



Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 5 July 2018 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) Des O'Dwyer (DoD) Claire Robertson (CR) Louisa Rowlands (LR) John Tomlinson (JT) Jo Winkler (JW)	
	In attendance	Lesley Hardwick (Clerk)	
			Action
1.	APOLOGIES FOR ABSENCE	Apologies from Andrew Pembroke (personal circumstances), Carla Thompson (childcare) and Michael Webber (work commitments) 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	<p>Minutes of FGB meeting held on 15 May 2018 The minutes of the meeting held on 15 May 2018 were approved as an accurate record and signed by the Chair.</p> <p>Action Points</p> <ul style="list-style-type: none"> Pay & Reward Policy – <i>The HT advised that a draft revised policy had been circulated for consultation amongst staff, but that some further changes would be needed. In response to a question the SBM confirmed that the current policy, which would be used for the 2018 performance management process, was still valid.</i> ASP Training – It was noted that there had been little response to the HT's invitation for a training session in Term 6, <i>and it was agreed that this action should now be deferred to Term 1.</i> Electricity Testing Report – The SBM confirmed that the Report had been received and that all Category 1 actions had been completed by the LA. Monitoring Visits – The Chair confirmed that there were a few outstanding Term 6 visits, but that they should all be completed by the end of the year. Strategic opportunities – <i>It was agreed that a small group of Governors should meet over the Summer to discuss challenges and priorities.</i> Safeguarding – As both Safeguarding Governors had been unable to attend the meeting, <i>the Chair agreed to check whether a visit to review the Safeguarding Tool had taken place or had been scheduled.</i> PE Funding Impact Statement – The HT confirmed that the School's website statement was in line with those published by other local schools. Privacy Notice – <i>The SBM advised that the School would be sending Governors its own Privacy Notice for signature.</i> 	<p>All</p> <p>All</p> <p>NF</p> <p>NF</p> <p>ADA</p>

	<p>It was confirmed that all other action points were either completed or dealt with elsewhere on the agenda.</p> <p>Other Matters Arising</p> <ul style="list-style-type: none"> • <u>Parent Survey</u> – A Governor who had not been able to attend the previous meeting commented that, although she appreciated the potential impact of critical comments on staff, it was important to give parents an opportunity for formal feedback through a platform other than social media. She remarked that the HT and her staff had a good grasp of the school’s strengths and weaknesses but felt that parents should also have a chance to feed into strategic planning. She also suggested that the results of the survey could be filtered by the SLT, to mitigate the impact of negative comments about individual members of staff. It was agreed that a group of governors should meet to put a survey questionnaire together at the beginning of Term 1 and it was noted that Governor John Tomlinson had particular expertise in this area. Governors discussed the benefits of using the Ofsted Parentview questions, noting that this ‘tick box’ approach was quick to complete, and enabled comparison with previous surveys to be made. It was suggested that some additional school-specific questions could be added. A Governor remarked that it would be good practice to ask respondents to put forward suggestions for improvements if they had any criticisms or complaints, and it was noted that this could produce some innovative ideas. Governors discussed the potential timing of the next survey, and whether it would be productive to ask parents to complete it at parents’ evenings or whether they came to these meetings with a different mindset. It was agreed to continue with the proposal to hold the survey during Term 2, but to pre-empt it with information to parents during Term 1, so they knew the survey was coming and could consider their potential responses. <p>There were no other matters arising from the minutes.</p>	NF
4.	<p>HEADTEACHER’S REPORT/STRATEGIC PLAN</p> <p>The HT presented her report, responding to questions raised in advance of the meeting as she did so.</p> <p>Key Statistics</p> <ul style="list-style-type: none"> • <u>Pupil Numbers</u> – The HT reported that spare places had now been offered and that the School was full. She reminded Governors that the current Year 6 cohort included a relatively high number of PPG or SEND children, and that the total number of children in these groups within the School would fall once this cohort left the school. • <u>Attendance</u> – The HT reported that attendance had improved to 96.8%, against the target of 97% - an improvement of 0.4% across the year. PPG attendance was currently 93%, SEND attendance had increased by 0.2%, and persistent absence had fallen, although five students currently had attendance of 89.9%, just below the 90% ‘cut off’ point for persistent absence. • <u>Safeguarding</u> – The HT advised that 10 families currently had open Early Help referrals but explained that it was difficult to report on these referrals in a meaningful way, as the referrals did not stay open for long and parents did not always engage. The HT reported that there was currently one Looked After Child within the School and one Child in Need, but currently no children with active Child Protection Plans. She advised that the School had made one referral to Social Services, and that a further two referrals relating to children at the School had been made through other sources. • <u>Complaints</u> – The HT advised that one complaint had been received this term, but had not yet reached the stage of a referral to Governors. 	

