

Charlton Kings Junior School
Full Governing Body Meeting Minutes
Tuesday 11th December 2018 at 7.00pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker (Chair)	CP	Kate Shepherd (Clerk)	KS
Andrew Lackey	AL	Stuart Gaston-Nash	SGN (acting DHT)
Russell Grimshaw	RG	Apologies	
Peter Williams	PW	Mark Hawkins	MH
Nick Jukes	NJ	Lee Pajak	LP
Sheena Habben	SH	Lesley Crompton	LC
Alasdair Mundy	AM	Ian Davidson	ID
Sue Selwood	SS	Absent	
Christopher Hunter	CH	Lisa Plumpton	LJP

1	Apologies and welcome	Action
	Apologies had been received from MH, LP, LC and ID and were accepted by all governors present. Apologies had not been received from LJP – noted as absent from the meeting.	
Promoting Outstanding Governance		
2	Register of pecuniary interests / conflict of interest	Action
	There were no declarations of interest in agenda items.	
3	Minutes of the previous meeting to be approved – 13th September 2018	Action
	The minutes were agreed by all governors present as a true and accurate representation of the meeting. CP signed a copy of the minutes for the file.	
4	Matters carried forward which are not covered elsewhere	Action
	Complete and return skills audits (All) KS indicated that there were still two outstanding skills audits. These were for NJ and ID – to be completed as a matter of urgency. Update governor roles document and Code of Conduct (KS) KS had made some updates to the roles document but there were still some gaps to complete. CP to be listed as Visits co-ordinator. NJ to be listed as link for Curriculum focus. The Responsible Officer role was no longer required – there	NJ / ID

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	<p>would be an Internal Auditor and this role would circulate between CP, PW and CH. KS to update the document and upload to GovernorHub.</p> <p>KS had made some updates to the Code of Conduct following discussions at the last meeting – as follows:</p> <ul style="list-style-type: none"> • Chairs of committees must set their meeting agendas with the assistance of the clerk so that it is available at least 1 week before the meeting • Governors will respond to email communication from any member of the governing Body or Clerk to Governors within 1 week • Governors will ensure that any requests for documents / information is returned by the specified deadline • Governors will ensure that a visit report is completed within 1 week of the visit taking place. Once completed and approved, visit reports will be sent to the Clerk for uploading to GovernorHub in the appropriate folder <p>Governors agreed to these changes and the document would be uploaded to GovernorHub.</p> <p>Governors agreed that informal visits to the school may not require a formal visit report to be completed. It was suggested that a report back to the FGB on any informal visits would be useful. It was suggested that informal visits may prompt the need for a formal visit. It was also suggested that any positive feedback on informal visits could be shared with appropriate staff members. CP stated that she would update the informal monthly visits schedule for the new year.</p> <p>Amend and circulate safeguarding policy SS stated that this was complete and CP had signed the new version of the policy.</p> <p>Consider new governor recruitment CP indicated that KS had registered with Inspiring Governance and two new potential governors have been found. There would be a further update on this as and when LP had managed to meet with both people.</p> <p>It was suggested that governors with the following skills would be useful: accountancy, legal, buildings. SS agreed to advertise this to parents in the school newsletter in January to see if there were any suitable candidates willing to be a governor.</p>	<p>KS</p> <p>KS</p> <p>CP</p> <p>SS</p>
5	Chair's Business	Action
	<p>Review governor training and development needs CP stated that this would be reviewed once all skills audits had been returned and the results collated – training / development needs would be identified from the results.</p>	

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	<p>SS indicated that the school are having safeguarding refresher training on 8th and 9th January 2019 for 2 hours from 3.15pm. Governors would be welcome to attend either of these sessions if their safeguarding training is not up to date – it is a requirement to have refresher training every 3 years. Governors to let Anna Ferchow or Fiona Connor know if they would like to attend.</p> <p>Headteacher performance management Confidential minutes recorded.</p> <p>SEND Governance review CP apologised for not sending governors the relevant document prior to the meeting – she will upload this to GovernorHub in due course. CP indicated that she had met with Jo Johnson (SENCo) to discuss SEN due to the increased needs of the new Year 3 intake this term – CP suggested that an action plan will be put in place. CP indicated that governors need to have a better understanding of special needs and suggested that it would be good for all governors to become familiar with the SEN Code of Practice. SS indicated that there are increasing issues around the funding for SEN so catering for additional needs may become harder for schools. It was suggested that the Code of Practice be uploaded to GovernorHub and governors should read the primary section as a minimum – CP suggested that this may generate some questions from governors about the SEN provision at school.</p>	<p>All</p> <p>KS All</p>
6	Committee meetings – comments / questions	Action
	<p>Operations committee – 2nd October 2018 There were no comments / questions raised from the minutes.</p> <p>Curriculum & Learning – 18th October 2018 There were no comments / questions raised from the minutes.</p> <p>To note the receipt of the audit reports from Hazlewoods The audit reports had been available on GovernorHub for all governors. PW stated that the school remains profitable with solid reserves of £325k – this provides the school with opportunities for improvement. PW indicated that the school policy states that 1 month's costs need to remain in reserve so that would leave around £190k available. PW indicated that the current financial position suggests the school will be in profit at the end of the financial year.</p> <p>PW informed governors that there have been a number of changes at the school this financial year –</p> <ul style="list-style-type: none"> • There has been a change of accounting system • There has been a change of SBM (School Business Manager) • The Responsible Officer has had some illness and so has possibly not been carrying out the role effectively 	

