.</p> <p>The HT said an additional, smaller gate was being installed between the nursery fence and the school's new fencing which would provide an additional barrier for the children and within the sight line. The situation had been risk assessed and that all adults had been made fully aware of this risk. The TAs had also adjusted their standing positions in the morning so that they could see the points from which the children were entering the school.</p>	
<b>11b</b>	<p><b><u>'Keeping Children Safe in Education' (KCSIE)</u></b></p> <p>The HT reported that all staff had signed to confirm that they had read and understood KCSIE. A few volunteers were yet to sign to confirm as they'd not yet been into school this term.</p>	

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	<p>Action: The Safeguarding governor to evidence that all staff and volunteers had read KCSIE as part of her next Safeguarding monitoring visit.</p> <p><b>A governor asked the HT if she was still intending to bring in an external Safeguarding trainer.</b> The HT said traditionally the staff joined other Tenterden Rural Alliance schools to complete the annual Safeguarding refresher training. However, the TRA training had not taken place this year. The HT had initially intended to bring in an external trainer. However, Homewood School had since agreed to share their Safeguarding resources with the school and a slide presentation which the HT said she would deliver as the school's DSL (Designated Safeguarding Lead).</p> <p><b>A governor asked if the training would be delivered as part of a staff meeting.</b> The HT said it would be delivered across a number of sessions to include teachers/TAs, Midday Leaders and office staff together with a session for volunteers.</p>	JM
ITEM	SCHOOL IMPROVEMENT	
12. 12a	<p><b>SCHOOL DEVELOPMENT PLAN (SDP): 2019/20</b></p> <p>The draft SDP was provided as a supporting paper for the meeting (filed with the minutes).</p> <p>The HT said the planning of the SDP had included input from governors, teachers, TAs and office staff.</p> <p>The areas for improvement reflected the new Ofsted inspection framework.</p> <p><b>Referencing SDP bullet point 1.2, a governor was aware that under the new Ofsted framework, lessons were no longer categorised as 'good' or 'outstanding'. The governor commented that there were some particularly informative briefings and podcasts on GovernorHub which made reference to this and explained the rationale behind it.</b> The HT said she would reword point 1.2 to "Lessons to demonstrate excellent progression for all pupils which was underpinned by pedagogy." The references to good or outstanding would be removed.</p> <p><b>A governor queried the success criteria for Focus 1, point 1.1 (fourth bullet point) which had been question marked.</b> The HT said this had since been revised to "Allow pupils to achieve excellent outcomes as well as promoting high levels of wellbeing, self-esteem and confidence." The HT thought that resilience should also be included given its longstanding importance to the school.</p> <p><b>Referencing bullet point 1.5 (5<sup>th</sup> bullet point), a governor suggested that this could be revised to "The continued development of the understanding of Maths mastery."</b> The HT said this bullet point would be revised.</p> <p><b>A governor asked the HT to provide further information on Focus 3, point 3.4 shown in bold. "Social Action – for character education and developing responsible, respectful and active citizens."</b> The HT explained that those schools who were working with the Diocesan Hub were including this quote in their SDPs. The HT provided an overview of the success criteria for Focus 3.4:</p> <ul style="list-style-type: none"> <li>• There will be a shared understanding of what social action is and how it can positively impact on pupils.</li> <li>• To start with our local community and build on this to national and global awareness so that the children recognise themselves as the influencers of change.</li> </ul> <p>The HT said the children would recognise that they could be a voice for the</p>	

