

**MADGINFORD PRIMARY SCHOOL**

**Minutes of the Full Governing Board Meeting on  
Monday 28<sup>th</sup> January 2019 at 5pm held at the school**

**Present:** Toby Butler (Chair), Amanda Woolcombe (Headteacher), Kelly Barnett, Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell

**Attending:** Yvette Best (Assistant Headteacher, Inclusion), Rose Davies (KCC Clerking Service)

	Meeting started at 17.04.					
1	<p><u>Welcome and apologies</u></p> <p><b>The Chair welcomed new parent Governor David Parfitt to his first meeting.</b></p> <p><i>Apologies</i></p> <p>Natalie Wensley had advised that she would be late.</p> <p>The meeting was quorate.</p>					
2	<p><u>Declarations of business interests</u></p> <p>No changes and no interests against any item on this agenda declared.</p>					
3	<p><u>Minutes of previous meeting (19.11.18)</u></p> <p>The minutes were agreed as a true record of the meeting and signed by the Chair.</p> <p><i>Matters arising</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Clerk to send a new appointment form to Jo Considine for completion and return.</b></td> <td>Carried forward. David Parfitt also needed to be sent this form. <b>ACTION: Clerk.</b></td> </tr> <tr> <td><b>Finance Governors to arrange to review the contractor list. A meeting date is to be set.</b></td> <td><b>A Finance Governor said she had asked the Finance &amp; Personnel Officer (FPO) for this and was awaiting it.</b> <b>The Chair said that catering contract was up for renewal in July and he and the Headteacher were due to meet with Gen2 on 31<sup>st</sup> January to learn what the options were and the processes involved if the</b></td> </tr> </table>	<b>Clerk to send a new appointment form to Jo Considine for completion and return.</b>	Carried forward. David Parfitt also needed to be sent this form. <b>ACTION: Clerk.</b>	<b>Finance Governors to arrange to review the contractor list. A meeting date is to be set.</b>	<b>A Finance Governor said she had asked the Finance &amp; Personnel Officer (FPO) for this and was awaiting it.</b> <b>The Chair said that catering contract was up for renewal in July and he and the Headteacher were due to meet with Gen2 on 31<sup>st</sup> January to learn what the options were and the processes involved if the</b>	1. RD
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		<p><b>school wished to change. They would feed back to the Governing Board.</b></p> <p>The Headteacher advised that Tenterden had taken catering in house: the quality was very good and all food locally sourced.</p>	
	<p><b>Natalie Wensley to sign the Code of Conduct when next in school.</b></p>	Completed.	
	<p><b>Training and Development Governor to circulate the link for the available courses to all governors.</b></p>	See item 5.	
	<p><b>SEN Governor and YB to agree final version of the SEN report before adding to the website.</b></p>	Completed. Report agreed and sent to Chair who would be looking at the website on 31 <sup>st</sup> January and would add this.	
	<p><b>Natalie Wensley to sign the form to confirm that KCSIE September 18 has been read and understood when next in school.</b></p>	Completed.	
	<p><b>Clerk to add to the PP strategy statement to the next agenda for approval.</b></p>	See item 12.	
	<p><b>Health and Safety Governor to prepare a list of items needing maintenance so quotes can be obtained.</b></p>	Completed. The H & S Governors said he was looking at a rolling programme of maintenance/renewal.	
4	<p><u>Governing Board matters</u></p> <p><i>Co-opted Governor vacancy</i></p> <p>Charles Tanswell left the meeting for this item.</p> <p>The Chair told Governors that Charles Tanswell’s term of office as a co-opted Governor had expired on 26<sup>th</sup> January and he wished to be reappointed. They had been sent the personal statement he had submitted.</p> <p><b>A Governor noted that the statement did not list skills and co-opted Governor appointments should be skills based.</b></p> <p><b>The Chair said that Charles Tanswell had demonstrated his skills and relevant experience as Finance Governor and in other areas.</b></p> <p>17.18: Natalie Wensley arrived.</p>		

