



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 8 July 2019 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Clare Robertson (CR) Louisa Rowlands (LR) Emma Sangster (ES) Carla Thompson (CT) Michael Webber (MW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Des O Dwyer (childcare) Andrew Pembroke (family illness), Jo Winkler (on holiday) and John Tomlinson (leave of absence) were received and accepted. The Clerk confirmed that the meeting was quorate.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 13 May 2019 The minutes of the meeting held on 13 May 2019 were approved as an accurate record and signed by the Chair. Action Points Governors reviewed progress against outstanding actions: <ul style="list-style-type: none"> • <u>Safer Recruitment Training</u> – <i>This action was still on-going</i> • <u>Safeguarding Update</u> – <i>It was noted that Governors would attend the staff Safeguarding update session (held during an inset day at the beginning of Term 1) if they were available.</i> • <u>PE/Sports Funding</u> – <i>This action was ongoing.</i> • <u>H&S Monitoring Visit</u> – <i>The SBM confirmed that she was trying to arrange a monitoring visit (with DoD) before the end of the year.</i> A Governor advised that the SRSA would like to explore the possibility of purchasing gazebos for the School to use to provide shade for the children on sports days, etc. The SBM advised that the Judd School would not allow anything to be tethered into the ground. The HT confirmed that she did not believe that this was a health and safety issue, as the children had only been outside for a couple of hours and staff had made sure they were well hydrated. • <u>1:1 Meetings</u> – <i>The Chair advised that she intended to meet with Governors in the first few weeks of the new academic year</i> • <u>Chair's Appraisal</u>- <i>The Clerk confirmed that the Appraisal Forms had been sent out and that she would send anonymised copies to the Vice Chair once the forms had all been returned.</i> • <u>School events</u> – The Chair thanked LR for alerting Governors to events that they might wish to be involved in. The HT confirmed that events were publicised through the School's Twitter Feed, and that a full calendar was available on the 		MW All SB AH NF LH

	<p>School website. It was agreed that the information on the website was comprehensive and that there was no need for any further action.</p> <p>It was confirmed that all other action items had been completed or were covered under other agenda items.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	
4.	<p>SCHOOL IMPROVEMENT/HEADTEACHER'S REPORT</p> <p>Headteacher's Report The HT commented on a number of issues raised within her report:</p> <ul style="list-style-type: none"> • <u>September Year R admissions</u> – The HT confirmed that the School would be full in September. She remarked that other schools in the local area were not in such a positive situation. She also advised that the transition process was going smoothly. A Governor asked if the School had any information about SEND or PPG children coming into Year R in September. The HT confirmed that no formal information had been received at this stage. • <u>Attendance</u> – The HT reported that overall attendance was positive (96.7%), and that Persistent Absence was below the national average (6.2%). She explained that the persistent absence of PPG/SEND children skewed the data and provided further information, reported within the Confidential minutes • <u>Safeguarding</u>- The HT referred to the breakdown of current safeguarding referrals. • <u>Complaints and Exclusions</u> – The HT confirmed that no complaints had been received, and that there had been no exclusions. • <u>School Allotment</u> – The SBM confirmed that the Allotment had now been handed over. In response to a question she advised that the School would be responsible for clearing the ground, and that staff had agreed to help with this over the Summer. A Governor suggested that parents should also be asked to assist. • <u>Food Hygiene Rating</u> – The HT confirmed that the kitchen had received a positive hygiene rating. • <u>Staffing</u> – The HT confirmed that an EYFS Leader had been appointed and that the school would be have a full complement of teaching staff from September. The Vice Chair updated Governors on the position regarding the School Caretaker's role (reported in the Confidential Minutes). The HT confirmed that a Forest School Leader had been appointed through a secondment but, in response to a question, confirmed that there were still Teaching Assistant vacancies. She advised that it was difficult to recruit staff of a sufficient calibre, but confirmed that all children with a specific support requirement (for example in ECHPs) would have an allocated TA. A Governor asked if this would result in some classes not having an allocated TA. The HT confirmed that this was the case, although she pointed out that the School would no longer be able to do this, for financial reasons. • <u>Data</u> – The HT confirmed that the Term 6 data would be analysed over the Summer and reported to Governors in Term 1. • <u>School Based Reviews</u> – The HT advised that Sussex Road's School Based Review had not taken place, because one of the other two schools in the triad had not been able to continue to participate, due to unforeseen circumstances. A Governor asked if the process had been useful so far. The HT advised that it had confirmed that Sussex Road's practice was good, and had provided an opportunity to take back best practice from other schools. She also commented that taking time away from school gave leaders time for reflection, but remarked that, although the process had had an impact, it had not been as significant as she would have hoped, because Sussex Road had not had its own 	SB

