Minutes of the meeting of the Governing Body on 24th September 2019 at 6.30pm in the School Hall	Action by /or decision
1. Present: Chris Pleeth (Chair of meeting), Ali Bachelor, Kim Greenslade, Jo Griffiths, Sarah Hancock, Stephen Meredith, Barbara Stokes and Daniel Moncrieff. Apologies for absence: None – all present In attendance: Ruth Cook (Clerk) Conflict of business interests: None declared. The meeting was quorate. CP and BS welcomed all governors to the meeting. CP advised the meeting that Mark Bradford has resigned as a governor due to a change of role in his job.	
2. BUSINESS	
There was one amendment to the minutes of the meeting held on **9th July 2019** and they were then approved by the Governors and signed by the Chair as a true and accurate record. The Confidential Minute for the meeting on 9th July 2019 was approved and also signed by the Chair as a true and accurate record. Matters arising: Actions taken MB has not sent the outstanding Health & Safety report to KG but SH had copies of it. She will send it to KG instead. The Parent Governor election had taken place in the summer term but there were no nominations. As MB has now resigned, it means that there are no Parent Governors on the governing body, so it was agreed that RC will arrange another election in the 2nd half of this term. She will also emphasise the need for a Parent Governor in the school newsletter and on the documentation issued for the election. It is hoped that some new parents in the school will be interested in this role. KG is still to update the website RC had sent a thank you card on behalf of the governors to FR KG issued the updated Policy Review Schedule at the meeting. All other matters arising are due to be actioned in the autumn term and are carried forward. Actions from previous meetings: RC asked if the governors who had left last term had returned their paperwork and KG replied that she had received papers and the Red Books from JG and LH. She was not sure if JB had returned her Red Book but would check. RC reported that she had sent the Leavers checklist to MB and that the email addresses for all the above have been deleted. RC reported that BS has received the application form from the Diocese for completion as a Foundation Governor. This has been completed and returned. BS reported that she had spoken at the last PCC meeting to inform them that there is still a vacancy for another Foundation governor and they will look out for potential governors. The Confidential Minute 9th July 2019– no actions arising	SH RC KG

School Tour. CP explained that each meeting will aim to have a practical element which relates directly to Teaching & Learning the school. At this meeting all governors toured the school looking at the condition of the school and the quality of the rooms as looked at from a child's point of view. KG explained that 3 teachers had moved classes this year. Owls – Reception class only. The classroom and outside area were looked at and considered to be very suitable and child-friendly. Buzzards – Years 1&2. The classroom and outside area were looked at. It was noticed that the gate was insecure and KG confirmed that she has reported this and is awaiting repairs to be made. The governors felt it would be good to have a canopy area made for this class. Again the classroom had suitable displays and was child-friendly. The Dovecote and the Hide were looked at and the children can use these areas as an extra space for special projects or one to one teaching. The doors here each have a window fitted as required.	
The library was very well stocked and governors asked that Mrs Enever should be thanked for all her hard work in creating such a useful space. It was agreed to send her a thank you card.	RC
DM suggested that there are monies available to provide books for schools especially as the curriculum changes and AB will follow this up as External Funding champion.	AB
ICT Suite/Kingfishers - this room is used for the After School Club as well as in school time. SM asked about PAT testing and KG suggested that the governors should look at the school maintenance checklist to make sure it is kept up to date. SM offered to do this.	SM
SH asked if it was permitted to have school photos on display and KG confirmed that permission from parents has been obtained.	
Outside areas – SH asked why recycling bins are positioned on the pathway. Governors looked at the garden area and were impressed that 8lb of strawberries had been produced. A pond has been made but a fence and gated area will be made to restrict access here. The governors asked that a thank you card also be sent to Mrs Rhodes and volunteers for all their hard work in the garden.	RC
There were concerns noted about the fire escape route from Woodpeckers and the creation of a path is identified on the fire safety plan. The wooden garden swings are currently out of action as there are some wood joints to be repaired and this was an area that still needed developing, possibly through the use of artificial turf. This was another area where external funding could be obtained. The outside playground was in good condition.	AB
Robins – Years 3&4 – very tidy classroom but new tables at the right height would improve this. Again possibly something that could be obtained with external funding.	AB
Woodpeckers – Years 5&6 – well set up classroom for the older children.	
Governors were pleased to see that the toilets had been upgraded using grant	

