



**Sussex Road Community Primary School  
Minutes of the Meeting of the Governing Body  
held on 22 January 2019 at 6.30pm at the School**

	<b>Present:</b>	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Des O Dwyer (DOD) Andrew Pembroke (AP) Clare Robertson (CR) Emma Sangster (ES) Carla Thompson (CT) Jo Winkler(JW)	
	<b>In attendance</b>	Lesley Hardwick (Clerk)	<b>Action</b>
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies from Louisa Rowlands (ill health) were received and accepted at the meeting. Michael Webber subsequently sent retrospective apologies (also due to ill-health). John Tomlinson was also absent. The Chair welcomed newly-elected Parent Governor Emma Sangster to her first FGB meeting.		
2.	<b>DECLARATION OF BUSINESS INTERESTS</b> No declarations of interest were received in respect of any item on the Agenda.		
3.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>  <b>Minutes of FGB meeting held on 6 December 2018</b> <b>The minutes of the meeting held on 6 December 2018 were approved as an accurate record and signed by the Chair.</b>  <b>Action Points</b> Governors reviewed progress against outstanding actions: <ul style="list-style-type: none"> <li>• <u>Term 2 monitoring visits</u> – The Chair confirmed that most monitoring had now taken place with the remaining outstanding visits taking place at the beginning of February.</li> <li>• <u>TEP Registration</u> – The majority of Governors confirmed that they had now been able to log on to the TEP site, using links sent to them by the Training &amp; Development Governor. It was noted that the site was easier to navigate on Google Chrome than on other browsers.</li> <li>• <u>Joint Safeguarding/PDBW Monitoring</u> – It was agreed that the arranged PDBW monitoring visit should go ahead, and had done so, but that after than monitoring should be combined, as there was so much cross-over. The Safeguarding Governor advised that she and MW had arranged a safeguarding visit for 8/2/19 and agreed to send details of the issues that would be covered to the PDBW Governors. She commented that the expertise of the second Safeguarding Governor (MW) in legal and policy issues was invaluable. <b><i>It was agreed that the PDBW Governors would decide between themselves which of them would join the combined monitoring group.</i></b></li> </ul> <p>It was confirmed that all other action items had been completed or were covered under other agenda items.</p>		AP/ DoD /LR

	<p><b>Other Matters Arising</b> There were no other matters arising from the minutes.</p>	
4.	<p><b>SCHOOL IMPROVEMENT/HEADTEACHER’S REPORT</b></p> <p><b>Progress against 2018/19 Strategic Plan Priorities</b> The HT confirmed that progress against the plan was positive, as set out in the updated document circulated with the meeting papers. The following points were discussed:</p> <ul style="list-style-type: none"> <li>• <u>New School Improvement Advisor</u> – The HT reported that the new SIA would be visiting the School shortly for a brief ‘familiarisation visit’.</li> <li>• <u>Ofsted Inspection Framework</u> – The HT confirmed that she had uploaded information about the new Inspection Framework to Governors’ Sharepoint (Information Bank&gt;Ofsted Documents). She commented that it would seem that the School’s priorities, in respect of the focus on the broader curriculum, were in line with the focus of inspections under the new Framework. However, she pointed out although Inspectors might focus less on schools’ internal data, the accuracy of this data would remain vital to inform predictions about the end of KS2 results, which would continue to be published as part of the national ‘league tables’.</li> <li>• <u>Behaviour Policy</u> – <b>A Governor questioned the current status of the School’s Behaviour Policy.</b> The HT reported that there had been interesting discussions about the Behaviour Policy at the last PDBW Monitoring visit, and at a staff meeting, with the view that the School had ‘arrived at its destination’ as far as the current behaviour policy was concerned, but that it was no longer considered entirely effective. Although the School needed to have a published Policy, the feeling had been that, to use a phrase from one of the monitoring governors, it should have a ‘behaviour philosophy’, which set expectations, but which acknowledged that the approach to behaviour management would vary from child to child, depending on issues such as SEND, home background and the context of an incident, but with a focus on restorative action and modifying behaviours. She acknowledged that there needed to be consequences and sanctions, but commented that there also needed to be appropriate support and that too harsh a sanction could negatively impact on a child’s self-esteem and exacerbate poor behaviour. However, she also pointed out that any sanctions needed to be demonstrably fair and consistent to children and their parents, and the policy/philosophy needed to include guidance for staff (for example in respect of positive handling), and make it clear that there was a level of behaviour, such as assaults on staff, that would not be tolerated in any circumstances and would lead to exclusion. <b>A Governor asked what pupil perception would be if children were treated differently for similar poor behaviour.</b> The HT remarked that children were usually more understanding than their parents in recognising that other children had a different needs and behaviours, although some had very fixed ideas about what was ‘fair’. A Governor noted this could be seen through the discussions that took place during ‘circle time’. The HT commented that she believed that staff could do more to reinforce this approach, for example by talking more about what children might see or experience at home. <b>A Governor recognised the value of having an overarching behaviour philosophy but pointed out that parents would want to be reassured that sanctions were in place and to know how these would be applied.</b> The HT advised that the ‘Golden Time’ system of rewards and sanctions had been appropriate for the School at the time that it was introduced, but that more immediate sanctions, such as the removal of playtime or lunchtime were now more effective. She added that the School also needed to do more with regard to recognising good behaviour in a timely way, such as sending a ‘praise text’. <b>A Governor commented that parents might feel that children needed to be prepared for a society where poor behaviour was subject to a system of sanctions.</b> In response to a question, the HT confirmed that the new Behaviour ‘Policy’ would be drafted this term.</li> </ul>	