Review. **A Governor asked if the process would continue in future.** The HT advised that a replacement school would have to be found to complete the triad but that the other schools in the collaboration group could not afford to pay to join the programme. She added that bringing a new school into the process could also skew the benchmarking data.

- Quality of Teaching Learning and Assessment – The HT confirmed that the assessments of foundation subjects had been completed and that the use of peer and self-critique in children’s books was progressing well. She added that SIA Kim Bermansco, who had come in on a commissioned visit recently, had been extremely impressed with what she had seen in books. **A Governor questioned the purpose of the SIA’s visit.** The HT explained that KB continued to come into school to support her and provide reassurance that the School continued to progress in the right direction. **A Governor asked why peer and self-critique was being developed, and whether this was something that Governors should look out for when looking at books during monitoring visits.** The HT explained that peer and self-reviews helped understanding and metacognition, and that research indicated that it had a significant impact on learning. She also pointed out that it helped children take ownership of their learning and that there was evidence that it helped them to move forward.
- Personal Development, Behaviour and Welfare – The HT commented that she did not know what else the School could do to get the children she had referred to earlier back into school and remarked that KCC’s Attendance Team were not supportive. She commented that Ofsted was currently focussing on students with part-time timetables, which could be a precursor to off-rolling. **A Governor asked how long a student needed to be absent before they would lose their place at a school.** The HT explained that there was a three-week timeframe for children who were Missing in Education (i.e. where the school did not know their whereabouts), but that this would not apply in this case because the School knew where the children were living. A Governor asked if other local schools faced similar issues. The HT advised that she was aware that a number of other schools also had some children who were very poor attenders, and remarked that it was also a safeguarding issue, although she did know what else the School could do in this case, as the parents failed to engage.
- Headstart – The HT commented that this was potentially a very useful initiative, involving tracking children’s emotional and mental health across their transition from primary to secondary school, but that its implementation had been late in the year, and very rushed. She explained that participating schools had been asked to identify children who were felt to be particularly vulnerable, and that funding was available for identified actions, such as creating a ‘safe space’, or a sensory garden.
- EYFS – The HT confirmed that KB had been very satisfied with the practice and environment that she had seen in EYFS at her recent visit.
- Progress against Milestones:
 - Leadership and Management - **A Governor asked what was driving the ‘amber’ milestone for Leadership & Management.** The HT advised that the outstanding School Based Review was the reason for her judgement. A Governor commented that this Review was outstanding for reasons that were outside the School’s control, and that the School had played its part in the project to date. **In response to a further question, the HT confirmed that all the other L&M criteria had been met, and that the School was not non-compliant in any area, although she pointed out that she did not have the evidence that she needed to impact effectiveness.** Governors agreed that this milestone should be marked as ‘green’.
 - Outcomes – The HT pointed out that she could not make a final judgement regarding Year 6 data until the SATs results were published,

