



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 16 September 2019 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Louisa Rowlands (LR) Emma Sangster (ES) Carla Thompson (CT) Michael Webber (MW) Jo Winker (JW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	<p>APOLOGIES FOR ABSENCE Apologies from Des O Dwyer, Vanessa Lines and Clare Robertson (childcare), Andrew Pembroke (family illness,) and John Tomlinson (leave of absence) were received and accepted. The Clerk confirmed that the meeting was quorate. The Chair advised that she had contacted John Tomlinson, who had confirmed that he wished to continue as a Board Member and, although not able to attend this meeting, intended to attend from the next meeting.</p>		
2.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>Election of Chair The Clerk took the Chair for this item of business. She reported that she had received one self-nomination, from Nicola Furlonger (NF), which had been endorsed by Michael Webber. She asked if any Governors present wished to nominate themselves for the role. No further nominations were received and NF left the meeting while Governors discussed her nomination. MW, who had reviewed the Chairs Appraisal forms that had been returned over the Summer, confirmed that Governors who had responded had expressed their confidence in NF's abilities as Chair. Governors agreed unanimously to re-appoint NF as Chair. Nicola Furlonger was therefore elected as Chair of the Governing Body for a one-year term of office.</p> <p>NF returned to the room and took the Chair for the remainder of the meeting.</p> <p>Election of Vice Chair The Clerk reported that she had received one self-nomination, from Michael Webber (MW), which had been endorsed by the Chair. She asked if any Governors present wished to nominate themselves for the role. No further nominations were received and MW left the meeting while Governors discussed his nomination. The Chair commented that MW's experience and guidance had been invaluable to her in her role as Chair, and to the Board as a whole. Governors agreed unanimously to re-appoint MW as Vice Chair. Michael Webber was therefore elected as Vice Chair of the Governing Body for a one-year term of office.</p> <p>MW returned to the meeting.</p>		
3.	<p>DECLARATION OF BUSINESS INTERESTS The Chair noted that a new Business Interest form had been uploaded to Sharepoint earlier that day for Governors to complete (as the SBM had advised that there was no</p>		

	<p>space on a number of existing forms for further signatures). A number of Governors provided the Clerk with copies of their completed forms and the SBM also circulated hard copies for completion at the meeting. The Clerk advised that in future Governors would be expected to enter, amend and confirm their business interests on The Education People's GovernorHub site, but agreed on this occasion to enter the relevant information from the forms that Governors had completed, and to advise Governors once this had been done.</p> <p>No declarations of interest were received in respect of any item on the Agenda.</p>	
4.	<p>MINUTES OF LAST MEETINGS AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 2 July and 8 July 2019 The minutes of the meeting held on 2 July and 8 July 2019 were approved as an accurate record and signed by the Chair.</p> <p>Action Points Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>Safer Recruitment Training</u> – <i>This action was still on-going</i> • <u>Safeguarding Update</u> – The Chair confirmed that three Governors had attended staff safeguarding training held during the Inset Day at the beginning of the term. The Clerk advised that all Governors should receive annual safeguarding training. The HT advised that a further safeguarding session for staff would be held on 18 September, and that Governors were welcome to attend this if they were available. <i>She agreed to arrange training for Governors who had not been able to attend either staff session.</i> The Vice Chair, who had attended the Inset Day training sessions remarked on the extent to which staff had been engaged in the training and commented that this evidenced the caring culture of the School and the importance that all staff placed on safeguarding the children in their care. • <u>PE/Sports Funding</u> – This action was ongoing. The SBM confirmed that she was working with the PE Leader to identify how the Sports Premium would be spent. • <u>H&S Monitoring Visit</u> – <i>The Chair confirmed that she had asked the Health & Safety Governor (DoD) to contact the SBM to arrange a monitoring visit (with DoD). The SBM asked if the three monitoring visits for 2019-20 could be diarised as soon as possible.</i> • <u>1:1 Meetings</u> – <i>This action was still ongoing.</i> • <u>Chair's Appraisal</u>- The Vice Chair confirmed that he had reviewed the anonymised forms sent to him by the Clerk, <i>and would share the results of the appraisal with the Chair.</i> He noted that all but three Governors had returned appraisal forms. <i>The Clerk agreed to send reminder emails to those who had not yet done so.</i> • <u>Annual Safeguarding Report to Governors</u> – The Vice Chair confirmed that this report, which had been reviewed by the Safeguarding Governor and himself, would be brought to the October meeting. <p>It was confirmed that all other 'due' 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>	<p>MW</p> <p>SB</p> <p>DoD</p> <p>NF</p> <p>MW</p> <p>LH</p>
5.	<p>TERMS OF REFERENCE AND MONITORING</p> <p>Terms of Reference and Standing Orders 2019-20 Governors reviewed the draft document circulated in advance of the meeting, noting proposed changes to the 2018-19 Terms of Reference. A number of points were raised:</p> <ul style="list-style-type: none"> • <u>Pay Committee</u> – The Chair noted the guidance relating to the Pay Committee, which suggested that the Vice Chair, and not the Chair should sit on this 	