Staffing

The HT reported that two teachers had resigned since the last meeting, but that the posts had been filled by using teachers who had already been working within the School. She confirmed that one member of staff had applied to reduce their hours and commented that she was confident that the teaching team for 2018/19 was strong. She also advised that two TAs would be leaving the School at the end of the academic year.

Forest School

Governors had asked whether the ecologist had undertaken the review. They had also questioned the outcomes/implications for future use of Forest School within lessons/interventions and whether EYFS would be able to utilise the Forest School without damaging its restoration? The HT confirmed the two members of staff who would be leading on the restoration of the Forest School had the skills sets needed to involve children in the process. She advised that the ecologist had not yet visited the site.

Leadership and Management

Governors had asked if the learnings from the INSET day visit to Loose Primary as anticipated or whether any new areas had arisen. They had also asked whether these would feed into the Strategic Plan priorities for 2018/19 The HT reported that the visit to Loose Primary School had generated a lot of discussion about how what had been observed at Loose could be incorporated into the Strategic Plan. She also advised that further training would be held over the next few weeks, focussing on collaborative working.

The HT reported that there would be an increased focus on PSHE within the curriculum. In response to a question she advised that developing resilience would feed into this, but that the focus would be on giving children the opportunity to talk as a class about how they were feeling.

QTLA

The HT reported that middle leaders were reviewing the use of Milestone Assessments, and their impact, as some had been more successful than others.

PDBW

Governors had commented that the last minutes noted that, despite best efforts, the initiatives were not working to increase PPG attendance and had asked if there were any strategic changes planned for improving attendance in 2018-19, particularly to decrease the gap between PPG and non-PPG attendance. They had also asked if more information could be provided on the persistent absentee rate of 5.9% and on actions taken to address this, particularly in the context of the SP priority 3.1 of decreasing this to 1% or less. The HT referred to the information she had provided previously on attendance. She advised that the PPG attendance rates were impacted by the attendance of three students, and that one family was being taken to Court, with another two being tracked by the LA. She advised that there was no common feature in respect of persistent absence, although mental health needs at home were often an element in poor attendance. She confirmed that the School continues to support families, but that it was extremely difficult to improve the attendance rates of persistent absentees.

The HT confirmed that it was difficult to assess the impact of CBT, which was being used with most vulnerable students, although some were now beginning to respond. She advised that staff would be working to review the Behaviour Policy during Term 1.

The HT confirmed that she continued to lead the resilience programme. She commented that TA time was increasingly being used to deliver statutory interventions for children with ECHPs. **A Governor questioned the time needed to deliver the resilience programme.** The HT advised that the time varied, depending on the needs of the child.

She reported on a recent event that she had attended, which had highlighted the importance of positivity and relationships in managing behaviour and developing resilience, as it was recognised that behaviour management strategies focussing on consequences were not effective for primary age children.