monies. It was felt that the storage areas around the school need some tidying and sorting out. The large display picture in the reception is due to be replaced. CP thanked KG for the tour and she asked if there were any questions. BS liked the fact that all the classes looked busy and were very visual. SM felt that the school as a whole was very tidy. DM asked about decorating the classrooms and what was the schedule for each year. KG replied that Buzzards had been painted this year and the hall has been done recently. There is a plan but routine painting does not come out of DFCG monies and so there is not a regular pattern of one classroom per year being updated. DM commented that although he liked all the classroom displays, he wondered if staff felt obliged to make a lot of wall displays in order to cover up areas in need of decoration or repair. He was concerned that staff were under unnecessary pressure to do a lot of display work. KG said that there is no display policy in the school and so staff can do as much or as little as they each wish. Some displays are prepared as part of the dyslexia –friendly policy in the school. DM suggested that preparing less displays could reduce staff stress and KG agreed.	
3. MONITORING SCHOOL IMPROVEMENT /SDP	
<u>SENCo report for Summer Term 2019</u> - this had been issued to all governors prior to the meeting. KG gave an overview of the report. There were some questions re the abbreviations and terminology used in the report which KG answered. CP asked how children are placed onto the register. KG explained that Reception children starting school are not put on the register. Later on, as teachers notice specific needs or not keeping up with peers then the SENCo is informed and assessed with the consent of the parents. If a need is identified then the child would be placed onto the register at this point. CP asked if this assessment was externally done and KG replied that no, all assessments at this stage are done by school staff. If a child started at the school with an external assessment already in place, then they would be put on our register. CP asked who conducted the assessments and KG replied that Mrs Robinson (FR) does all the assessments so that they are carried out consistently for each child. BS asked if there had been any progress on the Inclusion Audit and KG replied that FR is dealing with this as part of her own Action Plan. There are currently no formal interventions going on but there are different class strategies in place and these will improve during the school year. DM asked about the support for teachers and how does the school assess the impact of "one to one" teaching. KG replied that this is done through monitoring and looking at the progress of the children. BS added that all these children have an Individual Learning Plan. KG confirmed this and explained that these are checked and followed up regularly. JG also explained that notes are written up regularly each day. KG said that all the children are different and are dealt with on an individual basis. DM asked how does the governing body monitor this and AB said that there are regular meetings from the SEN governors. BS and AB meet regularly with FR. AB also added that from her experience in working with other schools, she felt FR was excellent and we are fortunate to have her on the staff at Kingston. BS felt that all was working well and satisfactorily in this area. <u>SDP Monitoring</u> – an initial report had been prepared by KG and issued to governors	

before the meeting. KG explained that this document is still being prepared and that she was trying to combine the School Evaluation Form (SEF) and School Development Plan (SDP) into one document. This would mean changing how governors monitor this. In the past, the SDP had key priorities set but now the format has changed to show headings relating to key school areas. The summary headings sheet was issued to governors. KG had identified the school's strengths and areas for development linked to the OFSTED framework. The details had been agreed with the School Improvement Partner (SIP) Jenny Short. From this an evaluation will be made and the development section would become an action plan for the school. CP asked how the governors would monitor this new format. KG replied that the governors would be looking at proposed actions and checking that they had been done within the expected time frames. JG felt that more strengths should be added. KG felt that some strengths overlap different sections but she had only included them once rather than in each section. AB asked if this document would be the new SDP and KG replied yes but it was not yet finished. CP asked about the practicalities of meeting with staff as each section involved different staff which would make arranging meetings more difficult.KG replied that the governors would need to think differently about how to monitor it – perhaps by looking for evidence rather than just meeting a member of staff. Governors had different concerns about this and KG said that the plan had to work for the school and not be designed just in a format that made it easy for governors to monitor. CP asked if this would be a one year only plan and KG replied no as it is a rolling plan with actions carrying forward to future school years. CP asked how the governors and staff would know when an action had been done and KG replied that there would be a "traffic light" coding to show actions completed and still to be done. CP was concerned that it was a lot of work for KG to prepare the document. KG agreed but different areas did overlap which made it easier. SM felt that there should be a section showing what the school does now and from that, then prepare the actions required. The governors could then monitor the plan as a whole document rather than in sections. CP felt that there are not enough governors to split up the plan between them and so a rethink on monitoring is needed. It was agreed that at the next meeting the whole SDP would be available to governors and that the governors take some time to think about how the monitoring could be done. KG agreed to complete and issue the plan before the next meeting to allow time for thinking about this. It may be that the plan should be monitored in part at each governor meeting. DM asked if it was realistic to expect KG to have the plan finalised for the next meeting. KG said yes it should be ready for the November meeting. DM agreed that there should be more strengths included and areas that are currently being done well. KG agreed with this and this would be done when she meets the staff to go through the plan with them individually. SM asked how long will it take to review and DM felt that the objectives should be	All KG