- **Extra-curricular activities** – **In response to a question regarding the involvement of PPG children in extra-curricular activities, as targeted in the Strategic Plan, the HT commented that the School still needed to deliver a greater range of such activities, making sure that PPG children were engaged.** In this connection she explained that engagement was lower than she would like because parents had to log on to access details about courses for their children and pay to secure a place, both of which could be difficult for the most disadvantaged families. She confirmed that the School would be working with the provider to try to arrange for payments to be made through the School. She also added that where the School had arranged sporting activities for PPG children, often they did not attend, despite having 'signed up' for them.
- **EYFS – A Governor asked whether the 1:1 TA support that had been in place in EYFS in 2017/18 was continuing, as monitoring had shown this to have a high impact.** The HT advised that this support would be put in place if it was needed (for example very short periods of support to help children with a specific issue that they were finding difficult), although this might be provided by a TA from another class, rather than one of the EYFS TAs. She confirmed that the need for support was discussed at Pupil Progress meetings. **A Governor pointed out that 1:1 support was the most expensive way of providing additional support.** The HT agreed and pointed out that for this reason, provision should be needs-based and evidenced. She also pointed out that the EYFS classes were supported by two full time TAs, which was a higher level of support than was in place for other year groups. **A Governor noted a comment about technological resources in EYFS and asked if teachers felt they had the resources they needed.** One of the monitoring governors confirmed that many changes had been made in the EY environment to ensure the availability of appropriate resources, albeit 'technology' covers a wide variety of skills; both monitoring governors considered that resources were available, but that the key was to encourage children to want to use them and to re-tune activities to make the best use of the available resources. The HT added that a significant amount of the Learning Resources budget had been spent on resources for EYFS over the past two years, equal to that spent across the whole of the rest of the school. In response to a further question she confirmed that it had been previously recognised that a lot of equipment had needed to be replaced. One of the monitoring governors added that the EYFS leader had confirmed at the most recent visit that she would like to make further improvements to the EYFS outdoor area. This is an area for development identified in the Strategic Plan.
- **Curriculum** – The HT confirmed that the Curriculum remained a focus for the year and that good progress had been made against the Term 2 Milestones. Reference was made to the QTLA monitoring report in the papers, which had been discussed at the previous FGB.
- **Use of the playground** – The HT noted that the latest PDBW visit had explored playground behaviours and the use made of the facilities that were available. She commented that she had recently read a report that had identified that children spent 1.4 years at play during their seven years at primary school – a greater period of time than the time spent on core curriculum subjects – but remarked that they were supervised during this time by the least experienced and most poorly paid members of staff. The report had also suggested that, rather than specifically designed play equipment, there should be more open-ended opportunities for 'free play', such as the crates and planks in the Sussex Road playground which encouraged children to make up their own games. In this connection, the HT advised that the School had found that many children did not know the 'traditional' playground games, such as 'cops and robbers' or 'tag' that did not need any resources, or activities such as skipping with long ropes or French skipping, and that these were now being taught to them. She commented that some children led such busy lives in terms of organised out of school activities that they did not know what to do when they had unstructured free time, whereas others had no exposure to any activities out of school and were equally 'lost' during their free time, which in