EYFS

The HT reported that EYFS had become more integrated within the school community. She advised that interventions in EYFS had had a positive impact, and that children had made significant progress. A Governor recalled that at a monitoring visit earlier in the year governors had discussed the number of children with speech and language difficulties in the current EYFS cohort, but it had been clear at the most recent monitoring visit that excellent progress had been made. Another Governor commented on the number of parents who were engaging with therapists because their children were not talking. The HT remarked that it was clear that some parents were interacting with their children less and believed that this had a direct impact on their ability to communicate. In response to a question, JT advised that he had not noticed any significant deterioration in children's speech and language development within his Nursery. The HT commented that the School's recent experience at local nurseries, in connection with 2018 admissions had been varied and remarked that this was likely to impact on the EYFS transition process. **A Governor asked if the School could run workshops for parents on Speech and Language development.** The HT confirmed that the School worked closely with parents where children had specific problems and considered that this targeted approach was most beneficial. A Governor remarked that he believed that 'educating' parents was an important role of education providers, as staff were able to take a more objective view.

Pupil Outcomes

- **EYFS** – The HT reported that the EYFS GLD results were 80% when 'rounded up', and commented that this was a fair result, based on the cohort demographics. She remarked that the number of children with ASD tendencies was increasing, and that there were six children in Year R currently with communication issue.
- The HT reported that Years R, 2 and 6 outcomes had all been externally moderated this year, and that the School's judgements had been accurate.
- **KS1 - Governors had asked if the GB could have some further detail on the outcomes for Year 2 to understand the orange colour coding?** The HT advised that the amber rating for KS1 had now moved to Green, as outcomes had been positive, with the number of PPG children working at Greater Depth being higher than anticipated. She reported that KS1 outcomes were:
 - Reading – Expected + 81%, Greater Depth 32%
 - Writing – Expected+ 74%, Greater Depth 23%
 - Maths – Expected+ 82%, Greater Depth 25%

In response to a question the HT confirmed that she believed that these results were a fair reflection of the cohort, although they were below the extremely challenging targets for Expected+. She added that some children with SEND struggled to adapt to the different and more challenging KS1 curriculum after EYFS.

- **KS2 – Governors had asked when the SATS results for Year 6 would be available and whether this could be shared with Governors this term [NB. SATS results published on 10 July]. They had also asked if end of year SATS data and the updated pupil outcome monitoring table showing end of year outcomes across the year groups against targets could be shared with governors once available. – The HT confirmed that she would circulate the 'headline' KS2 results to Governors once they were available.**

SB

Progress against Milestones

- ELM – The HT advised that this milestone remained amber, as the middle leaders training had not yet taken place.
- PDBW – The HT confirmed that this milestone remained amber because attendance was still below target.
- Outcomes – The HT advised that the milestone rating had increased to amber, due to the positive impact of the significant interventions that had been put in place.

The HT confirmed that she would update the overall judgements in September once the SEF had been updated for 2018/19 outcomes.

Successes

- The HT reported that the improvements to the playground had been well received, particularly the new MUGA
- The HT confirmed that the School's transition programmes were very thorough, particularly for vulnerable pupils, although she commented that secondary schools varied in the extent to which they interacted with feeder primary schools.
- The HT reported that the residential visit to Devon had been extremely successful and incident-free. **In response to a question, the HT advised that, due to GDPR, the School could only publish photographs of children on school trips if parents had given specific consent, resulting in an increase in the number of children who could not be photographed.**

Challenges

The HT commented that the prolonged period of very hot weather had presented a number of challenges.

Buildings and Grounds

The SBM confirmed that a bore sample had been taken of the flat roof, although the LA had advised that it would not undertake repairs unless these became necessary due to an emergency. She advised that she was pushing the LA to get this work included in its programme for the financial year, as the roof had been identified as not being fit for purpose, although the LA had indicated that it was more likely to be deferred until 2019/20. **In response to a question she advised that the leak created health and safety issues as water went into the light sockets and one of the toilet areas could not be used due to flooding.** The Health & Safety Governor advised that the design of the roof was faulty, as water was unable to drain away.