worded more specifically. KG agreed with this.	
4. STATUTORY DUTIES	
Appointment of Vice Chair- CP reported that this role is still to be filled. Head Teacher's report for Summer Term – KG confirmed that the data for KS2 SATS has been added to her report and the changes are shown on pagers 3 – 4. She raised a query about how to share documents to save time and paper in printing them and how the governors could use SharePoint and One Drive more effectively. Other governors had also had difficulty in sharing information. DM said he would look in to this and report back. KG said that there will be further data to share when the National Statistics are available. She felt that the current results were a positive achievement although the reading results did not compare so well with national figures. When Reading, Writing and Numeracy are combined, the results are better than last year. DM asked how much the results depended on each cohort and KG agreed that this is an influence on results. KG explained the details of the figures on p4 of her report and this information had not been available at the last meeting. JG explained the challenges of having Years 3 and 4 with a high SEN element working in one class. Link Governors **The meeting confirmed the following Link Governors:** Foundation – BS, Local Authority – DM, Playgroup – SH **The governors agreed** to Delegate to the Head teacher, any authorisation of external visits made by the children Skills audit – the form had been issued to governors before the meeting. CP explained that the governing body needs to establish its current skills and then identify missing skills, particularly as we have recently lost four governors and their skills and experience. All governors need to return their forms to the Chairs as soon as possible, if they have not already done so. The Chairs can then complete a summary form and send it to SSE who can match these skills with potential new governors. Business Interests forms - the form had been issued to governors before the meeting. These need to be completed and returned to the Clerk as soon as possible. The new Business Interest Register is then to be prepared. Code of Conduct - the Code had been issued to governors before the meeting. **It was agreed to accept the code and this was signed by the Chair.**	DM All Chairs All RC
5. FINANCE	
CP explained that as the Carry Forward figure on the accounts from 2018/19 was more than expected, it had been agreed by the Finance Committee to reinstate KG to full time hours from September. This has been actioned. A letter about the recent Education Budget statement had been received from the MP for Taunton Deane, Rebecca Pow. KG read out the letter to the governors. Primary School children would receive £4K per child from 2021/22 and there was also an increase in special needs funding. There was provision to be made for Teachers Pensions and KG thought that would	

help the school budget as there had been a deficit in 2018/19. DM thought that the reference was to National Insurance contributions and so this would not affect the school budget. It is hoped that this will be clarified in due course. A letter had also been received from Support Service for Education confirming that there will be income in the budget towards the pay rises for teachers but it doesn't cover all of it. The Pay Committee will need to approve any rises at their meeting. It was felt that this would help this overall school budget in the coming year. CP reported that the Finance Committee needed another member as MB had left. It was agreed that there should still be 3 people on this committee. DM offered to join the committee but would stand down should a new governor have the necessary skills. This was agreed and the Finance committee is now CP, SM and DM. AB will meet with KG to discuss items that could benefit from external funding sources. SH reported that the Breakfast Club is doing well. The children are lovely and the Club has got off to a good start. There is positive staff input in the group. DM asked if there was any update about the pre-school. KG replied that a meeting had not taken place as expected and as yet there was nothing new to report. There has been a slight increase in numbers attending.	
6. SAFEGUARDING	
KG reported on current safeguarding concerns. CP reported that the governors needed a Safeguarding governor to replace MB. BS offered to do this, subject to training being provided. **The governors agreed that BS take on this role.**	
7. POLICIES	
SEND Policy - the policy had been issued to governors before the meeting. CP asked if there were any questions or comments and none were made. **The policy was approved by all governors and signed by the Chair.**	
8. TRAINING	
RC had issued notes from her Clerk's Briefing for the Autumn Term before the meeting. There were 3 key issues highlighted in blue: a) Information regarding OFSTED inspections and it was recommended that some governors attend this training. There was reference to the Parent View Toolkit at the Briefing. Governors were aware of this but agreed it should be highlighted to parents via the school newsletter. b) Governance information shown on the school website and the GIAS website. RC had realised that we were not showing enough information on the school website and she will send through more details to the School Finance Officer so that correct information is shown. The governors were not aware of the Get Information About Schools (GIAS) website and RC will follow this up as well. One omission was the attendance of all committee meetings as well as the Full Governors meeting. Chairs of the committees are asked to let RC know the dates of meetings and the attendance after each meeting. c) Information had been given about the use of the Sports Premium and more details need to be shown on the school website. RC asked all governors to read her notes as there was information for different lead	RC RC Committees Chairs to note KG