	<p>and that Year 3 data had not yet been analysed. She agreed to provide a summary of the Outcomes to Governors over the Summer.</p> <ul style="list-style-type: none"> • <u>Successes</u> <ul style="list-style-type: none"> ○ <u>SEND</u> - The HT commented on support provided for SEND students, including those for whom the School did not receive funding. She provided further information, which is reported within the Confidential minutes. ○ <u>Extra Curricular opportunities</u> – The HT commented on the range of extra-curricular opportunities that had been available for students. • <u>Challenges</u> - The HT advised that a number of children had ECHPs stating that they required specialist provision, but that no places were available. One of the SEND Governors advised that the monitoring team had also reviewed the financial impact of SEND and had noted that the School would be losing High Needs Funding for three Year 6 children. The HT confirmed that the SENCO had submitted a number of new applications, which should lead to additional funding. However, she pointed out that schools often did not receive full funding for support – for example if a child had been assessed as needing 1:2 or small group support, the School would only receive proportionate funding (e.g. half, one-fifth, etc) even if the School had to employ another member of staff to provide the support they needed. • <u>Buildings and Grounds</u> – The SBM advised that she still did not have a start date for the flat roof replacement work, but that the kitchen refurbishment would take place over the Summer. • <u>Collaboration</u> – The HT confirmed that the Tonbridge schools’ collaboration would be meeting early in the new academic year to confirm how to move forward. She advised that Sussex Road was now the only primary school within the Kaizen Alliance, which was becoming increasingly secondary-school focussed. She also advised that the local LIFT had asked schools if they wished to participate in the IRIS Connect SEN Platform project, but that there had been no further development on this. • <u>LA Visits</u> – The HT confirmed that the School had not received a visit from the TEP SIA this term. • <u>New Ofsted Framework</u> – It was noted that the new Framework had been discussed at the Extraordinary FGB meeting on 1/7/19. The Chair confirmed that the minutes of this meeting would be circulated once she had reviewed them. The HT advised that ‘Schools Week’ was a good source of updates on the framework. The Chair suggested that although there had been progress on the Curriculum and Wellbeing strategic priorities, these should remain on the Strategic Plan for a further year. The HT agreed that she needed more time to reflect on the impact of the curriculum project before drafting the strategic priorities for the next year. She added that she was not considering any changes to the staffing structure. <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • <u>SEND</u> – Governors reviewed the SEND Governors’ report, noting that it had covered a number of areas already discussed within the previous item. <i>[Following the meeting, it was reported that the SENCO had advised that the SEND report reviewed by Governors in January report should have been read as her own personal notes in preparation for a monitoring meeting that was subsequently postponed and that the monitoring report presented to the July meeting reflected the full up to date picture.]</i> • <u>Safeguarding</u> – The Safeguarding Governors confirmed that their visit had not identified any areas of concern, although they had noted the amount of time that the HT spent dealing with and managing safeguarding issues. CT confirmed that the School was currently completing the Safeguarding Self- 	<p>SB</p> <p>LH</p> <p>CT/MW</p>
--	--	----------------------------------

	<p><i>Declaration and that the Annual Report to Governors for 2018/19 would be brought to the FGB's Term 1 meeting.</i></p> <p>Other issues arising from the Strategic Plan No other issues were identified.</p>	
5.	<p>FINANCE</p> <p>2018/19 Budget and Three-Year Financial Plan Governors noted the feedback from the LA and the SBM's notes. The following points were discussed:</p> <ul style="list-style-type: none"> • Sports Funding – The SBM confirmed that she had now included Sports Funding income and expenditure in Year 3, although this did not impact upon the budget position. • High Needs Funding – Governors noted that although HNF income in the submitted 2019/20 budget had been lower than the 2018/19 outturn, due to a number of funded students leaving the School at the end of the academic year, the income had already increased as a result of new HNF allocations, offset by additional expenditure in Support Staff salaries (I03 and E03). The SBM advised that the School now qualified for SEND top-up funding, although it would not receive it until the end of the year. • Impact of National Living wage and other KCC financial decisions – The Chair advised that, following the last meeting, she had drafted an email to Councillors outlining the difficult financial situation that the School faced as a result of KCC's decision that the National Living Wage should be applied across the LA and to its community schools, but had not yet sent it, as she wanted the HT to confirm that she was happy for it to be sent. The HT commented that she would not be comfortable drawing attention to the School which could potentially put it in a worse light. In response to a question, the HT explained that she was regularly receiving highly critical emails from a parent, who had involved the local MP and other KCC representatives. A Governor suggested that it might be best to allow the situation with this parent to be resolved before inviting the LA or MP into School. Another Governor pointed that the focus of the draft email was purely financial, sharing the GB's concern that the LA had taken action without considering the wider consequences. The Chair stressed that the letter did not suggest that there were any weaknesses, either as a result of lack of SEND funding or due to the increased staffing costs. The HT stressed that she felt that the School was currently in a vulnerable position. A Governor suggested that the School needed to have more confidence in what it was doing and should invite people in to highlight what the School had been able to do in spite of the lack of funding. A Governor pointed out that the current situation was not of the School's making. Another Governor asked if it would put less of a spotlight on Sussex Road if a joint letter was sent from a number of Chairs of Governors. The Chair recalled that this issue had been discussed at the previous meeting, and it had been agreed that this would not be an appropriate option, as some schools were not managing as well, and that Sussex Road could be adversely impacted by association. A Governor pointed out that the budget and SEND funding were separate issues. The HT commented that previous attempts by the School to draw attention to particular issues had not ended well and felt that it would be best to keep a low profile. The Chair pointed out that the suggestion had been made with the intention of supporting the HT, and that she would step back if it would not help the HT or the School. A Governor remarked that the LA's response might be that the School should manage its budgets better but pointed out that schools had to manage the funding they were given and that if it was exposed to a level of expense that it could not sustain and was beyond its control, it was a justified response to highlight the impact. The HT 	