Collaboration

- Collaboration with Woodlands and Cage Green - The HT advised that she would be taking part in a mentoring review at Woodlands Primary School as part of an educational research project with Woodlands and Cage Green schools. She explained that the Headteachers of each school would be interviewed in turn to discuss the barriers that they faced and advised that these interviews had been scheduled in the likely order of Ofsted inspections. **In response to a question, the HT confirmed that Woodlands and Cage Green had been selected as partners in this research because the three schools had a similar demographic and had felt that they could learn from each other.**
- Safeguarding - The HT confirmed that she had taken part in a local Safeguarding meeting with representatives from other local schools and the Police. The meeting had discussed particular issues affecting the Tonbridge area, specifically drug use, where primary school children were increasingly being targeted.
- Kaizen - The HT advised that she would be attending a meeting of the Kaizen Alliance on 6/7/18, but the Governance training being organised by Tonbridge Grammar School had not yet taken place.
- LIFT – The HT advised that it had been agreed that some LIFT funding (currently held by Nexus on behalf of local schools) would cover the running costs of the

TRACKS provision, although schools would still need to pay for any referrals. She also reported that the School was investigating the use of IRIS connect as an online platform to share good practice.

High Needs Funding

The HT reported that the LA's Director of Education had asked for HTs views on how High Needs funding would be allocated. The options he had put forward were:

- Allocations to be decided by a board of headteachers
- HNF only to be available with an EHCP
- The current arrangements to remain unchanged for the time being to allow for their effectiveness to be assessed

The HT reported that it had been felt that there was risk of bias if HTs were to decide on allocations. She commented that the EHCP application process was complex and time consuming, whereas schools needed to be able to access HNF quickly, to put support in place to avoid the need to escalate to an EHCP application. She therefore supported the third option, although she noted that some neighbouring LAs had already introduced a system where high needs funding was only available with an EHCP. **In response to a question, the HT advised that the HNF application process involved nearly as much paperwork as an EHCP application, due to the need to provide supporting evidence.**

The HT commented on the impact of the high level of EHCP applications on the Educational Psychologist service. She explained that, although schools who had signed up to the service through the SLA would still have access, the current volume of applications meant that the Ed Psychs had only been able to deal with statutory assessments during Terms 5 and 6. In addition, the LA had advised that schools who had taken up the SLA would now have to 'bid' for Ed Psych provision, which would be allocated to those in most need. The HT commented that Sussex Road was unlikely to be successful on this basis, as a Good school with a relatively low level of SEN despite the fact that it could demonstrate that it had used the Ed Psych service effectively. She added that she understood that there was currently a backlog of 600 outstanding Ed Psych assessments, and that the service was also facing recruitment issues. She therefore suggested that the School might need to consider commissioning Ed Psychs privately. She also pointed out that the current backlog had resulted in some EHCPs being issued without an Ed Psych assessment and that EHCPs seemed to be becoming the only way for schools to access support and funding, although they should only be used as a last resort.

New Housing

A Governor noted that it took time to develop a new school's catchment area, as there was not always an immediate need for school places when a new housing development was built. However, the HT pointed out that the planned new housing developments in South Tonbridge were very close to Sussex Road, and pointed out that it was important not to be complacent, as a new school within those developments could have a significant impact.

A Governor asked whether the School had any views about Judd School's proposals for an exit onto Mabledon Road. The HT advised that she did not anticipate that this would have any direct implications for Sussex Road as Judd's school day finished later.

Monitoring

Governors reviewed the report of the most recent EYFS monitoring visit.