<p>The Governing Board <b>AGREED</b> to re- appoint Charles Tanswell as a co-opted Governor for term of 4 years, although not unanimously.</p> <p><b>ACTION: Clerk to advise The Education People of this reappointment.</b></p> <p><i>Other vacancies</i></p> <p><b>The Chair reminded Governors that the skills the Governing Board lacked were risk management, procurement and purchasing and links with the local community. The statement of Mr. Wicken had been circulated. He lived locally; his background was in the automotive industry; he was involved in community activities and had no experience of school governance. He did however transport children with SEN as a volunteer.</b></p> <p><b>A Governor noted that Mr. Wicken said he had limited availability: this might mean he might have difficulty in attending meetings and focus days.</b></p> <p><b>Q: Why did he want to become a Governor?</b></p> <p>A: This was not known.</p> <p>Governors <b>AGREED</b> that it would be sensible for Mr. Wicken to attend the next Focus Day for him to see what was involved</p>	<p>2. RD</p>
<p><b>ACTION: Chair to invite Mr. Wicken to attend the next focus day.</b></p> <p><i>Brexit guidance note</i></p> <p><b>The Chair said he thought the term ‘lockdown’ had been used in error and what was meant was ‘closedown’. One concern seemed to be that staff coming from the east or north of the county especially might not be able to get to school.</b></p> <p>The Governing Board <b>NOTED</b> the guidance.</p> <p><i>Car parking</i></p> <p><b>The Chair reported on a meeting with the Hall Committee and Gen2. It had been established that the Hall Committee could not enforce their desired limitation on staff parking. The outcome was that Gen2 was to review the hall leasing agreement and increase the rent.</b></p> <p><i>Parental survey</i></p> <p><b>The Chair said this had been carried out on consultation evenings but take up had been disappointingly low. Results showed that parents did not seem to know if the</b></p>	<p>3. TB</p>



	<p>SFVS and aimed to meet with the FPO as well.</p> <ul style="list-style-type: none"> <li>• Pay &amp; Personnel – CC/ CT/NW</li> <li>• Headteacher Appraisal Group – CC/ CT/NW</li> <li>• Website – IH/Chair. They had gone through the website. The Chair would update it where necessary on 31<sup>st</sup> January. It was now working well on mobiles. David Parfitt said that he had gone through it and had found the functionality to be good.</li> <li>• Attendance – Shirley Lall</li> </ul> <p><b>ACTION: all outstanding Governor monitoring reports to be submitted by half term.</b></p> <p><b>ACTION: Governors to arrange any outstanding visits.</b></p>	<p>6. All</p> <p>7. All</p>
5	<p><u>Governor training and development</u></p> <p><i>Recommended courses</i></p> <p>The Training Governor went through a list of courses Governors needed to do.</p> <ul style="list-style-type: none"> <li>• All Governors had to do Safeguarding training.</li> </ul> <p><b>The Chair undertook to arrange for a link to be sent out to online training using Hays Online.</b></p> <p><b>ACTION: Chair.</b></p> <ul style="list-style-type: none"> <li>• PP: SL.</li> <li>• SEN: KB</li> <li>• Broader curriculum: Chair.</li> <li>• Induction course: Chair would book places for DP and SS.</li> </ul> <p><b>ACTION: Chair.</b></p> <p>The Training Governor undertook to email the training programme to Governors.</p> <p><b>ACTION: Training Governor.</b></p>	<p>8. TB</p> <p>9. TB</p> <p>10. IH</p>
6	<p><u>Policies</u></p> <p><i>Dealing with Violence Threatening Behaviour &amp; Abuse</i></p> <p><b>The Chair said that the school was not following this policy fully, in that incidents where people were assaulted were not automatically being reported to the police.</b></p>	

	<p>The Headteacher said that this was not always appropriate e.g. where the assailant was a very young child. It was <b>AGREED</b> to say that this should be done ‘at the Headteacher’s discretion’ and to state in the 1<sup>st</sup> line that the assailant should be removed from the situation immediately.</p> <p>Policy <b>AGREED</b> as amended.</p> <p><i>Charging &amp; Remissions Policy</i></p> <p>The Headteacher confirmed this was based on the Kent Model.</p> <p><b>Governors asked for a typo under ‘Objectives’ to be corrected, i.e. change ‘parent’s’ to ‘parents’.</b></p> <p><b>Q: Did the school keep a Fund?</b></p> <p>A: In terms of PP, yes e.g. paying for enrichment activities.</p> <p>Policy <b>AGREED</b> as amended.</p> <p><i>Sex &amp; Relationships Education Policy</i></p> <p>The Headteacher said that the Assistant Headteacher had been asked to redraft this.</p> <p><b>ACTION: Clerk to add to next meeting agenda.</b></p> <p><i>Accessibility including Building Plan</i></p> <p><b>The Chair said that the aim was to fulfill the school’s duty under the Equality Act 2010. Some of the measures had been taken. The accessibility plan would tie in with looking at the long-term building plan for the school.</b></p> <p><b>ACTION: H &amp; S Gv, Charles Tanswell, and David Parfitt to review the policy with the Site Manager and identify an accessibility programme of work which would be re-visited at next meeting.</b></p> <p><b>ACTION: Clerk to add to next meeting agenda.</b></p>	<p>11. RD</p> <p>12. IH/C T/DP</p> <p>13. RD</p>
7	<p><u>Headteacher report (circulated in advance)</u></p> <p>The Headteacher advised that much of the contents had been covered on focus day. She wished to mention the following areas.</p> <p><i>Safeguarding.</i></p> <p>There had been two incidents last term involving access to the school. This was</p>	

currently through a number of gates that could not be manned continuously without taking staff out of classrooms. In one, a child sent to school had not actually come through the gates; in the other an intruder had gained entry to the Water block and through into a classroom by walking in the gates. She had decided to move to one entry following advice from the local PCSO with an existing CCTV camera at the start of Term 4. The gate would be manned at both morning drop off and at the end of the day. At all other times the gate will be securely locked and parents/visitors would need to use the buzzer system for entry.

