



*To be the best we can be ..*

**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL  
MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
HELD AT THE SCHOOL ON MONDAY, 3<sup>RD</sup> FEBRUARY 2025 AT 1 p.m.**

**PRESENT:**

Reverend R Bending	Mr J Bennett
Mrs C Clayson	Mrs H Gardner
Mrs C Goatham	Miss A Jordan
Mrs J Mayer (Chair)	Mrs K Petts
Mr S Way (Headteacher)	

**IN ATTENDANCE:** Mrs D Stryzyk (Governance Professional, The Education People)  
Mrs N Foxall (Early Years Foundation Stage Class Teacher) – for part of the meeting

Item	Minute	Action
<b>PROCEDURAL</b>		
1.	<p><b>Welcome and Prayers</b></p> <p>a) <b>Chair's Welcome</b></p> <p>The Chair welcomed Governors to the meeting.</p> <p>b) <b>Prayers</b></p> <p>Reverend Bending opened the meeting with a prayer.</p>	
2.	<p><b>Quorum</b></p> <p>The meeting was established as quorate.</p>	
3.	<p><b>Apologies for Absence</b></p> <p>Apologies for their absence had been received from Mrs B Feast (holiday), Dr. K Gee (unwell) and Mr G Sample (holiday). The Governors' apologies were accepted.</p>	
4.	<p><b>Declaration of Conflicts of Interest</b></p> <p>a) <b>Declaration of Conflicts of Interest</b></p> <p>Governors were invited to declare business interests against any of the agenda items for the meeting. None were received.</p>	

	<p><b>b) Compliance Checks</b></p> <p>The Governance Professional confirmed that all Governors have completed their compliance checks.</p>	
<b>5.</b>	<p><b>Governing Board Membership</b></p> <p><b>a) Governor Vacancies</b></p> <p>There were no Governor vacancies.</p> <p><b>b) Local Authority Governor</b></p> <p>Mrs C Clayson’s current term of office was due to expire on the 14<sup>th</sup> November 2025. Mrs Clayson will be asked to confirm whether it is her intention to remain as a Governor at the term 6 meeting. If yes, Board will need to formally vote to reappoint at the term 6 meeting (process for the reappointment of LA Governors is a long one requiring KCC Members’ approval).</p>	
<b>6.</b>	<p><b>Minutes of the Meeting</b></p> <p>The minutes of the previous meeting held on the 25<sup>th</sup> November 2024 were approved by governors.</p>	
<b>7.</b>	<p><b>Matters Arising and Receive Updates on Agreed Actions</b></p> <p><b>a) Website – Governors’ Profiles</b></p> <p>Governor (TN) will provide her pen profile for inclusion on the school’s website.</p> <p><b>b) Governor Training</b></p> <p>The Chair confirmed that the school does subscribe to Governor Services training and the Key.</p> <p>If they have not already done so, Governors must complete the annual update to their safeguarding training either through the NSPCC or via the link previously circulated by both the Training &amp; Development Governor and the Governance Professional.</p> <p><b>c) Letter of Appreciation to Staff</b></p> <p>Governors received confirmation that the Chair and Vice Chair had written to all staff before Christmas to express the Board’s gratitude and support.</p>	
<b>SCHOOL IMPROVEMENT</b>		
<b>8.</b>	<p><b>Headteacher’s Report/School Improvement Plan</b></p> <p>The Headteacher’s report had been uploaded to Governor Hub prior to the meeting.</p> <p><b>a) Ofsted Inspection</b></p> <p>The Headteacher thanked everyone for their support during the Ofsted inspection which had been successful in many areas. The draft report had been received and checked for accuracy. The inspection had been across two full days which had included meetings</p>	

with many people plus a three hour conversation with the Headteacher. The report had stated that Governors 'are knowledgeable' and safeguarding 'effective'. The inspection was straightforward and the school had been able to provide the requested information. The Inspector had found the information and evidence that had backed up the conversations he had with the Headteacher. There were a few areas he has identified for improvement, none of which were a surprise.

Miss A Jordan and Mrs N Foxall joined the meeting at 1.20 p.m.