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	<p>voiceless and to have courageous advocacy. This was part of character education and the school's Christian distinctiveness.</p> <ul style="list-style-type: none"> <li>• Develop over time so that it becomes driven by pupils rather than adult choices.</li> <li>• To have a longer term vision so that social action is planned, integrated and embedded in our curriculum.</li> </ul> <p>The HT referenced the 'start a heart' training which the Year 6 pupils had completed that day. This was an example of character building and social action as the children would be giving to the community.</p> <p><b>A governor asked if social action could be linked to SIAMS.</b> The HT said that it could. The Diocesan Hub had been funded by the Pears Association given they provided significant funding for university research and social action projects.</p> <p><b>A governor also asked if the children were being taught about climate change given this also linked to social action.</b> The HT said Oxney class had spent an entire term on the environment last academic year. The HT had also led a recent assembly on Greta Thunberg's work and climate change. The picture news which went home with the weekly newsletter often included items on the wider world and climate change.</p> <p>The HT reported that three children had asked to become litter pickers which demonstrated that the children were thinking about their social conscience.</p> <p><b>A governor asked the HT to expand on the overall achievement targets for the year and pupil outcomes.</b> The HT reported on the following:</p> <ul style="list-style-type: none"> <li>• The EYFS baseline assessments would be completed the following day. The HT commented that here was quite a high level of need within the cohort particularly those with speech and language issues.</li> <li>• It was predicted that 72% of Year 2 pupils would achieve age related or higher expectations in reading, writing and maths. It was thought that this would be slightly below the national average.</li> <li>• The HT explained that the current Year 6 had been a very low achieving cohort based on their Key Stage 1 results (combined ARE 48%). In recognition that the children had since made accelerated progress, the SDP reflected an aspirational KS2 SATs target that 81% of pupils would achieve age related expectation in reading, writing and maths combined.</li> </ul>	
<p><b>12b</b></p>	<p><b>Governors ratified the priorities contained in the School Development Plan for 2019/20.</b></p>	
<p><b>13.</b></p> <p><b>13a</b></p>	<p><b><u>GOVERNOR MONITORING</u></b></p> <p><u>A Review of Governor Monitoring: Term 6, 2018/19</u></p> <p><b>Parent Survey</b></p> <p>The Vice Chair reported on the findings of the July parent survey and that the feedback had been extremely positive. The school was considered a well-run, happy place where the children were given a great educational experience.</p> <p>The HT said a few parents had commented that some children hadn't been invited to participate in sports tournaments. The HT had since included an item in the newsletter which explained that 100% of pupils were invited to participate. The children had participated in thirty one tournaments during the year and that 78% of Key Stage 2 children had participated in one or more tournaments.</p> <p>The AHT (and PE Leader) further emphasised that the tournaments were open to all children. Those children who chose not to sign up were monitored and</p>	

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<p><b>13b</b></p>	<p>were encouraged to do so. Sometimes the reason why a child didn't participate in a tournament was beyond the school's control.</p> <p><b>Rother Pupil Conference/Questionnaire – July 2019</b></p> <p>The findings were circulated to governors as a supporting paper for the meeting (filed with the minutes).</p> <p>The Chair reported that overall, the responses were very positive.</p> <p><b>Referencing the pupil questionnaire, a governor asked if it was the same child or children who disagreed to some of the questions.</b> The Chair explained that it wasn't possible to determine this as responses were anonymous. The Chair said he intended to amend the categories for responses to additionally include 'sometimes'.</p> <p><u>Governor Monitoring – Term 2</u></p> <p>The governor monitoring schedule for 2019/20 was appended to the Governor Visits policy and provided as a supporting paper for the meeting (filed with the minutes).</p> <p>Action: The Ex Officio Foundation governor to conduct a KS1/2 learning walk early in term 2.</p> <p>Action: The Chair to carry out a further KS1/2 learning walk at the end of term 2 together with a Collective Worship monitoring visit on a Tuesday morning.</p> <p>Action: The Health &amp; Safety governor to complete a monitoring visit in term 2.</p> <p>Action: The Ex Officio Foundation governor to carry out a lunchtime monitoring visit on OPAL (outdoor play and learning).</p> <p>Action: The Chair to carry out an EYFS visit in term 2.</p> <p>Action: The Chair and Vice Chair to carry out a Year 1 &amp; 2 work sampling in early December.</p> <p>The Chair proposed that if governor learning walks were scheduled to take place during the first part of the day, a class or Collective Worship visit could also be undertaken depending on the particular day of the week.</p> <p>Action: Governors to agree the dates of their visits with the HT. Visits to ideally take place during week commencing 4<sup>th</sup> November 2019.</p> <p>The Vice Chair asked governors to complete and send their visit reports to the HT for factual checking within five days of their visit.</p> <p>It was noted that the templates for reporting monitoring visits were appended to the Governor Visits policy and that electronic templates of each had also been sent to governors.</p>	<p><b>JD</b></p> <p><b>Chair</b></p> <p><b>JDad</b></p> <p><b>JD</b></p> <p><b>Chair</b></p> <p><b>Chair/V.C</b></p> <p><b>Govs</b></p>						
<p><b>14.</b></p>	<p><b><u>SIAMS/CHRISTIAN VALUES AND DISTINCTIVENESS</u></b></p> <p>The HT reported that she and the Ex Officio Foundation governor would attend the Christian distinctiveness vision training in February 2020.</p>							
<p><b>15.</b></p> <p><b>15a</b></p>	<p><b><u>FINANCE/HEALTH &amp; SAFETY/PREMIES &amp; THE ENVIRONMENT/GDPR</u></b></p> <p><u>6-Month Budget Monitoring</u></p> <p>The September 2019 budget monitoring report was provided as a supporting paper for the meeting (filed with the minutes).</p> <p><u>Predicted Year End Outturn – Revenue Budget</u></p> <table border="1" data-bbox="261 1877 1273 1980"> <thead> <tr> <th></th> <th style="text-align: right;">(£)</th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td style="text-align: right;">692,958</td> </tr> <tr> <td>Revenue Expenditure</td> <td style="text-align: right;">684,749</td> </tr> </tbody> </table>		(£)	Revenue Income	692,958	Revenue Expenditure	684,749	
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Revenue Balance	8,209
Revenue Balance B/F 2018/19	48,490
Revenue Balance C/F to 2020/21	<b>56,699</b>