	<p>commented that the LA's response to schools in financial difficulties was to offer support for staffing cuts. The Chair pointed out that SEND and Safeguarding were both strong and believed that the School had a strong case to make, but confirmed that she would not take the matter forward if the HT was not comfortable with the proposal. The HT commented that the School had fought back before and that this had made the situation, and the relationship with the LA, worse. It was agreed that no further action should be taken.</p>	
6.	<p>PREMISES The SBM reported on a number of premises issues</p> <ul style="list-style-type: none"> • Replacement of Flat Roof - The SBM advised that she had had a pre-contract meeting and had been informed that the specification had changed and that the contract had not yet been issued. She commented that if the contract was not confirmed in time, the work would not be done, as the builder would not be available and would need to be rescheduled. The SBM pointed out that it would be difficult if the work ran into term time, as there would be areas of the School that could not be used, and the work would also be noisy. She also advised that the work would involve repositioning the water pipe that ran across the flat roof into a trench running along the back of the School, because the level of the roof was to be raised. A Governor asked if the roof work would still go ahead if it did not take place over the Summer. The SBM confirmed that KCC had confirmed to her that the roof would be replaced. • Drain replacement – The SBM reported that a survey had identified a number of broken drains which would need to be dug up and re-laid. • Asbestos Survey – The SBM reported that an asbestos survey had identified that some asbestos had not been completely removed, although there was no health risk, as it was contained and not accessible. She confirmed that the LA would need to resolve this in due course. • Kitchen Refurbishment – The SBM advised that the refurbishment work would take place over the Summer. 	
7.	<p>SAFEGUARDING/HEALTH AND SAFETY</p> <p>Health and Safety Monitoring <i>As discussed previously, the SBM confirmed that she would arrange a H&S monitoring visit with DoD.</i></p> <p>Safeguarding Monitoring The most recent monitoring visit had been discussed under Item 4. One of the monitoring Governors referred to the impact of safeguarding work on the HT's ability to carry out other duties, although she confirmed that the two Governors had both been impressed at the work was being done. She also advised that another visit would take place on 19/7/19. ES advised that she had not yet been into school for school-related Safeguarding training. All Governors were invited to attend the staff Safeguarding update on 2/9/19. In response to a question, one of the Safeguarding Governors explained that Children in Need (CHIN) were children who were not on track to meet educational or developmental milestones and needed additional support. She also confirmed that the difference between the figures in the HT's report and the Annual Safeguarding Report to Governors arose because the Safeguarding report was a year in arrears (ie 2017/18). She confirmed that this lag would be rectified, as she and MW would be reviewing the 2018/19 Safeguarding Self-Evaluation on 19/7/19 and that the Annual Report for that year would be reported to the Term 1 meeting.</p> <p>Other Health & Safety/Safeguarding issues The HT had no Safeguarding or Health and Safety issues to report.</p>	<p>DoD/ ADA</p> <p>All</p> <p>CT/MW</p>