**a) Early Years Foundation Stage**

The Headteacher reported one of the things the Inspector had looked at was phonics. The school had elected not to adopt a validated phonics scheme, because the school's own scheme was effective and the number of children who pass the phonics screening test in Year 1 and the re-test in Year 2 was high. The Inspector had visited phonics lessons to observe phonics teaching and how it was being followed up during the school day. A Governor asked when phonics teaching finished. The Headteacher answered the programme goes up to Year 2, but if there were children at the lower levels and have difficulties accessing reading, they continue to have targeted interventions. (There have been one or two such children over the years. In some instances, phonics may be the wrong way of teaching a child or they may be a deeper issue that needs exploring.)

The Early Years Teacher (NF) was invited to talk about the Early Years Foundation Stage.

NF explained there were seven areas of learning focus in the Early Years:

- Communication and learning
- Personal, social and emotional development
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

At the end of the Early Years, children were assessed against the Early Learning Goals (17 x statements) and if they achieve most of those they were assessed as having achieved the Good Level of Development. The information was reported to the Local Authority and parents. Any children who do not achieve the Good Level of Development (GLD) or there are gaps, information was passed to the Year 1 team so that they may be picked up. The collating of evidence had changed. Schools have moved to engaging more with the children and less writing down evidence. Observations were completed.

NF explained the first three areas of focus: communication and learning, personal, social and emotional and physical development were focussed on through learning through play. Personal, social and emotional was about getting children to know themselves. Communication and language; it was important that children can communicate using words and listen. NF explained more and more children were struggling and finding communication and language difficult. Physical development was about building core strength which was why there was a lot of outdoor play. Also, developing fine motor skills.

Before the Inspection, staff reflected on what happens in the Early Years. Subject Leaders cannot discuss the curriculum unless they know what happens in the Early Years;

child initiated, learning was dictated by the children e.g. kite flying, building, dinosaurs. Children do a lot of imaginative play.

NF advised Maths and English were taught as separate subjects. Literacy was text based, sequencing, phonics, guided reading 'what do you think happens next?'. In Maths, there was a real push not just on teaching the children to count, but what it actually means. Looking at groups – is it more or less, without counting. This then builds up to number bonds. All children now have manipulatives to help them with their knowledge of numbers which supported maths fluency. The Headteacher added that was high order skills. It was about visualisation. In addition children do shape and direction.

NF reported phonics learning started in week two of the Early Years. Phases 1, 2 and 3 were covered in the Early Years. Phase 1 = games, using instruments, doing signing of sounds. Phase 2 = was about letters and sounds, actions and sounds so that children know what it is (some children really rely on the actions). Currently, Year R was just starting Phase 3 = VWXY, phonics then moves on to diagraphs. Children will practice a lot including alien words.

The Headteacher advised the Inspector had observed that the lower ability children were working on the same sounds.

NF reported topics that were covered were tied in with events which was currently the Chinese New Year.

Children were given a range of activities to do, i.e. Invisible Spy – things to encourage children to do writing, big chalks outdoors, shapes, making dinosaur pictures.

NF advised that baseline assessments were conducted during the first weeks. This took a good deal of time to complete. It was an opportunity for her to get to know the children. The assessments were very vague in terms of how they inform the Early Years Team. Baseline assessments were completed as soon as possible because they were not meant to begin their learning journey until the assessments have been completed. This year, the school's assessments were audited and sent off. The Headteacher added, children will be measured from their baseline assessment to the end of Year 6 to assess progress over their time at the school. A Governor observed that seven years was long; she felt that there should be a review of progress sooner. The Headteacher explained the school conducted internal assessments, but there were no longer end of Key Stage 1 statutory assessment tests.

Governors thanked the Early Years teacher for meeting with Governors. She left the meeting.

#### **b) School Roll, Organisation and Staffing Updates**

There were currently 201 pupils on roll. The school had received provisional notification that 29 families have selected the school as their first choice for their child in Year R from September 2025. A total of 58 parents have named the school as either their first, second or third choice. Other Headteachers locally have reported that they will be full also.

Information shared at this point was regarded as confidential and has been recorded within the confidential minutes for this meeting.

Two children were currently on the school's waiting list and will be joining the school.

The Headteacher reported staff absence had improved since the last full Governing Board meeting.

A Year R teaching assistant had requested a reduction in hours to two days a week. The Headteacher advised as a result of this, he was advertising for a part-time teaching assistant to make up the shortfall. The closing date for applications was the 30<sup>th</sup> January.

