



	<ul style="list-style-type: none"> <li>• <u>Monitoring Calendar</u> – <b>The Chair advised that he had concluded that the Google calendar was not a practical way to manage monitoring visits and that he was considering a number of different options.</b></li> <li>• <u>Pay and Reward Policy</u> – The SBM reported that SPS had confirmed that the proposed amendment to the Policy (to differentiate between an ‘Appeal’ and a ‘Review’ would require Union consultation. <b>After further consideration, it was agreed that SPS should be asked to review the terminology in the Policy when it was next re-drafted (which was likely to be before September 2017). In the meantime, the Pay and Reward Policy was approved.</b></li> </ul> <p><b>Other Matters Arising</b> There were no other matters arising from the minutes.</p>	<p>DW</p> <p>ADA</p>
<p>4.</p>	<p><b>STRATEGIC PLAN/SEF/HEADTEACHER’S REPORT</b></p> <p>The HT suggested that, to increase Governors’ involvement with the strategic planning process she should in future send the updated Plan to the GB at the beginning of each term and that Governors should then contact her to confirm the monitoring actions for the term, which would then be incorporated into the Plan. <b>This proposal was agreed.</b> It was agreed that the HT would aim to send the updated Plan to Governors by the end of the first week of term and that Governors should respond to her by the end of the second week of term.</p> <p>The HT confirmed that she had received questions from the Vice Chair in advance and would respond to these as she discussed the Strategic Plan.</p> <p><b>Progress against the 2016-17 Strategic Plan</b> The HT raised the following points:</p> <ul style="list-style-type: none"> <li>• <u>Effectiveness of Leadership and Management</u> – The HT reminded Governors that the judgement against the L&amp;M Milestones was linked to the judgements made in respect of the other areas of the Plan and that the L&amp;M Milestone was therefore ‘Red’ because Milestones in other areas had not been achieved. However, she was confident that the School remained ‘Good’ overall but needed to improve its practice to move forward. In particular, she commented that evidential output from the GB had not developed between Terms 1 and 5. The Chair confirmed that he was reviewing how the Sussex Road GB could learn from working with other schools’ GBs, especially those within the School’s collaboration. The HT advised that the Slade Primary School had now left the Collaboration Group. The Chair acknowledged that the GB had not taken action to improve its Governance since the last meeting and needed to take action to address this.</li> <li>• <u>Quality of Teaching, Learning and Assessment</u> - The HT reported that progress in implementing the Immersive Curriculum across the School had been faster than she had previously anticipated and that it would be trialled in all year groups during Term 6.</li> <li>• <u>Personal Development, Behaviour and Welfare</u> - The HT reported that the judgement for this area was ‘Amber’ as attendance targets had not been met, although she advised that, in retrospect, she believed that the targets set at the beginning of the year had been too challenging. She reported that Persistent Absence (under 90% attendance) had fallen to 5.3% (against a primary school average of 8.8%) and that Attendance had increased to 96.5 against a target of 96.8%. She added that a year on year comparison confirmed that there had been a significant improvement compared with the same period in 2016, particularly in respect of the attendance of Pupil Premium Grant (PPG) and SEND children. The HT confirmed the action that was taken to manage persistent absentees and also advised that the overall Attendance data would be impacted by one child who had had serious surgery and subsequent medical appointments, which had reduced attendance to 70% and another child who had</li> </ul>	

been removed from the County under a Police Order as a result of a serious safeguarding issue.

- **Early Years** – The HT reported that the termly Milestone was ‘Red’ because another School had failed to provide the resources that would have been used to meet the Milestone. The School was now using alternative spelling and language programmes. The HT also advised that the Tapestry learning journals were proving very popular with parents.
- **Outcomes** – The report from the most recent Data Group meeting had been circulated with the meeting papers. The HT confirmed that the current term’s data was more in line with expectations although PPG outcomes were not yet at target and the data would be affected by one new PPG child in Year 1. She reported on progress and attainment within individual year groups:
  - EYFS – The GLD target had been achieved and targets for Writing and Maths would also be achieved.
  - Year 1 – This year group was making good progress.
  - Year 2 - This year group were meeting their targets.
  - Year 3 - Some children in this year group were not on target according to the class teacher’s data, although this was not consistent with Rising Stars results.
  - Year 4 – Data for this year group was incomplete.
  - Year 5 – As year 3
  - Year 6 – Data for this year group was incomplete

The HT confirmed that the progress of SEND children was good, as set out within the report. She also confirmed that the Milestone for Outcomes was ‘Amber’ for the reasons discussed at the Data Group’s meeting. **The HT responded to questions raised before the meeting regarding PPG progress and confirmed that additional monitoring had been put in place in Years 3 and 5, but that the Plan had not been changed.** She also commented that the improvement in the data for Year 4 justified the decision to bring in an additional teacher. She also confirmed that Year 6 children were on track to meet their targets. She confirmed that progress of EYFS SEND/PPG children in communication and language would be a particular focus for monitoring during Term 6. The HT advised that, although outcomes data would not be available until July, the use of an additional teacher within Year 6 had enabled children to be taught within smaller groups, with the class teacher working with the more vulnerable children and the additional teacher working with the more able.