**Governors said that the children's safety was paramount and that this was what should be explained to parents.**

**Q: How would this work with all the inevitable congestion?**

A: The entry point would be the front one where the intercom was situated and both gates would be opened.

**AGREED.**

*Premises*

**The Chair reported that screening had been erected at key points for residents at the back of Ragstone Road, and KCC would pay for the tree work.**

*H & S*

The H & S Governor reported that he had written to the Local Authority about the fire alarm system which did not work properly over the two sites and was not up to Level 3.

*Staff structure*

The Headteacher said she was looking at this for next year. She was seeking Governors' views about having about 4 classes in Year 5 as a teacher was returning from maternity leave. Capital money would have to be used to turn the IT suite into classroom. ICT work across the curriculum had very much moved into the classroom and the school already needed more laptops with charging trollies.

**Q: How much was IT suite used now?**

A: IT was best taught across the curriculum.

**Q: was there a cost for the conversion yet?**

A: This was to be sought.

**Q: was the room big enough to be a classroom?**

	<p>A: Yes.</p> <p><b>A Governor said there was a huge benefit from smaller classes as had been demonstrated by Year 6.</b></p> <p>Governors <b>AGREED</b> having 4 Year 5 classes in principle.</p> <p><b>Q: What IT skills did the school have internally?</b></p> <p>A: There was an IT technician on contract and a team to deliver the computing curriculum.</p> <p>The Headteacher said that she was also looking at leadership responsibilities and had already started discussions with teachers.</p> <p><b>Q: How would this affect lower end of school?</b></p> <p>A: HT would put the nursery and EYFS put together as having one leader for EYFS and Year 1 was too much.</p>	
8	<p><u>School Improvement Plan and School Evaluation Plan (SIP/SEF)</u></p> <p><b>The Chair said that Governors had looked at these on focus day.</b></p> <p>The Headteacher asked Governors to consider how they could measure progress against SDP priorities; and what they would like to see in the next Headteacher report.</p> <p><b>ACTION: Governors to discuss at next Focus Day.</b></p> <p><b>ACTION: Clerk to send alternate focus agendas to Chair and Headteacher.</b></p>	<p>14. All</p> <p>15. RD</p>
9	<p><u>SEN (circulated in advance)</u></p> <p><b>The Chair referred Governors to the separate SEN report from the Assistant Headteacher (Inclusion) at end of the Headteacher’s report). She took Governors through the report. The data was not broken down into Year groups as the Governing Board would look at that later on it the year, but gave a general overview and outlined the interventions in place.</b></p> <p><b>Q: Could this be provided in a different colour format as one Governor was red/green colour blind?</b></p> <p>A: Yes.</p> <p><b>ACTION: Assistant Headteacher (Inclusion).</b></p>	<p>14. YB</p>

10	<p><u>Safeguarding</u></p> <p>See item 8.</p>	
11	<p><u>Finance</u></p> <p>The Finance Governors said that the 9-month monitoring report had been considered on focus day. The in-year deficit had increased by £2K.</p> <p>The Governing Board <b>AGREED</b> the 9-month monitoring.</p> <p><b>Q: Was there any progress on High Needs Funding (HNF)?</b></p> <p>A: The school did not have as many 1-2-1s now. If a child needed intensive support mainstream might not be the appropriate place for them. A child not making progress despite all the support given might be eligible for HNF. The amounts granted had been cut by about 40%. The Headteacher had asked the Local Authority inclusion team member to come in to give guidance on how best to complete applications.</p>	
12	<p><u>PP &amp; Sports Premium</u></p> <p>The PP Governor had met with the Deputy Headteacher on focus day and had refined the PP strategy. The PP strategy statement had been sent to Governors.</p> <p><b>Governors had no questions on this.</b></p> <p>Governors had also been sent the Sport Premium Funding Report.</p> <p><b>Governors had no questions on this.</b></p>	
13	<p><u>The Education People information for Governors</u></p> <p><b>NOTED.</b></p>	
14	<p><u>Governing Board impact</u></p> <p><b>Governors gave consideration to the impact of the present meeting on the outcomes of children at the school.</b></p> <p><b>The Chair said that at this the meeting the Governing Board had effectively carried out its core functions as follows:</b></p> <ul style="list-style-type: none"> <li>• <i>Ensuring clarity of vision, ethos and strategic direction.</i> Appointed a co-opted</li> </ul>	