Information shared at this juncture was regarded as confidential.

### **c) Quality & Standards of Education**

#### **Term 2 Progress**

The Headteacher reported pupil progress meetings were held between the teachers and SENCo with the focus on the progress of SEN pupils and where further support was required. Data from the assessments in November/December has been analysed and, where required, discussed with the teachers.

The latest Year 6 assessments show that 61% of pupils have already met the end of Key Stage 2 expected standard in Maths, 74% have met the expected standard in Spelling, Punctuation and Grammar and 78% have met the expected standard in Reading. (The target is for 86% of pupils to achieve expected in Reading, Writing and Maths in the standard assessment tests in May.

#### **Inspection Data Summary Report**

The school's Inspection Data Summary Report had been shared prior to the meeting.

### **d) Behaviour & Attitudes**

#### **Attendance**

Attendance was detailed on page 2 and 3 of the Headteacher's report. The Headteacher reported attendance had improved in term 3. Term 2 attendance had been affected by illness. Attendance meetings have taken place with parents where there have been no improvements in line with the guidance received from the Attendance Service. The school was seeing an increase in attendance for the more severe cases.

Whole school attendance as at the 29<sup>th</sup> January 2025 was 95% (compared to 94.8% the previous year). Without persistent absences, the school's attendance figure would be 96.7%. Persistent absence had reduced. Child #8 within the report was on a part-time timetable. The school's attendance target was 96%.

#### **Behaviour for Learning**

Behaviour was an area that would be worked on. During the inspection, the Inspector had looked at pupils' attitudes to learning. The inspector had noted that children's focus during lessons was good, but some pupils' behaviour at unstructured times was less so. The school has adopted the right response and will ensure that it has the right procedures and processes in place to address any issues. (Dysregulated children who would normally be removed from class to prevent disruption to allow de-escalation, during the inspection were moved back into the class before they were ready to do so.

This meant that they did not have a chance to re-set. Ofsted recognised what the school does worked, but there was no solution.)

### **Suspensions, Exclusions, Incidents of Bullying or Racism**

There have been no suspensions, exclusion nor incidence of bullying or racism.

### **e) Personal Development & Well-being**

A group of 34 children will be attending the Young Voices concert at the O2 in London on the 4<sup>th</sup> February.

The annual Faversham Choir Festival was due to take place at the Queen Elizabeth School on the 31<sup>st</sup> March and 1<sup>st</sup> April.

The Year R class will be visiting the Jubilee Centre for a soft play session following the raising of money for the Fruit Run.

### **Staff Governor's Report**

No report at this meeting.

### **f) Leadership & Management**

#### **Ofsted**

The Chair wished to place on record her thanks to Governors who had met with the Inspector and answered questions as he triangulated the evidence to what the Headteacher had said on the key areas spoken about.

The inspector asked about the scheduling of history and geography lessons. The Quality of Education Governors will monitor that as a follow-up to the inspection.

There were also questions around the national scheme for maths and phonics; mathematical fluency was the school's focus. Governors advised him that they had seen a demonstration of Maths Shed.

The Chair advised in terms of safeguarding, the Inspector had wanted to know how Governors monitored the Single Central Register and checked their understanding of safer recruitment training to ensure that the school's leaders check the Register and staff and governors are safer recruitment trained; what procedures were followed.

There had also been a discussion around the Pupil Premium Grant. Governors were asked whether eligible pupils were treated equally and have the same opportunities as their non-PPG peers.

The Inspector asked how Governors monitored and challenged the school on pupils' attendance. He wished to know Governors' understanding of the ethos of the school, well-being of staff and pupils and behaviour.

The Inspector had made a few suggestions around behaviour management and policies.