Predicted Year End Outturn – Capital Budget

	(£)
Total Capital Income	15,530
Less Capital Expenditure	15,530
Capital Balance this Year	0
Capital Balance B/F 2018/19	0
Capital Balance Carried Forward to 2020/21	0

The Finance Committee Chair provided a brief summary of their meeting which had immediately preceded the full governing body meeting. The minutes of which would be circulated to all governors in due course.

Governors were told that the 6-month budget monitoring report had been thoroughly reviewed and appeared in good order. There was evidence of a careful and prudent approach to spending.

**15b**

The Possible Implementation of Fines

The HT explained that a number of families were taking unauthorised absence. During 2018/19, there had been 191 sessions of unauthorised absence or 95½ days. So far in term one, 2019/20 there were 58 sessions of unauthorised absence either already taken or booked for the coming terms. Whilst the school's overall attendance was above the national average, there was no reason why it should not be outstanding.

The HT said the Local Authority's policy was to impose fines for unauthorised absence.

The HT reported that she had recently met with the School Liaison Officer who had since forwarded what she considered to be a good example of another school's Attendance policy which included fining.

**A governor asked if there was evidence that fining decreased unauthorised absence.** The HT said there was no hard evidence but it was unusual for schools in Kent to step away from the model policy which included fining. As some parents were taking unauthorised holidays, then governors should consider whether stepping away from the model was working for the school.

**A governor sought further clarification of the fining process.** The HT said the school would continue with 'Project 95' and the letters which flagged up attendance when it fell below a certain level. Items on attendance and why it was important would continue to appear in the newsletter. Pre-referrals would also continue. The HT explained that a penalty notice could be issued in cases of absence for ten or more half day sessions which equated to five school days without authorisation during any possible one hundred school sessions or a period of fifty days of schooling. The days did not need to be consecutive and would result in a fine being imposed.

**A governor commented that a child's absence would hugely impact on the remaining pupils in class.** The class teacher's time could potentially be spent enabling the absent pupil to catch up which would detract from teaching the rest of the class.