	<p>Committee (leaving the Chair free to be a member of an Appeal Panel). The Vice Chair agreed to sit on the Committee, with Andrew Chesworth and Andrew Pembroke.</p> <ul style="list-style-type: none"> • <u>Minimum Training Requirement for Governors</u> – The Chair advised that there was a suggestion, in the model document, that the FGB should specify a minimum requirement in respect of the amount of training that Governors should undertake each year. The Clerk pointed out that training could take the form of e-learning, as well as face to face training, and that training that Governors undertook through their employment or as a volunteer with another organisation would also be relevant. A Governor commented that governors’ training needs would depend on their existing experience, expertise and skills. The Chair pointed out that the expectation, in respect of training, was that Governors were responsible for keeping their skills up to date, and for undertaking training to expand their knowledge, as necessary. It was suggested that, rather than specifying a set number of training sessions for each governor, there should instead be a whole-board commitment to monitor performance against individual governors’ commitment regarding their own training, and to have regard to the training that governors had undertaken. It was also suggested that Governors should report back on the impact that training had had on their performance as a governor, potentially as part of the 1:1 meetings with the Chair. <i>The Clerk agreed to draft a suitable clause to be added to the Code of Conduct. She also asked Governors to pass details of any training, including training through an employer or as a volunteer elsewhere to the Training & Development Governor for her records.</i> • <u>Joint Panel Agreement</u> – The Clerk commented that, although the new Complaints Procedure enabled Governors from any school to be asked to form a Panel, if necessary, the Joint Panel agreement could still be used for other Panels if needed. <i>She agreed to incorporate the agreement with Woodlands School into the Terms of Reference.</i> <p>Subject to the amendments agreed above the Terms of Reference and Standing Orders for 2019-20 were approved.</p> <p>Monitoring Arrangements 2019-20</p> <p>The Chair referred to the separate sheet outlining proposed monitoring arrangements. She confirmed that the proposed monitoring groups reflected the discussions that had taken place at the EFGB in July, and were aligned to the new Ofsted Framework. The following points were raised:</p> <ul style="list-style-type: none"> • <u>Safeguarding</u> – The Chair reported that Carla Thompson would be leaving the GB at the end of Term 2, due to increased work and family commitments. <i>She asked Governors to let her know as soon as possible if they would be interested in taking on the Safeguarding Governor role, with MW, so they could ‘shadow’ CT over the next two terms. She also asked Governors to let her know if they became aware of anyone with safeguarding experience who might be prepared to become a Co-opted Governor.</i> • <u>Finance</u> – The Chair confirmed that she is part of the Finance Monitoring Group. • <u>Outcomes</u> - The Chair pointed out that she was not proposing to continue with separate Outcomes monitoring, as the Ofsted Framework suggested there would be less focus on outcomes during inspections, and recommended that schools only carried out two or three ‘data drops’ a year. The HT advised that the School Improvement Advisor, who had been involved in inspections within Kent under the new Framework, had confirmed that Inspectors had not asked about school data. <i>A Governor expressed some concern that there could be a loss of focus on the progress being made by disadvantaged pupils, or those from other groups such as AEL or SEND, and that the Outcomes monitoring had enabled governors to become familiar with the demographic of each cohort and track their progress through the School.</i> However a Governor suggested that 	<p>LH All</p> <p>LH</p> <p>All</p>
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	<p>monitoring the impact of the quality of education that the School was providing, as evidenced through outcomes and internal data, was a whole-board responsibility and added that the reports that the HT provided at FGB meetings kept governors sufficiently informed. The Chair added that the Outcomes group had served its purpose in the past, when the school had been in a less secure position. The HT commented that under the new Framework, Governors' focus should be on spending time in the classroom, looking at books and speaking to children, observing the impact and implementation of the curriculum at first hand. A Governor added that this had been the rationale behind the 'day in school' that had been discussed at the EFGB in July.</p> <ul style="list-style-type: none"> • <u>Behaviour and Attitudes and Personal Development</u> – A Governor remarked that there was a risk of overlap between these monitoring groups. Another Governor commented that the Framework was clear about the focus of these two areas. She suggested that the focus for the monitoring groups would also come from the Strategic Plan priorities and that once this was available a scoping exercise would be necessary to avoid any overlap between the groups. The Chair suggested that the Role Descriptors that the Clerk had previously made available to governors would help in this process. <i>The Clerk agreed to upload the Role Descriptors to Sharepoint.</i> A Governor suggested that having a folder on Sharepoint where all the Request to Visit forms could be uploaded and reviewed by all Governors would be useful in avoiding any overlap. <i>The Clerk agreed to set up a folder on Sharepoint for this purpose.</i> <p>The proposed monitoring arrangements for 2019-20 were confirmed.</p> <p>Policy for Governor Visits The Clerk confirmed that she had uploaded the LA's Model Policy for Governors to review. It was noted that there was some discrepancy in the required number of monitoring visits and agreed that this should be standardised to 'no more than three visits a year' throughout the Policy. The Governor Visits to School Policy was approved, subject to the amendment agreed above.</p> <p>Governors' Terms of Office and potential vacancies The Chair pointed out that six governors' terms of office, including her own, would expire during 2019-20. <i>She asked those governors whose terms would expire during the current year to let her know as soon as possible whether they intended to remain for a further term (subject to reappointment) or move on, to inform succession planning. She also confirmed that she would welcome suggestions as to how new governors might be recruited, including information about any potential new governors.</i></p>	<p>LH</p> <p>LH</p> <p>NF</p>
6.	<p>CODE OF CONDUCT The Clerk highlighted changes to the Code of Conduct for 2019-20, which included a section relating to the whole board, and an Annual Declaration for all Governors to confirm that they remained eligible to serve as governors. The Code of Conduct for 2019-20 was approved, subject to an amendment regarding governor training, as discussed under item 4. The Clerk confirmed that she would bring copies of the approved Code to the next meeting for signature.</p>	
7.	<p>GOVERNOR TRAINING In addition to Safeguarding training (as discussed previously), the Training & Development Governor advised that the LA was running training courses in Maidstone on Monitoring Visits (in October) and Questions and Challenge (in the new year). She also confirmed that the next District Governor Briefings were on 16/10/19 and 15/2/20, at the Hadlow Manor. The Chair commented that there was also an option to pay for a bespoke training</p>	