8.	<p>POLICIES</p> <p>Complaints Policy The SBM advised that the revised policy reflected changes in DfE guidance, and the updated LA Model Policy. The Chair reported that she had taken Chair's Action to approve the new Policy to enable it to be published on the website, and asked Governors to ratify this decision. A Governor noted the change relating to complaints from groups or external parties, commenting on the action taken recently against a school in Birmingham. The Complaints Policy was approved, and the action taken by the Chair ratified.</p>	
9.	<p>GOVERNANCE</p> <p>Staff Survey The Chair suggested that a survey needed to take place. <i>It was agreed that staff should be surveyed during Term 2, at the same time as the Parents Survey.</i> Governors discussed the type of questions that should be covered. It was suggested that in addition to the usual Ofsted questions there should be a greater focus on well-being and workload, the school's priorities and whether staff believed they would want to stay on in education. <i>The Clerk agreed to find potential exemplar examples of staff survey questionnaires.</i></p> <p>Monitoring Reports not dealt with elsewhere The Chair referred to the reports of her visits to oversee the SATs process. She confirmed that the School had been compliant in respect of the administration arrangements and added that she had also been satisfied that the process had been tailored to children's needs where appropriate and that the children had been helped to feel comfortable and at ease.</p> <p>Governor Training No training had taken place since the last meeting.</p> <p>Meeting dates for 2019/20 The Chair advised that the proposed dates covered a range of weekdays recognising that it was difficult to identify a single day of the week when all governors would be free. The meeting dates for 2019/20 were confirmed as:</p> <ul style="list-style-type: none"> o Monday 16 September (admin meeting) o Thursday 17 October o Tuesday 3 December o Thursday 16 January o Tuesday 17 March o Monday 11 May o Wednesday 15 July 	<p>SB</p> <p>LH</p>
10.	<p>ANY OTHER URGENT BUSINESS</p> <p>Governors' Social Event VL agreed to arrange a social event for Governors.</p> <p>School Summer Fair The Chair passed on her thanks to the SRSA for a successful Summer Fair, which had raised over £3,000. A Governor who was also a SRSA member commented that some other local schools raised more by running events such as an auction of promises but stressed that the SRSA Committee were anxious to ensure that all everyone had a chance to win prizes through a raffle, rather than providing goods and services at a discount for people who could afford to bid for them.</p>	

	There was no urgent other business.	
10.	CONFIDENTIALITY. It was confirmed that discussions that could identify individual members of staff, children or families should be recorded within the Confidential Minutes.	
11.	DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Monday 16 September 2019 at 6.30pm The meeting closed at 8.05pm .	

Signed.(Chair).....Date

APPROVED

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
18.3.19 13.5.19 8.7.19	4 3 3	Governors to complete Safer Recruitment training	End T4	MW	MW to undertake online training
18.3.19 13.5.19 8.7.19	8 3 3	The GB to receive updated Safeguarding training	End T5	ADA	Governors invited to Term 1 Staff training
13.5.19 8.7.19	4 3	The HT to contact the County Coordinator for suggestions for the use of the School's PE/Sports Funding	End T5	SB	Action ongoing
13.5.19 8.7.19	8 3, 7	A H&S monitoring visit to be arranged for Term 6	End T6	DOD	ADA to contact DOD
13.5.19 8.7.19	8 3	1:1 meetings to be arranged with Governors before the end of the current academic year	End T6	NF	To take place during Term 1
8.7.19	3	Anonymised Chair Appraisal Forms to be sent to the Vice Chair once received	Beginning of T1	LH	In progress- some forms still outstanding
8.7.19	4	Term 6 data to be analysed over the Summer and reported to Governors in Term 1. A summary of the SATS results to be sent to Governors in the meantime	Beginning of T1	SB	Completed
8.7.19	4	Minutes of the EFGB meeting on 2/7/19 to be circulated once authorised by the Chair	End T6	LH	
8.7.19	4, 7	The Annual Safeguarding Report to Governors for 2018/19 to be presented to the FGB in Term 1 following a further Safeguarding Monitoring visit	End T1	CT/MW	
8.7.19	9	A Staff Survey to take place during Term 2	End T2	SB/NF	
8.7.19	9	The Clerk to source exemplar Staff Survey questionnaires	End T2	LH	