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	<p>PW indicated that there was an amount of £7k which could not be accounted for during the audit process – the advice had been to right off this amount but initiate a change in process / structure for monitoring the financial position of the school. PW stated that all governors must now have sight of the accounts 6 times per year and the an Internal Audit group would monitor the accounts each month – the need for a Responsible Officer would be removed. A new Finance policy would also need to be put in place.</p> <p>Governors noted that current staffing costs represent 85% of the school’s budget – there is no action to be taken here but succession planning could be considered.</p> <p>Governors were informed that the audit report includes a commentary that is RAG rated according to risk. PW suggested that Gift Aid and Rates are areas which will be specifically investigated further.</p> <p>GQ – are we restricted on how many times we can draw on our reserves? SS was not sure. She indicated that the school have never had to draw on their reserves so this was unknown.</p> <p>GQ – do we need some financially astute governors to monitor the budget? It was agreed that this is not necessary for the time being. The Internal Audit group of governors have been given a checklist from Hazlewoods for use in reporting to the wider governing body.</p>	
7	School’s Golden Jubilee – February 2019	
	<p>SS informed governors that the school would be celebrating their golden jubilee on 5th February 2019 and it is hoped that some activities for the children can be organised.</p> <p>SS indicated that there was a time capsule buried in the grounds for the silver jubilee and she suggested that this could be dug up and looked at before a further one was buried for the golden jubilee. She also indicated that a mosaic will be created as part of the celebration.</p> <p>She suggested that governors may like to be involved – perhaps a commemorative item for each child to mark the jubilee. It was also suggested that some classroom activities will be arranged – perhaps some previous students or teachers could be invited in to school. SS asked whether governors would have time to carry out some research in to the school.</p> <p>Governors noted that the Remembrance Day activities at school were very good and over 100 children had taken part in the memorial procession through the town. Governors thanked Ellen Sargeant for her work and commitment to these activities.</p>	

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Promoting Outstanding Teaching and Learning		
8	Head teacher Report	Action
	<p>The Headteacher report had been circulated prior to the meeting and a copy is stored with the minutes for information.</p> <p>SS informed governors that there has been a lot of training for staff over the last term. The Maths training with Steve Lomax, in particular, is having impact on maths teaching and learning – this is going from strength to strength. SS stated that TAs have visited other schools to observe strategies used for supporting children with Autism.</p> <p>Governors noted the only dip in KS2 attainment data from 2017 was for Grammar, Punctuation and Spelling – however, there were still 95% of children achieving the Expected Standard. Governors noted that the 2018 SATs results were very good especially the number of children achieving Greater Depth Standard.</p> <p>A governor commented that this is a well-rounded set of results for KS2 – whilst there has been a focus on Maths and the results have increased, the school have also maintained the high attainment in all subjects.</p> <p>SS had also provided governors with a selection of information from the ASP (Analyse School Performance) report. Governors noted the school data on the graphs for both KS2 and KS2 three year average trend were above national figures and LA figures. SS stated that the progress measures were also very positive for the school and the school is in the top 10% for both reading and maths attainment.</p> <p>SS indicated that the IDSR (Inspection Data Summary Report) had been released and this was available on GovernorHub for governors to look at. SS indicated that there were no areas to investigate listed on the IDSR. SS also indicated that Reading, Writing and Maths combined results were showing as significantly above the national figure.</p> <p>SS informed governors that there has not been a SIP (School Improvement Partner) visit this term. SS suggested that LP may consider a new SIP to give a fresh perspective on the school going forward.</p> <p>GQ – what is the Online Pupil Survey? SS indicated that this is completed every 2 years by specific year groups in the school. It is an anonymous survey which covers health, diet, sleep, drugs, bullying etc. SS stated that trends can be identified throughout the county. SS stated that there were no concerns flagged for the school from the most recent results.</p> <p>GQ – Year 4 writing is currently showing 59% at EXS but this was 71% at the end of KS1 – has this been flagged as a concern?</p>	