	<p>course, potentially shared with another school, if Governors wanted training on a specific subject not covered within the training programme. The Clerk remarked that the School should take advantage of its subscription to the Governor Training SLA.</p>	
<p>8.</p>	<p>SCHOOL IMPROVEMENT</p> <p>2019 Outcomes</p> <p>The HT circulated copies of the School Summary Sheet produced by the LA, highlighting the following points:</p> <ul style="list-style-type: none"> • <u>Contextual Information</u> – The HT advised that the contextual information had not changed significantly since 2018, but that the number of FSM pupils and those with ECHPs had increased, with the number of SEND and AEL pupils declining. The School was in the second-highest quintile, in terms of its IMD score. • <u>Attendance</u> - The HT reported that there had been an increased in unauthorised absence, in line with the National trend, due to the numbers of parents taking children out of school for holidays during term time, and Persistent Absence had also increased, again in line with National trends. • <u>EYFS data</u> – The HT confirmed that EYFS data was very strong. • <u>KS1 and Phonics</u> - The HT confirmed that KS1 and Phonics data was strong, commenting that the data for Year 2 retakes only related to three children, reflecting strong performance in the test by Year 1 in 2018. She added that the KS1 outcomes were in line with the FFT targets. • <u>KS2 data</u> – The HT advised that the Combined score at Expected was slightly lower than in 2018, although still above the National and Kent averages, but that the Combined Greater Depth was extremely strong (25%). She commented that the Combined score had impacted by Expected results in Reading (80%) which were lower than in 2018, but were still about the national average, which had also fallen compared to 2018. She pointed that the Expected Writing and Maths scores (90% and 92%) were very strong, and that the KS2 scaled scores were also well above the national average. • <u>Progress Data</u> – The HT advised that there was a variance in the VA scores produced by Kent (2.7 Reading, 3.3 Writing, 3.4 Maths) which were lower (by 0.2) than the information produced by the DfE using the same base data. However, she confirmed that these scores were very strong and were above the national average scores. <p>A Governor asked why the Reading results had been lower than expected. The HT advised that there had been a few children who had been predicted to be at Expected who had not reached this standard in their SATs test, and confirmed that Reading would be a priority for the 2019-20 Strategic Plan. A Governor asked if schools knew individual children’s scores. The HT confirmed that schools had this information and were able to see individual children’s exam papers and advised that she would ask for a re-mark if a child had been within one mark of the required score or if it was felt that there had been an error in the marking. However, she commented that in most cases where children had not reached Expected but had been predicted to do so, based on past papers, the results were due to their performance on the day of the test.</p> <p>A Governor asked if the HT had any early predictions for the current Year 6 cohort. The HT advised that this was a stronger cohort based on KS1 results, but was more challenging behaviourally and that there was less ‘middle ground’ in respect of ability than had been the case within the 2019 Year 6 cohort.</p> <p>Strategic Plan and SEF</p> <p>In response to a question the HT confirmed that the School had last been inspected in 2016, and was therefore now in the inspection ‘window’ although the School improvement Advisor had suggested that it was not likely to be inspected during the current academic</p>	