**Governors agreed that the school should introduce parental fining for unauthorised absence.**

**Action: The Clerk to include the new Attendance policy within the agenda of the December 2019 FGB meeting.**

**Clerk**

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16.	<p><b><u>POLICIES/PROCEDURES</u></b></p> <p>All policies due for review were circulated in advance of the meeting (filed with the minutes).</p> <p><b>Governors noted that most policies under consideration were Kent model policies.</b></p> <p><b>Governors ratified all policies as presented:</b></p> <table border="1" data-bbox="261 371 1310 1066"> <thead> <tr> <th colspan="2">Policies</th> <th>Next Review</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Child Protection Policy/Early Years Child Protection policy (Sept. 19)</td> <td>October 2020</td> </tr> <tr> <td>b.</td> <td>Pay Policy</td> <td>October 2020</td> </tr> <tr> <td>c.</td> <td>Admissions Policy/Arrangements (2020)</td> <td>October 2020</td> </tr> <tr> <td>d.</td> <td>School Discipline &amp; Conduct Policy &amp; Procedure (SPS - Updated March 2019).</td> <td>October 2021</td> </tr> <tr> <td>e.</td> <td>Whistleblowing Policy (SPS - Updated February 2019).</td> <td>October 2021</td> </tr> <tr> <td>f.</td> <td>Grievance Policy (SPS – Updated May 2018)</td> <td>October 2021</td> </tr> <tr> <td>g.</td> <td>Capability Policy (SPS model policy)</td> <td>October 2021</td> </tr> <tr> <td>h.</td> <td>Play Policy (new)</td> <td>TBA</td> </tr> <tr> <td>i.</td> <td>EYFS Policy</td> <td>October 2020</td> </tr> <tr> <td>j.</td> <td>Supporting Pupils with Medical Conditions</td> <td>October 2020</td> </tr> <tr> <td>k.</td> <td>Governor Visits</td> <td>October 2022</td> </tr> </tbody> </table>	Policies		Next Review	a.	Child Protection Policy/Early Years Child Protection policy (Sept. 19)	October 2020	b.	Pay Policy	October 2020	c.	Admissions Policy/Arrangements (2020)	October 2020	d.	School Discipline & Conduct Policy & Procedure (SPS - Updated March 2019).	October 2021	e.	Whistleblowing Policy (SPS - Updated February 2019).	October 2021	f.	Grievance Policy (SPS – Updated May 2018)	October 2021	g.	Capability Policy (SPS model policy)	October 2021	h.	Play Policy (new)	TBA	i.	EYFS Policy	October 2020	j.	Supporting Pupils with Medical Conditions	October 2020	k.	Governor Visits	October 2022	
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<b>ITEM</b>	<b>OTHER</b>																																					
17.	<p><b><u>GOVERNOR TRAINING &amp; DEVELOPMENT</u></b></p> <p><b>Action: Governors to attend the TRA governor training on Tuesday, 12<sup>th</sup> November between 6-8 pm and hosted by High Halden CEP.</b> The focus of the training would be on ASP (Analyse School Performance).</p> <p>The next TRA training would take place on Thursday, 7<sup>th</sup> May between 6-8pm and hosted by Homewood School. The training would focus on the new Relationship and Sex Education curriculum from September 2020. The training would be delivered by the Canterbury Diocese’s Schools Officer (Christian Character).</p> <p>The Chair reported that he had completed a Learning Link module on Pupil Premium.</p> <p>The Vice Chair reported on her attendance of the Governors’ Conference entitled ‘Healthy Curriculum, Healthy Mind’ which focussed on music within the curriculum and pupil wellbeing. A report of the conference would be circulated in due course.</p>	<b>Govs</b>																																				
18.	<p><b><u>CHAIR’S ACTIONS</u></b></p> <p>There were no Chair’s actions to report.</p>																																					
19.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The Chair took this opportunity to thank Rev’d Fogden for her service and valued contribution to the governing board and school during the preceding eight years.</p>																																					

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	The HT encouraged governors to follow the school via their Twitter feed.	
<b>20.</b>	<b><u>CONFIDENTIAL ITEMS</u></b>	
<b>20a</b>	The minutes contained within agenda item 7 (Headteacher's Performance Management) were considered confidential and were minuted separately.	
<b>20b</b>	There were no papers which were considered to be confidential.	
<b>21.</b>	<b><u>DATE OF NEXT MEETING</u></b>	
	The next meeting would take place on <b>Thursday, 5<sup>th</sup> December 2019 at 6.30 pm.</b>	

The meeting concluded at 7.58 pm

Signed:.....  
(Chair)

Date: .....

### **ACTION SUMMARY**

<b>Action Item</b>	<b>Agenda Item</b>	<b>Governor/ HT/Clerk</b>	<b>Action</b>
1.	2a	Governors	To completed their annual declarations of business interest via GovernorHub.
2.	3b	TF	To arrange her RE Subject Leader visit.
3.	3b	Remaining Governors	To register with the NGA's 'Learning Link'.
4.	4b	Clerk	To send the HT the Local Authority template for a parent governor election.
5.	4b	HT	To conduct a parent election during term 2.
6.	10	Governors	To confirm via GovernorHub that they have read the DfE's publication 'Keeping Children Safe in Education' (Sept. 2019 update) and understood their responsibilities to it.
7.	11b	Safeguarding Governor	To evidence that all staff and volunteers had read KCSIE as part of her next Safeguarding monitoring visit.
8.	13b	JD	To conduct a KS1/2 learning walk early in term 2.
9.	13b	Chair	To carry out a further KS1/2 learning walk at the end of term 2 together with a Collective Worship monitoring visit on a Tuesday morning.
10.	13b	H&S Governor	To complete a monitoring visit in term 2.
11.	13b	JD	To carry out a lunchtime monitoring visit on OPAL (outdoor play and learning).
12.	13b	Governors	To agree the dates of their visits directly with the HT. Visits to ideally take place during week commencing 4 <sup>th</sup> November 2019.
13.	13b	Chair	To carry out an EYFS visit in term 2.
14.	13b	Chair/ Vice Chair	To carry out a Year 1 & 2 work sampling in early December.
15.	15	Clerk	To include the new Attendance policy within the agenda of the December 2019 FGB meeting.
16.	17	Governors	To attend the TRA governor training on Tuesday, 12 <sup>th</sup> November between 6-8 pm and hosted by High Halden CEP.

Initials \_\_\_\_\_