	<p>Other issues arising from the Strategic Plan <i>The Chair confirmed that she was having discussions with other Governors about Governors' priorities for 2018/19 and would feed back on these in Term 1.</i></p>	NF
5.	<p>FINANCE</p> <p>LA Budget Feedback Governors reviewed the budget feedback from the LA, noting that had identified that staffing costs were increasing. The SBM advised that the budget had taken account of staffing changes for 2018/19 but pointed out that these changes were affordable.</p> <p>Other Financial Issues The SBM confirmed that the DfE had produced its annual Benchmarking report, using 2016/17 data, but remarked that this information was of limited use, because the comparators were not local schools and the information did not therefore take local circumstances (such as high living costs) into account. She therefore suggested that the Finance Monitoring governors should repeat the benchmarking process they had carried out previously, using the DfE data, but with local schools as comparators. The SBM commented that the key issues identified by the DfE's benchmarking had been that Admin costs at Sussex Road were low, but that consultancy costs were high. However, she was confident that consultancy was used wisely and effectively and pointed out that it included bought-in support funded by PPG or SEN funding.</p>	
6.	<p>PREMISES The SBM confirmed that the entrance gate had now been repaired. It was noted that other premises issues had been discussed under Item 4.</p>	
7.	<p>HEALTH AND SAFETY/SAFEGUARDING</p> <p>Health and Safety Monitoring It was noted that the report of the recent monitoring visit had not yet been signed off. In the meantime, one of the Health and Safety Governors gave a verbal update:</p> <ul style="list-style-type: none"> • <u>Flat Roof</u> – It was noted that this issue had already been discussed under Item 4. <i>The Health and Safety Governor confirmed that he would write a letter of support highlighting the potential health and safety risks, due to the defective design.</i> • <u>Fire Doors</u> – The Health and Safety Governor advised that poor design meant that too many children could potentially be exiting into the same lobby area at the same time, which could give rise to safety concerns if the number of children using this area of the school was to increase. In this connection, the HT advised that the School's PAN had been increased to 449, to account for the additional 'bulge' class, although the LA had advised that it would be reduced once the bulge cohort left the school. • <u>Forest School</u> – The Health & Safety Governor questioned whether a fallow year would be sufficient to enable the Forest School area to recover. He also noted that the area would need to be maintained during the time it was left fallow. • <u>Lockdown</u> – The Health & Safety Governor reported that Governors needed to observe a fire drill or lockdown practice, although none were planned during the remainder of the academic year. In response to a question, the HT confirmed that children knew the different alarm sound for a lockdown, although she recognised that care would need to be taken as to how to explain and run a lockdown test. A Governor commented that a number of Year 1 children who had been involved in a 'mock' lockdown incident as part of a trip had been traumatised by the experience and expressed concern at the suggestion that a similar exercise should be carried out in school. The HT commented that the balance between protecting and preparing the children was a 	DOD

	<p>difficult one. She also advised that the exact procedure that would be followed in any 'real' lockdown situation would vary, depending on the nature of the threat.</p> <p>Safeguarding Monitoring The Chair agreed to check on the status of monitoring with the Safeguarding Governors</p> <p>Other Health and Safety or Safeguarding issues The HT had no Health and Safety or Safeguarding issues to report.</p>	
8.	<p>POLICIES</p> <p>Pay and Reward Policy This Policy had been discussed under Item 3.</p> <p>Capability Policy The SBM confirmed that this LA model policy had been approved by the Unions. The Capability Policy was approved, subject to a minor typographical alteration.</p> <p>EYFS Statement It was noted that this was an interim Statement and would be subject to further review. The EYFS Statement was approved.</p> <p>GDPR The Chair advised that Governors Michael Webber and Clare Robertson had visited the SBM to review GDPR implementation, and tht MW had sent her an emailed report, which had included the following points:</p> <ul style="list-style-type: none"> • Governors should themselves be aware of the requirements of the policy and should be familiar with it; • Compliance is not totally complete but then it isn't elsewhere either. The main outstanding items are training for staff, and changes to the staff disciplinary policy. • The school needs to put in place a procedure whereby one nominated individual acts as the focal point for subject access requests. The identity of that person is a matter of management for the HT; • CR and MW will meet again with the SBM in September to go through a gap analysis using the 12 points in the list the SBM shared has shared with Governors previously and which comprehensively covers the various areas of compliance. <p>The SBM advised that the external supply teachers agency used by the School was not GDPR compliant but claimed that it did not need to be because it claimed that the School's contract was with the teacher. In response to a question, she advised that the School did not use one particular agency teacher, as it would depend on who was available on the day.</p> <p>The Chair reminded Governors that they needed to use their school emails to be GDPR-complaint and urged them to check these emails regularly, <u>at least</u> every other day. A Governor remarked that the new Sharepoint system was difficult to navigate. The Chair suggested that further work needed to be undertaken on different ways of presenting the information Governors needed.</p> <p>The Chair advised that MW had commented on his email on the amount of work that the SBM had undertaken in preparing the School for GDPR and asked that the minutes should record the GB's thanks to her for this work.</p>	
9.	<p>GOVERNOR ISSUES</p> <p>Governor Monitoring All monitoring reports had already been discussed.</p>	