	<p>year. She also confirmed that Outstanding schools would also now be eligible for inspection.</p> <p>The Chair advised that she and a number of other Governors would be coming into school on 24/9/19 to review the draft Strategic Plan, which would then be brought to the October meeting for approval. <i>She invited any other Governors who were available to attend.</i></p> <p>A Governor suggested that the school visit 'day' that had been discussed at the EFGB could take place before the FGB (scheduled for 3 December). This proposal was agreed, although it was noted that the date of the FGB might need to be changed to enable the school visit and the meeting to take place on the same day. <i>The Chair agreed to send out a 'Doodle' to check Governors' availability.</i></p>	<p>NF</p> <p>NF</p>
<p>9.</p>	<p>POLICIES</p> <p>Child Protection Policy The SBM advised that this policy was still being reviewed internally, and would be brought to the next meeting for approval. The Clerk pointed out that the LA had already published its model Policy for 2019, and that Schools were expected to adopt this policy as soon as possible once the model was available. Governors therefore delegated authority to the Chair to approve the policy by Chair's Action once the internal review was completed, with the Policy being brought back to the FGB's October meeting for this action to be ratified.</p> <p>Pay & Reward Policy The SBM advised that the STPCD had not yet been published and that SPS had therefore not been able to produce a Model Pay & Reward Policy for 2019. <i>It was confirmed that the Policy would be brought to the next meeting if available, and that if it had not been reviewed at that point, authority be delegated to the Chair to approve it before the Term 2 FGB meeting.</i></p> <p>Keeping Children Safe in Education (KCSIE) 2019 The Clerk advised that, in accordance with the revised Terms of Reference, Governors were required to read and understand KCSIE Part 2 (and to sign a declaration to confirm that they had done so) and to satisfy themselves through monitoring that all staff and volunteers had read and understood KCSIE Part 1. Governors signed a declaration form circulated by the Clerk to confirm that they had read and understood KCSIE Part 2</p>	<p>ADA/ NF</p>
<p>10.</p>	<p>ANY OTHER URGENT BUSINESS There was no other urgent business.</p>	
<p>11.</p>	<p>CONFIDENTIALITY. No items of confidentiality were identified</p>	
<p>12.</p>	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on 17 October 2019 at 6.30pm</p> <p>The meeting closed at 7.50pm</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
18.3.19 13.5.19 8.7.19 16.9.19	4 3 3 4	Governors to complete Safer Recruitment training	End T4	MW	MW to undertake online training
18.3.19 13.5.19 8.7.19 16.9.19	8 3 3 4	The GB to receive updated Safeguarding training	End T5	ADA	Governors invited to an additional staff training session and a separate session arranged if necessary
13.5.19 8.7.19 16.9.19	8 3, 7 4	A H&S monitoring visit to be arranged for Term 6	End T6	DOD	Still outstanding. DOD to contact ADA to arrange
13.5.19 8.7.19 16.9.19	8 3 4	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 16.9.19	3 4	Anonymised Chair Appraisal Forms to be sent to the Vice Chair once received	Beginning of T1	LH	Reminders to be sent where forms not returned
8.7.19 16.9.19	4, 7 4	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	Report to be submitted to the meeting on 17.10.19
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	
	5	A clause regarding Governor training to be added to the Code of Conduct	17.10.19	LH	
	5	The Joint Partnership Agreement with Woodlands to be incorporated into the Terms of Reference	End T1	LH	
	5	Governors to contact the Chair if they are interested in taking on the (shared) role of Safeguarding Governor	End T1	All	
	5	Governors to contact the Chair if they are aware of a potential governor with Safeguarding experience	End T2	All	
	5	Governor Role descriptors to be added to Sharepoint	End T1	LH	
	5	A folder to be set up on Sharepoint for Request to Visit forms to be shared	End T1	LH	
	5	Governors whose terms are to expire during 2019-20 to contact the Chair to confirm	End T1	All	

		whether they wish to continue as Governors			
	8	Governors to attend a SP review session on 24/9/19 if available	24.9.19	All	
	8	The Term 2 FGB to be incorporated into a whole-day Governor visit to school and monitoring session	End T1	NF	
	9	The Pay & Reward Policy to be approved by Chair's action if not available by 17.10.19	31.10.19	NF	

APPROVED