either case could lead to poor behaviour during play time. The HT advised that she would like to create a number of 'zones' within the playground, similar to the EYFS outdoor area, so that there would be something available for all children. A Governor added that the older children could be given tools to help them make something of the available resources. The HT advised that children in Years 4 to 6 now used the lower playground, and particular the Willow Dome area, which helped them to develop their free play. She also confirmed that football had been introduced on the MUGA, for short, fixed periods of time. **A Governor noted the point the HT had made about play leaders, and commented on the need to employ high quality staff.** The HT commented that it was difficult to retain high quality play leaders, as they often went onto become TAs, although she commented that the play leaders were working with children at the most vulnerable time of their day. **A Governor remarked that Governors had tried to talk to the play leaders during their visit, but that it had been clear that they had not been comfortable talking to governors, and had been reluctant to communicate. He pointed out that play leaders needed to be able to enthusiastic and able to communicate well.** The HT commented that the play leaders were also in a difficult position because they spent a very short time in school and therefore did not have the same opportunities as other staff to get to know the children, their backgrounds and what words or behaviours might 'trigger' a reaction in an individual child. She added that play time was particularly challenging at Sussex Road because of the very limited amount of outdoor space. A Governor remarked that he had not previously appreciated the amount of time children spent at play, and commented that this time formed part of the PSHE curriculum. The HT agreed that play time was a time for children's personal development, but that they needed support from adults to take advantage of the opportunities it offered. **A Governor suggested that cards with instructions for the playground games that the children were being taught could be available at playtimes to give them ideas if they were looking for something to do.** The HT confirmed that the School was creating a file for teachers and staff to use, and would also potentially create a display board.

- **Outcomes** – The HT confirmed that she had revised the way in which data was reported, in response to comments made by Governors previously, to show progression across the year and changed targets. She reported that the Term 2 data was positive and that she had included a note in the comment box to identify where action was being taken, such as support for an individual child or groups of children. With regard to changed targets, the HT explained that targets might be changed as a result of discussions at Pupil Progress meetings, usually upwards, but sometimes downwards if it had become clear that the targets set at the beginning of the year had not been realistic.

#### LA Notes of Visit

The HT confirmed that there were no notes of visit to review. She added that there would be no formal note of visit from the SIA's familiarisation visit that she had referred to earlier in the meeting.

#### Governor Monitoring Reports

- **Outcomes Monitoring** – ***The Chair confirmed that a written note of the Data Group visit that had taken place earlier that day would be circulated.*** The HT had explained external ASP and internal Term 2 data, and Governors had noted that Maths and English were 'well contained'. The HT commented that Sussex Road was in a strong position in the local league tables, with the best Combined Greater Depth score in the District.
- **EYFS Visit** – It was confirmed that the points raised during the EYFS visit had already been discussed.
- **PDBW Visit** – The HT noted that the playground 'learning walk' had already been discussed. She advised that Governors had also discussed PPG attendance with