	<p>Governor Training The Chair reported that she had attended LA training on monitoring finance, which had been helpful, particularly in underlining the rigorous and effective systems and processes that the SBM has put in place. JT advised that he would be attending training on managing complaints on 6/7/18.</p> <p>The Training and Development Governor confirmed that she would review the LA's training offer for 2018/19 once the new schedule was published and would use the skills audit as a gap analysis to identify future training needs.</p> <p>Meeting dates for 2018/19 Meeting dates were confirmed as:</p> <ul style="list-style-type: none"> • Tuesday 11 September 2018 • Monday 15 October 2018 • Thursday 6 December 2018 • Tuesday 22 January 2019 • Monday 18 March 2019 • Monday 13 May 2019 • Monday 8 July 2019 	
10.	<p>ANY OTHER URGENT BUSINESS</p> <p>GB successes over 2018/19 The Chair noted the following areas of success:</p> <ul style="list-style-type: none"> • Strengthening the GB through new appointments, although she suggested that the GB needed to ensure that it took advantage of the skills that new members brought to the GB and used them effectively; • More effective monitoring and an increased level of challenge. She suggested that the GB needed to make sure it maintained a balance between challenge and support for the Leadership Team and particularly the HT, and looked to strengthen its involvement with parents and with the wider community to deflect some of the pressure that the HT faced from parents, particularly through social media. <p>The Chair commented that from discussions that she had had with other Governors, it was clear that they felt that the HT and her team were doing a fantastic job for the School. She stressed how much this was appreciated by Governors. She finally thanked all Governors for their support and commitment during the year and looked forward to a positive 2018/19.</p> <p>There were no items of other business</p>	
11.	<p>CONFIDENTIALITY. No items of confidentiality were identified</p>	
12.	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Tuesday 11 September 2018 at 6.30pm at the School.</p> <p>The meeting closed at 8.35pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
22.3.17 16.5.17 18.7.17 19.10.17 5.12.17 17.1.18 19.3.18 5.7.18	10 3 3 3,9 9 9 3 3	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	Deferred to T1 meeting
5.12.17 17.1.18 19.3.18 5.7.18	5 4 3 3	Further training on ASP to be arranged for the Data Group	End T3	SB	To be arranged for T1 2018/9
15.5.18 5.7.18	4 3	A small group of Governors to meet to discuss strategic opportunities	End T6	NF	To be undertaken over the Summer
15.5.18 5.7.18	7 3	A visit to take place to review the Safeguarding Tool	End T6	S/G Mon Governors	Chair to check if S/G tool has been reviewed
5.7.18	3	The School's Privacy Notice to be sent to Governors for signature	T1 2018/9	ADA	
5.7.18	3	A group of governors to meet to put a survey questionnaire together at the beginning of Term 1	End T1	NF/JT	
5.7.18	4	'Headline' KS2 results to be sent to Governors once they are available.	End T6	SB	
5.7.18	5	Feedback on discussions about the GB's priorities for the SP to be given in Term 1.	End T1	NF	
5.7.18	7	The Health and Safety Governor to write a letter of support highlighting the potential health and safety risks, due to the defective design.	End T1	DOD	