



Bethersden Primary School
Minutes (part 1) of the Full Governing Body (FGB) Meeting
held at the School on Wednesday, 6 December 2017 at 0800 hrs

Present: Mrs S Buckman (Chair); Mr S Gawthorpe (Headteacher); Mrs S Carysforth; Mr R Clark, Reverend C Denyer; Mrs W Grace; Mrs G Foley; Mr A Jones; Ms A Morgan; Ms J Read; Ms S Beale (Associate).

Clerk: Lynne Clemitson (KCC Clerking Service)

For Action by:

Welcome

The Chair opened the meeting at 0805 hrs and welcomed governors. The Chair advised of some changes to the agenda.

1. **Apologies for absence**

Apologies had been received, and were accepted, from Mr S Harris (unexpected work commitment). A number of governors advised of their need to depart by 0930 hrs. The meeting was quorate.

2. **Declaration of Business & Pecuniary Interests**

Governors confirmed they had no business interests to declare against any item on the agenda for this meeting. The clerk undertook to pursue outstanding annual reviews with relevant governors.

Clerk to seek outstanding Decs

3. **Minutes of 18 October 2017**

The minutes (part 1), having been circulated prior to the meeting, were taken as read and signed by the Chair as a true and accurate record of the meeting. Minutes (part 2) were tabled, and signed by the Chair as a true representation. Minutes were left with the Headteacher for secure filing in school alongside relevant GB paperwork.

4. **Matters Arising**

Governor Biographies

The Chair requested governors to submit outstanding biographies to the Headteacher by the end of term.

GF/AJ for biographies

Governing Body Skills Matrix

Deferred to the next meeting, to enable outstanding questionnaires to be added.

Skills
Questionnaires

Teaching & Learning Plan

The Headteacher advised that he had received no suggestions or comments from governors, necessitating a change to the plan.

5. **School Plan linked to GB Objectives**

The Plan had been circulated in advance of the meeting and the Chair invited governors' comments.

Governors questioned:

- **What is the status of pupil outcomes?**
The Headteacher confirmed the switch to Target Tracker in Term 1. To ensure milestones were realistic and challenging, moderation (with High Halden) was planned for 13 December. The School Plan would be updated and recirculated thereafter.
- **Does the Plan cover all areas for improvement?**
Yes, the Headteacher confirmed this was the case.
- **Would there be a mid-term review of Teaching Assistants' targets to ensure they were in line with the updated Plan?**
Again, the Headteacher confirmed this. Governors were informed that conversations had already occurred between the Headteacher and TAs with regard to their objectives and targets.

There were no further questions and **governors unanimously endorsed the Plan.**

Governor Monitoring of the School Plan

Mrs Carysforth, Ms Morgan and the Chair (link governors covering safeguarding, special needs, pupil premium, attendance and finance) agreed to draw up a monitoring schedule and distribute to governors for action.

Governor Monitoring Reports from Terms 1 and 2

Governing Body monitoring of 18 October

Following governors' comprehensive monitoring in school on the morning of 18 October, the Chair had prepared a report, and undertook to share with governors.

Visit of 20th November

Finance monitoring had been scheduled for 20th Nov. However, in the unexpected absence of the KCC Schools Financial Services' representative, Mrs Buckman and Mrs Reed had instead completed a book scrutiny with support from the Deputy Headteacher. The report would be circulated to governors.

6. **Chair's Report**

This item was taken at the end of the meeting, but is reported here for ease of reference. As a result of discussion on strategic issues (see minutes part 2), governors unanimously agreed on the need for an Extraordinary Full Governing Body Meeting, to take place in school on 11 January at 0800 hrs (timing subject to final confirmation).

Note Date for Meeting



7. **Safeguarding**
The Headteacher updated governors and advised that all safeguarding related policies were up to date. He explained the background to the Data Sharing Agreement which the school had been asked by KCC to adopt at short notice (see Item 10). The Agreement represented a KCC template and the Head set out resources he had drawn on to make it bespoke for Bethersden. Governors were advised that the school could not 'opt out'; it was about protecting the school and its data.

Safeguarding Training

The Chair asked that the minutes reflect the Governing Body's attendance at annual safeguarding training hosted by the TRA on 6 November 2017. Only Mrs Foley had been unable to attend, and she undertook to meet with Lisa Bowden, Inclusion Manager and DSLO, for a bespoke safeguarding training update by the end of Term 2.