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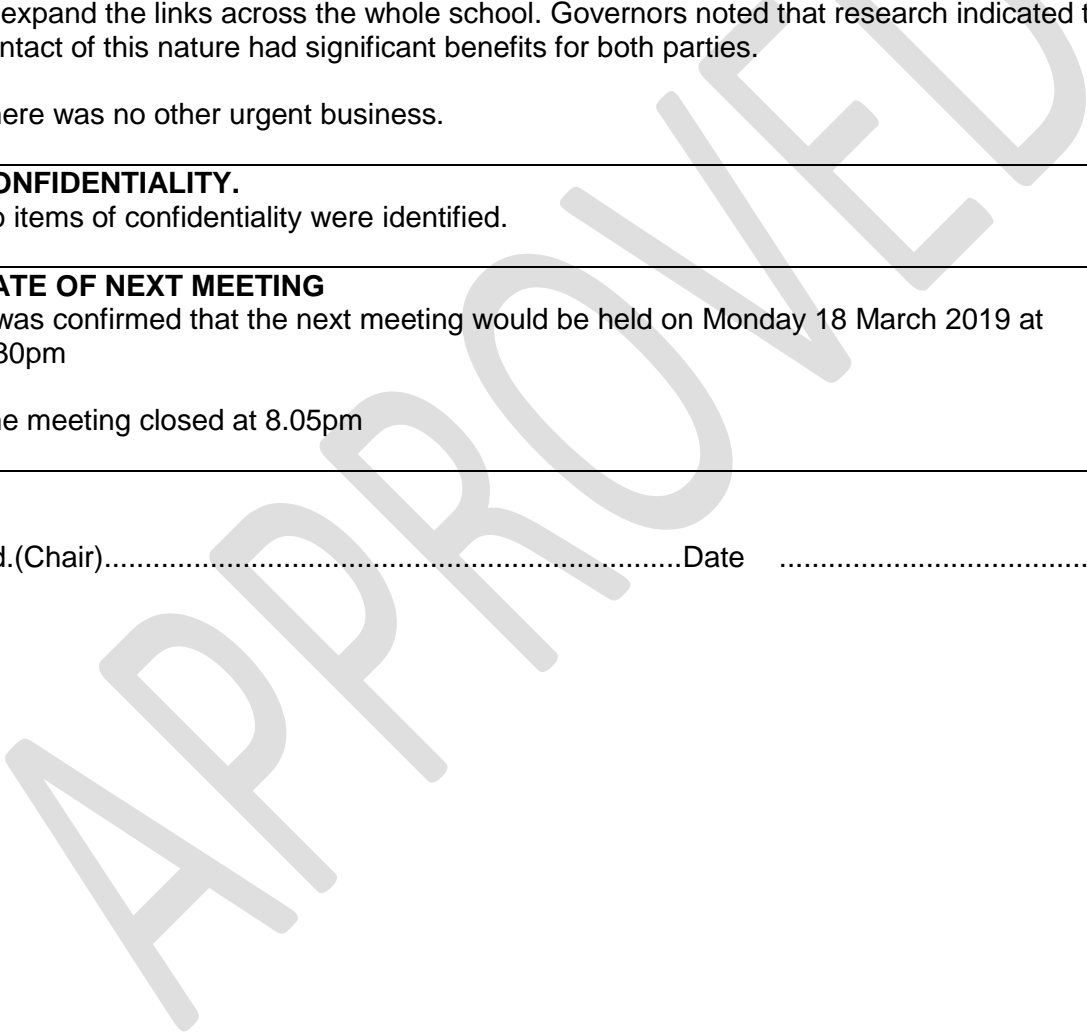
	<p>her, and had noted that it had fallen. The HT confirmed that the School continued to put interventions in place and to work with families. <b>The PDBW Governor confirmed that a note of the most recent monitoring visit would be prepared and circulated.</b> He noted that an interesting point had been made about the change to the School's published values, which had been well received.</p> <ul style="list-style-type: none"> <li>• <b>QTLA</b> – This visit had been discussed at the previous meeting. <b>In response to a question the HT confirmed that the Medium and Short Term plans for different year groups had been uploaded to the website. She advised that the Feedback Policy was not currently on the website but would be uploaded.</b></li> </ul> <p><b>Other issues arising from the Strategic Plan</b> No other issues were identified.</p>	<p><b>AP/ DOD/ LR</b></p>
<p>5.</p>	<p><b>FINANCE</b></p> <p><b>Nine Month Monitoring Statement</b> The Chair reported that the Finance Monitoring Team had met with the SBM to review the Nine Month Financial Monitoring statement. She reported that income had increased by £56,000 against the original budget estimate, although this was offset by a similar increase in spending. She confirmed that variances and virements were explained in the SBM's notes which had been circulated with the meeting papers. It was noted that these included:</p> <ul style="list-style-type: none"> <li>• A fall in High Needs Funding</li> <li>• An increase in provision for Building Maintenance (£13,000 against budget estimates), due to the cost of boiler repairs (the boilers in the KS1 building now having been condemned). In this connection the SBM confirmed that the additional government capital funding (for "little extras") had not yet been received, but that it would enable some formula funding to be freed up for use elsewhere within the budget.</li> <li>• An increase in 'Brought in Professional Services' to fund support for PPG children (offset from PPG income) and speech and language support (offset by SEN income).</li> <li>• An increase in grant income as a result of the Teachers Pay grant, although this had not quite covered the cost of pay increases.</li> </ul> <p><b>In response to a question, the SBM explained that her notes compared the current position against the 2017/18 outturn and recorded variances against budget from six and nine month monitoring. In response to a further question, she advised that the company providing Educational Psychologist services had not met their contracted obligations so far this year, although they had carried out a lot of visits over the past few weeks.</b></p> <p>Governors noted that the estimated Year End rollover was £102,365. The SBM pointed out that this was well within the revised BCM Limit. In this connection, Governors reviewed the BCM Calculator return, which had been submitted to the LA with the Nine Month Financial Monitoring Statement.</p> <p><b>Governors' Financial Monitoring Report</b> <b>The Chair confirmed that she would circulate a written report from the meeting with the SBM referred to in the previous item.</b></p> <p><b>GDPR Implementation</b> The SBM reported that only one TA had not signed on to the programme that would enable them to report any GDPR breach online, although she advised that she had asked staff to check with her first before making a report, to make sure that the 'breach' was something that needed to be reported. She advised that there had been 80% take up of the staff questionnaire that staff could complete to test their understanding of GDPR and</p>	<p><b>NF</b></p>