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	<p>SS stated that this has been flagged and will be a focus. She suggested that governors may like to carry out a learning walk focusing on this aspect.</p> <p>GQ – have there really been no incidences of bullying? SS stated that, following the definition included within the school policy, there have been no incidences of bullying.</p> <p>GQ – there are a high number of children in Year 3 with a vulnerable factor over 3 – how are you catering for this? SS indicated that there are some children in this year group who have significant additional needs. This is a challenge for the staff but support is being provided.</p> <p>GQ – what is considered a vulnerable factor? SS indicated that some vulnerable factors are: lateness to school, child protection concerns, family bereavement etc. SS indicated that vulnerable factors are colour-coded on Scholar Pack and children are given a score based on their vulnerabilities.</p> <p>SS suggested that numbers of children identified as having SEN can decrease as they move through the school – this is as a result of the support which the school is able to offer these children.</p> <p>CP informed governors that there is currently a big focus on ACEs (Adverse Childhood Experiences) in the county.</p> <p>SS indicated that the school has a new PCSO who has been in to school and spoken with the children about various aspects.</p> <p>GQ – what is an AIM? SS indicated that this is an Attendance Improvement Meeting. This is a meeting between the school and parents of children where attendance is a concern – a plan will be put in place to try and address attendance issues.</p> <p>SS informed governors that she has been doing a lot of work with the Early Help Co-Ordinator for the school – this enables any concerns to be addressed earlier in the child’s education.</p> <p>Governors thanked SS for her work and commitment to the role of Operational Headteacher for this term.</p>	
Compliance		
9	Health and Safety	Action
	PW indicated that there had been 12 recommendations from the last Health and Safety audit.	

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	<p>PW stated that all major issues have now been addressed – new fencing has made the school more secure and an Emergency plan needs to be completed.</p> <p>RG and PW to complete another Health and Safety audit in February 2019.</p>	
10	Risk Register	Action
	<p>PW stated that this is currently a work in progress – identified risks from the audit reports need to be included on the register.</p> <p>PW indicated that the register would be up to date for the next Operations committee meeting in January 2019.</p>	
11	Child Protection / Safeguarding	Action
	<p>SS informed governors that there is one pupil on a CIN (Child in Need) plan.</p> <p>Confidential minutes recorded.</p>	
12	Complaints	Action
	There were no complaints for consideration.	
13	Policy Review	Action
	<p>There were no policies due for review at this time.</p> <p>PW indicated that consideration is still being given to the need for a Health and Wellbeing policy for staff.</p> <p>Confidential minutes recorded.</p> <p>Governors noted that there is a need to have the swimming pool functioning by May next year. PW indicated that the school can fund the repairs for this but it is hoped that the PTA will be able to carry out some fundraising to contribute to these costs. SS indicated that some quotes for the work have been received – RG stated that he would look over the quotes to ascertain what exactly is being covered.</p>	RG
14	AOB	Action
	<p>Governors noted that Sue Moore (school office) is retiring at the end of this term. Governors wished to record their thanks to Sue for her service and commitment to the school.</p> <p>CP indicated that Paint Pots are having issues with their current rental at the church in Charlton Kings. CP stated that the owner feels she is being forced out of the premises – governors agreed that the community needs to work together and if Paint Pots ceases to run, then this will impact greatly on the families attending the school. Governors suggested that the owner could investigate alternative venues in the community – scout hall, parish council rooms etc. CP to</p>	CP / CH

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	<p>liaise with CH on this as he has contacts within the church. It was noted that schools should be able to provide wraparound care for their children but there would need to be a charge for the service.</p> <p>A governor asked whether there had been an incident recorded of a child being hit by a car outside the school. SS/SGN were unaware of any significant incident. RG asked for any further information on a possible incident to be passed to him as he may be able to use this information to address the issue of additional white lines to be marked outside the school.</p>	
	Date of next meeting	Action
	The date of the next FGB meeting is Wednesday 27 th February 2019 at 7pm.	
	The meeting closed at 8.45pm.	

<p>Relevant papers attached:</p> <ul style="list-style-type: none"> • Headteacher report • IDSR • ASP data – KS2 Headline measures • ASP data – KS2 three year average • ASP data – KS2 time series 	<p>Signed by Chair of the committee:</p> <p>Date:</p>
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