	<p>Governor. Set up a small sub group to draft the Governors' strategic action plan. Focused on Governor training needs.</p> <ul style="list-style-type: none"> <li>• <i>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.</i> Reviewed current Governor responsibilities. Agreed monitoring dates. Discussed staffing structure in broad terms. Considered how Governors were going to measure progress against the SDP. Put questions to the Headteacher about her report.</li> <li>• <i>Overseeing the financial performance of the organisation and making sure its money is well spent.</i> Agreed the 9-month budget monitoring. Asked questions about HNF and premises.</li> </ul>	
15	<p><u>Any other business</u></p> <p><b>Q: What was being done with risk assessment for trips?</b></p> <p>A: These were carried out using the Evolve tool.</p> <p>The Headteacher advised that there was a need for a phone system between classrooms because of lone working and lockdown. This would need to be funded from capital. The Site Manager was obtaining quotes to look at on Focus Day.</p>	
16	<p><u>Confidentiality</u></p> <p>No items were deemed confidential.</p>	
17	<p><u>Meeting dates</u></p> <p>FGB term 4: 25<sup>th</sup> March.</p> <p>Terms 5 and 6: the Headteacher and Chair would come up with dates when they met on 31<sup>st</sup> January.</p> <p><i>Focus days</i></p> <p>Term 4: 11<sup>th</sup> March</p> <p>Terms 5 and 6: the Headteacher and Chair would come up with dates when they met on 31<sup>st</sup> January.</p>	
	Meeting ended at 19.05.	

SUMMARY OF ACTIONS			
Number	What	Who	By when
1	To send the new appointment form to Jo Considine and	Clerk	5 <sup>th</sup> February

	<b>David Parfitt for completion and return.</b>		
<b>2</b>	<b>To advise The Education People of Charles Tanswell's reappointment as a co-opted Governor.</b>	<b>Clerk</b>	<b>5<sup>th</sup> February</b>
<b>3</b>	<b>To invite Mr. Wicken to attend the next focus day.</b>	<b>Chair</b>	<b>8<sup>th</sup> February</b>
<b>4</b>	<b>To discuss with the Headteacher how best to inform parents through the newsletter on how the school spent its money and who the Governors were and what they did.</b>	<b>Chair/Headteacher</b>	<b>25<sup>th</sup> February</b>
<b>5</b>	<b>To meet and produce an initial draft strategic action plan for the next meeting.</b>	<b>Chair/ Ian Hayne/ David Parfitt</b>	<b>18<sup>th</sup> March</b>
<b>6</b>	<b>To submit all outstanding Governor monitoring reports.</b>	<b>Governors</b>	<b>15<sup>th</sup> February</b>
<b>7</b>	<b>To arrange any outstanding visits.</b>	<b>Governors</b>	<b>15<sup>th</sup> February</b>
<b>8</b>	<b>To send out the link to Safeguarding online training using NGA's The Virtual College.</b>	<b>Chair</b>	<b>15<sup>th</sup> February</b>
<b>9</b>	<b>To book places on the induction course for DP and SS.</b>	<b>Chair</b>	<b>8<sup>th</sup> February</b>
<b>10</b>	<b>To email the training programme to Governors.</b>	<b>Training Governor</b>	<b>8<sup>th</sup> February</b>
<b>11</b>	<b>To review the policy with the Site Manager and identify an accessibility programme of work.</b>	<b>H &amp; S Gv, Charles Tanswell, and David Parfitt</b>	<b>18<sup>th</sup> March</b>
<b>12</b>	<b>To add Sex &amp; Relationships Education Policy to next meeting agenda.</b>	<b>Clerk</b>	<b>18<sup>th</sup> March</b>
<b>13</b>	<b>To add Accessibility Policy to next meeting agenda.</b>	<b>Clerk</b>	<b>18<sup>th</sup> March</b>
<b>14</b>	<b>To consider how they could measure progress against SDP Priorities; and what they would like to see in the next Headteacher report. Discuss at Focus Day.</b>		
<b>15</b>	<b>To send alternate focus agendas to Chair and Headteacher.</b>	<b>Clerk</b>	<b>4<sup>th</sup> February</b>
<b>16</b>	<b>To provide SEN report in a different colour format</b>	<b>Assistant Headteacher (Inclusion)</b>	<b>Ongoing</b>

Signed

\_\_\_\_\_ (Chair)

Dated

\_\_\_\_\_