	<p>confirmed that the School would review this to encourage take up. She finally noted that an action point from the most recent monitoring visit had related to having a named member of staff to respond to Freedom of Information (FoI) requests. It was confirmed that the HT would be the 'named person' to receive any Freedom of Information requests, although the work involved in collating a response could be delegated to another member of staff.</p> <p><b>Other Financial Issues</b> There were no other financial issues to discuss.</p>	
6.	<p><b>PREMISES</b> The SBM reported on a number of premises issues</p> <ul style="list-style-type: none"> <li>• <b>Leaking Flat Roof</b> – The SBM reported that KCC had carried out a number of surveys in advance of preparing a plan for the re-roofing work. She advised that it had now been identified that a waste water pipe had fractured and would need to be replaced, and that the cost of this would also be the LA's responsibility. She suggested that the work was unlikely to take place until the Easter holidays. The SBM also reported that the Vice Chair had commented that, under the specification prepared by the LA, this work seemed expensive and that the School should be given a high-quality roof for the amount that was being spent. She confirmed that the roof should have a 20-year life expectancy. <b>A Governor commented that it seemed that the LA was anxious to complete this work as quickly as possible, in the light of concerns about concrete ceilings that had been discussed at the last meeting. In response to a question, the SBM advised that any product warranties regarding the roof would be in KCC's name, as the LA was responsible for the work.</b></li> <li>• <b>Decking/Astroturf in EYFS area</b> – The SBM advised that the wooden decking under the astroturf in the area created by the LA for the EYFS 'bulge' class was constantly wet and starting to rot, and would be replaced by composite decking. She added that a leaking drainage pipe that was discharging water onto the astroturf would also be repaired and confirmed that she anticipated that the work would be carried out over the February break.</li> <li>• <b>Tree Works</b> – The SBM advised that the tree had now been pruned. She reported that the LA had confirmed that the tree was not subject to a Tree Preservation Order, or in a Conservation Area, and that the school could remove it if it wished/needed to. The HT remarked that it would be a pity to lose this tree, as it was one of the original oak trees on the site (as reflected by the School's emblem), but it was likely that it would need to be felled as it was showing signs of damage/disease.</li> </ul>	
7.	<p><b>SAFEGUARDING/HEALTH AND SAFETY</b></p> <p><b>Health and Safety Monitoring</b> <i>It was confirmed that a Health and Safety Monitoring Visit would take place on 1/2/19.</i></p> <p><b>Safeguarding Monitoring</b> <i>The Safeguarding Governor confirmed that a Monitoring visit would take place on 8/2/19, to review the Safeguarding Toolkit. She advised that the Master Index had been reviewed at the previous visit.</i></p> <p><b>Other Health &amp; Safety/Safeguarding issues</b> <b>A Governor commented that the slope outside the front gate became slippery in wet weather. The SBM agreed to deal with this.</b></p> <p>The HT had no Safeguarding issues to report.</p>	<p><b>DOD/ MW</b></p> <p><b>S/G Team</b></p> <p><b>ADA</b></p>