#### **SEF**

The HT advised that there had been no significant changes to the SEF.

#### **‘Admin’ Report**

The HT has nothing further to add to her Admin report.

#### **Other issues arising from the Strategic Plan**

**A Governor asked what the priorities for the next academic year were likely to be.**

The HT confirmed that the Curriculum would be a key priority, with a particular focus on Writing. She also advised that she intended to focus on embedding well-being and resilience-building into the curriculum and reported that she had been able to secure a grant from the Kent Police and Crime Commissioner as part of a new project to support initiatives based on the Commissioner’s stated priorities. The HT commented that from monitoring and assessments, it was clear that PPG children in particular lacked resilience and self-belief. **A Governor asked if the mentoring project was progressing well.** The HT advised that there was no specific quantitative data, but that the staff who were acting as mentors had been able to see the benefits. **In response to a question, she suggested that it would be good practice to change children’s**

	<p><b>mentors in the new academic year, to avoid the risk of creating attachment issues.</b></p>	
	<p><b>STAFFING</b></p> <p><b>2017/18 Staffing Structure</b>  The HT reminded Governors that the current Year 5 was recognised as a vulnerable cohort and that she therefore intended that they should retain the same teachers in the next academic year with an additional teacher working with this year group on a part-time basis. She had also been able to secure 21 hours of TA time in each class. She pointed out that Year 2 (the 'bulge' year) would need a third teacher and confirmed that all classes would have a class TA.</p> <p>The HT advised that she intended to create a position to provide support for the SENCO, using a TA with SEND experience. She reported that, although there would be TAs in each class, the School faced a challenge in recruiting TAs to support children with High Needs Funding, as the calibre of applicants was very poor. <b>In response to a question, she confirmed that she would continue to advertise these posts, but pointed out that it was very difficult to find applicants who were prepared to work with children with challenging needs for a very low rate of pay and on a temporary contract.</b></p> <p>The HT reported that she had appointed two NQTs and a more experienced teacher for a September 2017 start. She was aware that one member of staff would be attending an interview for a position elsewhere, but advised that she would be able to secure a replacement teacher if she needed to do so.</p>	
<p><b>5.</b></p>	<p><b>FINANCE</b></p> <p><b>2016/17 Outturn Budget Position</b>  Governors noted the Revenue Outturn rollover of £137,880.10. The SBM confirmed that this was within BCM. She also confirmed that the Capital Outturn had been £0, as the budget had been capitalised to cover the cost of setting up the new IT suite.</p> <p><b>2017-18 Budget and Three Year Plan</b>  Governors referred to the report produced by the Finance Monitoring Group, who had met the SBM to review the budget proposals in detail. A Governor who had taken part in this process thanked the SBM for her comprehensive notes which had informed the Monitoring Group's discussions and had been circulated with the meeting papers for information.</p> <p>The SBM remarked that this had been an uncomfortable and difficult budget to set, as the Year End rollover for Year 3 (2019/20) would drop to a £3,562.84 based on current predictions, with an in-year deficit of (£92,192,20). <b>A Governor pointed out that in a business context this would give rise to 'going concern' issues, but that he had been assured that the Year 2 and Year 3 position would improve.</b> The SBM confirmed that all assumptions regarding future funding were made on the basis of the pupil census undertaken in the preceding academic year, projected forward. This meant that income from High Needs and PPG funding was predicted to reduce as children for whom funding was received left at the end of Year 6 and no predictions could be made in respect of additional grant funding for children who had not yet joined the School. She was also unable to confirm whether the 1.5% Minimum Funding Guarantee would apply beyond Year 1. She advised that, as a result of these restrictions, the trajectory for Year 4 was a deficit outturn. The SBM added that she was aware that two schools in the collaborative group had set very similar budgets, and that one was facing a deficit outturn in Year 3. She pointed out that the School would have been in this position if it had not had had 'reserves' from the 201617 rollover. A Governor noted that the SBM</p>	