Governors noted that the school had 2 trained DSLs, with a further 2 staff members scheduled to be trained in January. This would provide capacity in the event of absence. Every member of staff was trained in safeguarding, and had access to key contacts. Information was also readily available in the back of staff lanyards, and 'whistleblowing' contact numbers were posted in staff toilets.

Health & Safety

The Health and Safety Governor undertook to contact Mr Beale (caretaker) to arrange a health and safety walk by the end of Term 2. Governors were informed that a compliance visit was scheduled for 10 January at 1000 hrs.

Peter Doel (Gen 2, KCC) had visited last week. The Headteacher advised of the need to complete a compliance check that water and fire safety testing was up to date and policies were current and accurate.

The Headteacher identified the 3 key issues in school at the current time; it would cost £900 to survey each of these, and Mr Doel had agreed that KCC would cover the cost of surveys to be scheduled for January: works and repairs costing £7,500_ would be picked up by KCC. Governors discussed KCC's essential and emergency works programmes, and the Headteacher forewarned of the likelihood of delays, and the possibility of patching up and making do, due to budgetary constraints. Whilst the school might be reimbursed for essential expenditure, they would not receive monies until the following financial year.

The Headteacher talked through the issues he had addressed with Peter Doel during his visit, including the boundary fence. Mr Doel had advised that it was not a significant concern for KCC, given the school had risk assessments in place.

Governors thanked the Headteacher for pursuing these matters with KCC, and acknowledged the progress he had made. They expressed concern over the school premises and its impact on education when basic physiological needs were not being met. The governing body has a duty of care to staff and pupils, and governors considered what, if any, further action they could take at this time to progress matters. They concluded that there was little to gain from a separate GB approach at this time, and recognised the need to try to gain support from the local community and philanthropy.

8. **Finance**

KCC feedback on Six Monthly (September) Monitoring

Deferred to the next meeting. Governors discussed the current budget position – and reviewed benchmarking (recorded in minutes, part 2).

Premises

Recorded at Item 7, under health and safety.

9. **Tenterden Rural Alliance (TRA)**

The Memorandum of Understanding (MoU) had been discussed at the recent TRA training day which governors attended. The Chair sought' governors thinking on the proposal to sign up.

- **Do we get value for money?**
From September 2018 the subscription could be £10 per pupil (amounting to £1,280 for Bethersden). The Headteacher outlined the value to the school, i.e. Staff Inset Day (would have cost £700+ if not covered by TRA), and the support from collaboration between Heads, Deputies and subject leaders was invaluable. In his view, the TRA was a worthwhile and value-for-money investment.
- **Is there scope to withdraw if support dries up or costs escalate in Year 2?**
Yes, it was possible to withdraw with a notice period of six months.

Governors noted that, as part of the TRA, Bethersden benefited from economies of scale. They also believed the critical view of the school was integral to its success. There was also discussion around accountability. After consideration, **governors unanimously agreed that Bethersden should sign up**, and that it should remain under regular review at full governing body meetings.

10. **Policies**

Governors had reviewed the **Data Sharing Agreement** (referred to at Item 7 above), which the Headteacher advised was GDPR (General Data Protection Regulation) safeguarded. They unanimously endorsed it, with the next review due in 2 years - or sooner if needed.

Health and Safety and Teachers' Pay and Rewards remained under review, and governors agreed to defer to the next meeting.

GF for
safeguarding
training in Term 2

AJ for H&S
Monitoring

Agenda Item



Governor Services Monthly Update

The monthly bulletins for October and November had been circulated to governors in advance. No issues were raised.

11. **Training and Development**

Safeguarding training for the full governing body had taken place on 6 November (recorded at Item 7 above). There was nothing more to update at this time.

12. **Any Other Urgent Business**

None at this time.

13. **Confidentiality**

Governors agreed that some discussion should be treated as confidential, and recorded in minutes part 2.

14. **Meeting Dates for remainder of 2017-18** (commencing 0800 hrs):

Wed 31 January

Wed 14 March

Wed 23 May

Wed 11 July

Extraordinary Full Governing Body meeting to take place on Thursday 11 January at 0800 hrs in school.

Signed: Date:

Chair of Governors

Bethersden Primary School

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