8.	<p><b>POLICIES</b></p> <p><b>A Governor noted some of these policies had a July review date.</b> The SBM explained that these were four of a number of model policies that had recently been reviewed by SPS (the others being non-statutory and therefore not needing FGB consent), and therefore needed to be brought back to the FGB, and that the future review dates would now be revised.</p> <p><b>Fairness at Work Policy</b>  <b>In response to a question the SBM advised that staff were entitled to six half hour confidential counselling sessions from Supportline, and that support services were also available through the School's supply insurance.</b>  <b>The Fairness at Work Policy was approved.</b></p> <p><b>Whistleblowing Policy</b>  <b>The revised Whistleblowing Policy was approved.</b></p> <p><b>Managing Allegations against Staff Policy</b>  <b>A Governor asked whether Polkadots (the Breakfast and After-School Club provider) would share information with the School if an allegation was made by a child attending the Club.</b> The HT confirmed that Polkadots had separate Safeguarding policies and procedures (although these were modelled on the Schools') and that anything discussed or disclosed at the Club would only be shared with the School by an outside agency if appropriate.  <b>The Managing Allegations against Staff Policy was approved</b></p> <p><b>Appraisal Policy</b>  The SBM confirmed that there had been no significant changes to this Policy. <b>A Governor noted a repeated policy at the top of Page 6 of the policy, and it was pointed out that an option (in italics) needed to be removed.</b>  The Policy was approved, subject to the amendments agreed above.</p>	
9.	<p><b>GOVERNANCE</b></p> <p><b>Joint Panel Agreement</b>  The Chair reminded Governors that it had been agreed at the last meeting that she should approach the Chair of Woodlands Primary School with a view to entering into a Joint Panel Agreement under which governors from either school would be able to serve on Panels to make sure quorate meetings could be convened. She reported that the Woodlands Chair had indicated that Woodlands would be prepared to enter into such an agreement (subject to its' Board's consent) and had asked her to provide a draft agreement for further consideration. Governors reviewed the two samples provided by the Clerk and agreed that Sample 1 would be the most appropriate. <b><i>The Chair confirmed that she would pass this to Woodlands and would report back on progress.</i></b></p> <p><b>Parent Survey Results</b>  Governors reviewed the draft report to parents on the recent survey. They agreed that it provided a suitable balance between text and graphics and also commented that the feedback had been overwhelmingly positive, as discussed at the previous meeting.  <b>The Report was approved.</b></p> <p><b>Governor Training</b>  A Governor reported that he had attended training on Schools Finance (SFVS) and Governors advised that they would be undertaking Pupil Premium and Induction training shortly. The Chair noted that the next round of Governor District Briefings would take place shortly and commented that these meetings provided useful updates and networking opportunities.  JW advised that The Education People was trialling the use of Webinars, recognising that Governors often found it difficult to attend the face-to-face training sessions.</p>	NF

	<p><b>Monitoring Arrangements</b>  The Chair advised that she was reviewing monitoring responsibilities following the appointment of a new parent governor and the decision to merge the PSBW and Safeguarding monitoring teams. <b><i>She asked Governors to let her know if they wished to change their current monitoring responsibilities.</i></b> She also suggested that ES could 'shadow' governors at the monitoring visits taking place during Term 3 as part of her induction.</p>	<b>All</b>
10.	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p><b>Relationship with Tonbridge Care Home</b>  In response to a question the HT advised that she had looked to develop links between the School and a local care home for some time, but that none had previously been within walking distance. She advised that initially visits would involve EYFS children, but hoped to expand the links across the whole school. Governors noted that research indicated that contact of this nature had significant benefits for both parties.</p> <p>There was no other urgent business.</p>	
11.	<p><b>CONFIDENTIALITY.</b>  No items of confidentiality were identified.</p>	
12.	<p><b>DATE OF NEXT MEETING</b>  It was confirmed that the next meeting would be held on Monday 18 March 2019 at 6.30pm</p> <p>The meeting closed at 8.05pm</p>	

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





## ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
15.5.18 29.10.18 6.12.18 22.1/19	7 7 3, 8 3, 9	A Health & Safety Monitoring visit to take place in June	End T6	H&S Mon Governors	Planned for 1/2/19
11.9.18 6.12.18 22.1.19	5 10 9	Consideration to be given to entering into a joint panel arrangement with another school/schools	End T2	NF	Sample document to be sent to Woodlands
29.10.18 6.12.18 22.1.19	4 4 9	Term 2 monitoring visits to be arranged	End T2	All	SG visit to take place on 8/2/19
6.12.18 22.1.19	8 3	Governors to discuss how joint Safeguarding/PDBW monitoring is to be delivered	End T3	Safeguarding & PDBW Governors	In progress
22.1.19	4, 5	Written notes of Data Group, PDBW and Finance monitoring to be circulated	End T3	Data, PDBW and Finance Governors	
22.1.19	7	The slope outside the main gate to be treated to make it less slippery in wet weather	End T3	ADA	
22.1.19	9	Governors to contact the Chair if they wished to change their monitoring arrangement	End T3	All	