	<p><b>Pupil Premium Grant Statement 2024</b></p> <p>The Pupil Premium Grant Strategy Statement 2024/25 detailing how funding is being targeted within the school and the impact of those strategies was required to be published on the school’s website by the 31<sup>st</sup> December 2024.</p> <p><b>School Improvement Advisor’s Note of Visit</b></p> <p><b>Action: HT to arrange for the SIA’s NoV to be uploaded to the folder for the next meeting of the Board.</b></p> <p><b>Greener Governance</b></p> <p>No information was shared at this meeting.</p> <p><b>Academisation</b></p> <p>The Headteacher provided Governors with an update on the Methodist Church plans to form an academy. The Methodist Church had not been able to get enough schools to agree to convert and the Department for Education would not let the Methodist Church establish an academy because there were too few children. Also, the two original schools no longer wished to convert, therefore, there were no sponsor schools.</p> <p>The Headteacher added, Boughton &amp; Dunkirk Primary School would have been in a difficult position if directed to become an academy. It was understood that no new academy chains will be set up.</p> <p><b>Data Protection Officer’s Report #1 of 2 per annum</b></p> <p>There had been no data breaches nor any subject access requests since the last report.</p> <p><b>Teaching Staff’s Pay Awards and Appraisals</b></p> <p>Governors received confirmation that the Panel had met with the Headteacher to receive his recommendations relating to teaching staff’s pay and appraisals.</p>	HT
9.	<p><b>Health &amp; Safety/Risk Assessments</b></p> <p>a) <b>Health &amp; Safety – Issues or Concern</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised.</p>	
10.	<p><b>Safeguarding</b></p> <p>a) <b>Safeguarding</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns. Information shared at this point was regarded as confidential and has been recorded within the confidential minutes for this meeting.</p>	

	<p><b>b) Annual Safeguarding Report including Annual Online Safety Report (KCSIE refers)</b></p> <p><b>Action: Headteacher to share the Annual Safeguarding Report including Annual Online Safety Report with Governors at the next meeting.</b></p> <p><b>c) Annual Update to Safeguarding Training</b></p> <p>Governors were reminded that they must complete the annual update to their Safeguarding/Child Protection training and Online Safety training. Also, Prevent (every two years) – the training was available from the Home Office. Governors were also asked to undertake Female Genital Mutilation training if they have not already done so.</p> <p><b>Action: URGENT - ALL Governors must complete the annual update to their Safeguarding training and record within their personal profiles on Governor Hub that they have done so. Prevent (every two years) and FGM training.</b></p> <p><b>d) The Role of the Safeguarding Governor Training</b></p> <p>Governors received confirmation that the Chair of Governors (JM) and the Safeguarding Governors (GS/JB) have completed the Role of the Governor in Safeguarding training.</p>	<p>HT</p> <p>ALL</p>
<p><b>11.</b></p>	<p><b>Headteacher’s Performance Appraisal</b></p> <p>Governors received confirmation from the Headteacher Performance Appraisal Panel members that they have met with the external advisor to review success against last year’s targets, set objectives for the coming year and agreed the pay award (that due process has been followed). The mid-year review has been scheduled.</p>	
<p><b>12.</b></p>	<p><b>Finance</b></p> <p><b>a) Nine Month Budget Monitoring</b></p> <p>The Nine Month (December) budget monitoring report had been shared with Governors prior to the meeting. As at the nine month interval, the in-year position had improved. The school was forecasting an in-year surplus of £5,010 (five thousand and ten pounds) and an overall budget surplus to carry forward to the next financial year of £38,309 (thirty eight thousand, three hundred and nine pounds); a positive variance against the original budget forecast of £31,663. The Headteacher explained the original budget had been conservative. Governors noted the following:</p> <ul style="list-style-type: none"> <li>• E13, Grounds Maintenance &amp; Improvements, additional expenditure for fencing and mowing the football pitch.</li> <li>• E16, Energy, the school had spent less on energy than originally planned; cost savings have been achieved.</li> <li>• IT subscriptions, maternity pay, staff development and training have yet to be paid.</li> </ul> <p>The Headteacher advised that he was in early discussions about next year’s budget. There were concerns and uncertainties around High Needs Funding for next year and beyond. There were High Needs Funded children at the school. The school was also looking to secure High needs Funding for a couple of children. There were various plans and options open to the school.</p>	