	<p>had been able to identify some additional savings that had improved the budget position from that reviewed at the Finance monitoring meeting.</p> <p>The SBM advised that benchmarking data would not be available until the beginning of the next academic year. She also confirmed that all the pre-existing EduKent contracts had rolled over into the current year, including the Governor Training SLA.</p> <p><b>Following the above discussion, and taking account of the discussions recorded within the notes of the Finance Monitoring Meeting, Governors approved the 2017/18 Budget and the Three Year Plan for 2017/18, 2018/19 and 2019/20.</b></p>	
7.	<p><b>PREMISES</b></p> <p>The SBM confirmed that a new water pump would be commissioned on 17/5/17, completing the work to resolve the poor water supply to the Millennium Block and Kitchen.</p> <p>The SBM confirmed that she was now in a position to place the order for the playground 'sails', which should be installed before the end of Term 6</p>	
8.	<p><b>HEALTH AND SAFETY/SAFEGUARDING</b></p> <p><b>Health and Safety</b> No Health and Safety issues were raised. It was noted that a Health and Safety Monitoring visit would take place at the beginning of Term 6</p> <p><b>Safeguarding Issues</b> No safeguarding issues were raised. It was confirmed that a Safeguarding Monitoring Visit was due to take place on 19/5/17.</p>	
9.	<p><b>GOVERNOR MONITORING AND TRAINING</b></p> <p><b>Teaching and Learning Monitoring</b> Governors reviewed the Teaching &amp; Learning monitoring report. The Governor who had carried out the visit advised that she had focussed on Maths. She had noted that lessons were being taught in a dynamic and practical way and that the children were very positive about their Maths lessons. Rock Stars and My Maths were very popular with children and with staff, as they believed that these applications had a positive effect on their work/life balance. The Governor confirmed that she had visited all year groups and that the children had demonstrated that they knew how to get help if they needed it and what they needed to do to improve. She had also observed good feedback in books and had been impressed by the Working Walls implemented by the Maths Leader. She had also been pleased to learn that discrete Maths lessons would remain following the introduction of the Immersive Curriculum and had noted that Year 6 were meeting their challenging targets.</p> <p><b>SATs Tests Monitoring</b> The HT thanked those Governors who had come into School to monitor the administration of the SATS tests. One of the Governors who had taken part in these visits commented on how well organised the process had been and remarked that she had been particularly impressed by the way that children had been split into appropriate groups with appropriate adults to make the process as stress free as possible.</p> <p><b>Governor Training</b> No Governors had attended training since the previous FGB Meeting.</p>	
10.	<p><b>POLICIES</b></p>	

	<p><b>Safeguarding Policy</b>  The SBM advised that this Policy would not normally be due for review at this time, but that the LA had recently introduced a new Policy which included a number of significant changes. She was therefore recommending that Governors approved the revised Policy and that it should be brought back to the GB in September in line with the established Review timetable. She also confirmed that the role of Child Protection/Safeguarding Governor had now passed to CT and MW.  <b>The Safeguarding Policy was approved.</b></p>	
11.	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p><b>Chair of GB</b>  The Chair advised that he did not intend to stand for another term as Chair when his current term of office ended in September 2017, and asked Governors to give consideration to whether they might wish to take on the role.</p> <p>There was no other Urgent Business.</p>	
12.	<p><b>CONFIDENTIALITY.</b>  No confidential items were identified.</p>	
13.	<p><b>DATE OF NEXT MEETING</b>  It was confirmed that the next meeting would be held on Monday 10 July 2017 at 6.30pm  The meeting closed at 7.40pm.</p>	

Signed.(Chair).....Date .....

**Questions on the Strategic Plan raised by a Governor in advance of the meeting:**

- Leadership and Management - Milestones, pg 6 - To what extent are PPG targets retrievable in T5 &T6 (shown as red in the T3 & T4 milestones box) and what is the strategy to try to get this back on track? Is the PPG Action Plan being adapted? [NB. We agreed to have a monitoring visit on PPG strategy and impacts in more detail in T6, but it would be good to get an overview at FGB].
- EY - Milestones, pg 24 - regarding the T4 'red box', can you clarify current position in terms of meeting and monitoring the Communication and Language priority (4.3)?
- Pupil Outcomes - Milestones, pg 30 - regarding the T4 amber box, in this down to PPG performance or SEN performance or both? If SEN as well, what is the context and response to this?
- Pupil Outcomes - Action 5.2, pg 36- could you comment now on the impact of the additional teacher in Year 6?
- Attendance. We have had various discussions about attendance figures, but could you go over the issues you are dealing with and actions you are taking for the full GB?

## ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
26.5.16 13.9.16 13.10.16 6.12.16 7.2.17 22.3.17 16.5.17	5 3 3 3 4 3 3	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	Deferred until T1 2017/18
13.10.16 7.2.17 22.3.17 16.5.17	11 4 3 3	1-2-1 meetings to be arranged with all Governors	30.11.16	DW/All Governors	Governors to contact the Chair to arrange meetings if they have not already done so
6.12.16 7.2.17 22.3.17 16.5.17	9 4 3 3	A link to the monitoring calendar to be sent to the Clerk for uploading to the Governors' Zone	End T4	DW/LH	An alternative to the Google Calendar to be explored.
22.3.17 16.5.17	10 3	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	The SBM to request SPS to address the use of the terms 'Review' and 'Appeal' when the Policy is next updated.