governors.	
9. AOB	
School newsletter – details of governor changes to be included, details of the Parent View Toolkit and date of next meeting. Impact Statement – this is a statement prepared annually showing what the governors had achieved and their impact on school life. Last year's statement prepared by AB had been circulated prior to the meeting. CP and BS will prepare the statement but all governors were asked to send them their thoughts and suggestions for what could be included. The meeting ended at 8.45pm. **It was agreed that the next meeting would start at 5.30pm in order to help staff governors and KG**. This will be a trial for this next meeting. The Year Planner for the school year was issued to all governors.	RC All + Chairs
Date of next meeting: Tuesday 12th November 2019 at 5.30pm	

ACTION POINTS SUMMARY			
Actions from Previous Meetings			
21/05/19	MB to send outstanding H&S report to KG	MB	As soon as possible
New Actions			
09/07/19	RC to arrange an vote for Parent Governor if more than one nomination is received	RC	Before next meeting
09/07/19	KG to amalgamate the queries from the website questionnaire and update the website as required. Also, the SEN and Complaints policies to be shown on the school website.	KG	In autumn term
09/07/19	RC to send thank you card to FR	RC	By the end of term
09/07/19	KG to include staff changes only in the HT report in future. The list of all staff will be an Appendix Also KG will provide details about the Bradford Scale table shown	KG	For autumn HT report
09/07/19	The Pay & HT Review committee to specifically look at KG's working arrangements	BS	At next committee meeting
09/07/19	The Policy Review table to be issued to all governors for their Red Books	KG	For the September meeting
09/07/19	BS to check out the details in the Medical Conditions policy	BS	In autumn term
09/07/19	MB to send KG sample Equality policy	MB	As soon as possible
New Actions			
24/09/19	SH to send copies of H&S reports to KG	SH	As soon as possible
24/09/19	RC to arrange for another parent governor	RC	After ½ term

	election		
24/09/19	RC to send thank you cards to Mrs Enever and Mrs Rhodes for their hard work	RC	Before ½ term holiday
24/09/19	SM to look at school maintenance checklist	SM	In the autumn term
24/09/19	AB to look for External Funding for books, tables & chairs and improving the garden area	AB	During the autumn term
24/09/19	DM to find out how to use SharePoint and One Drive more efficiently	DM	For next meeting
24/09/19	KG to prepare the new SDP and issue to governors All governors to consider how to monitor the plan effectively	KG All	As soon as possible At November meeting
24/09/19	All governors to return their completed Skills Audit forms to the Chairs. The Chairs to complete a Summary skills form for SSE	All Chairs	As soon as possible By the next meeting
24/09/19	All governors to return their completed Business Interest forms to the Clerk. The Clerk to prepare the Business Interest Register	All RC	As soon as possible By the next meeting
24/09/19	RC to make sure that the school website and GIAS have the correct Governance information	RC	By the next meeting
24/09/19	Chairs of committees to notify RC each time a meeting has taken place and who has attended	Committee Chairs	When applicable
24/04/19	KG to update the website with details of the use of the Sports Premium payment	KG	During the autumn term
24/09/19	Items for school newsletter – Changes in governor roles, OFSTED Parent View Toolkit	RC	By end of September
24/09/19	Suggestions for the Impact Statement to be sent to the Chairs. The Chairs to prepare the new Statement	All Chairs	As soon as possible By the next meeting