	<p>b) <b>Benchmarking Report</b></p> <p>The Benchmarking Report which compared the school's income and expenditure with that of other similar schools had been reviewed by the Finance Governors. The Chair of Governors undertook to share with Governors the link to the report. She explained that budget monitoring information may differ from school to school and from local authority to local authority as budget lines may differ. The school was not an outlier in any areas of income or expenditure. However, the school's utility costs were slightly higher last year, but this year they were not as much as expected.</p> <p><b>Action: CoG to share the link to LA and DfE Benchmarking with Governors.</b></p>	CoG →ALL
13.	<p><b>Policies</b></p> <p>Governors unanimously agreed the following Policies upon the lead reviewers (in brackets):</p> <p>a) <b>Behaviour Policy (KP/TN)</b> – the Policy reviewer had requested that the Policy reference the Well-being Policy. The Ofsted Inspector had suggested a change reference reasonable force. Approved subject to the adjustments. (It was also suggested that the school introduce a Positive Handling Policy.)</p> <p>b) <b>Records Management Policy (KP/HG)</b> - Approved</p> <p>c) <b>Staff Capability Policy (RB/JB)</b> – Approved. (Reviewing Governor liked that staff on capability were supported. The Policy also had rigor).</p> <p>d) <b>Mobile Phone &amp; Social Media Policy</b> – Ratified at the previous meeting. Governors received confirmation that the Policy now detailed that children must be over 13 years of age to access social media platforms.</p> <p>Governors were advised that equality objectives have been added to the Equality Policy and School Improvement Plan where there were key targets. During monitoring visits, Governors undertook to look at their area of responsibility through the lens of equality and diversity.</p> <p><b>Action: Pay Policy carried forward to the next meeting as schools were awaiting new pay information for non-teaching staff.</b></p> <p><b>Action: Governors to undertake monitoring visits through the lens of equality and diversity.</b></p>	HT  HT/ALL
<b>OTHER</b>		
14.	<p><b>Governor Training &amp; Development</b></p> <p>Governors were reminded that they have committed to completing at least one training module in addition to mandatory training. Governors to note that they must book training via Governor Hub. All governors need to have registered and signed into Governor Hub to enable them to book their own training. Governors were asked to produce a report following attendance on training so that key points may be cascaded to Governor colleagues.</p> <p>The Training &amp; Development Governor advised that she had completed training on the Role of Training &amp; Development Governor.</p>	

**a) Identify Future Training Needs**

- Annually and upon induction: Safeguarding, Child Protection including Online Safety
- Prevent (every two years)
- Female Genital Mutilation
- Cyber Security
- Safer Recruitment
- New Governor Induction (AJ)
- Kent Governor Briefing (JM/HG)

The following were training courses offered via Governor Services and may be booked through Governor Hub:

New Governor Induction	28/2/2025	9.30 a.m.	Thanington Resource Centre, Canterbury
Complaints: What Governors Needs to Know	4/3/2025	6 p.m.	Zoom
Pupil Premium Grant/Sports Premium Grant and other targeted funding	6/3/2025	6 p.m.	Zoom
Every Governor is a Governor of SEND	12/3/2025	6 p.m.	Zoom
Understanding Primary Data			
Second Core Function of Governance: Accountability	17/3/2025	6 p.m.	Zoom
Training for Governors with Responsibility for Safeguarding	18/3/2025	6 p.m.	Zoom
Training for Governors with Responsibility for Safeguarding	22/4/2025	6 p.m.	Zoom
The Curriculum – How Governors Can Be Truly Effective and Evidence the Impact They Make	29/4/2025	6 p.m.	Zoom
Mastering Governance: Enhancing Whole School Well-being Through Effective Monitoring	30/4/2025	6 p.m.	Zoom
First Core Function: Purpose of Governance:	6/5/2025	6 p.m.	Zoom

The Chair undertook to arrange a bespoke training session for Governors on the topics of Data and Finance.

**Action: CoG to arrange bespoke Governor training session on the topic of Finance and Data.**

CoG →ALL

Governors had been unable to attend the Faversham Collaboration training on the topics of SEN Funding and the Police response to safeguarding due to the Ofsted Inspection. The next session will be hosted by the Boughton & Dunkirk School.

**b) Reports of Completed Training**

- Governors (GS/JM/JB) have completed the Safeguarding Governor training

	<p><b>c) Governing Board Self-Evaluation</b></p> <p>The Chair advised that she would circulate a link to a survey. She asked that Governors complete the survey and return it to her before the 21<sup>st</sup> February.</p> <p><b>Action: CoG to provide Governors with link to survey for the Governing Board self-evaluation. Governors to complete and return to the Chair before the 21<sup>st</sup> February.</b></p>	CoG→ALL →CoG
15.	<p><b>Chair's Correspondence/Guidance</b></p> <p>a) <b>Chair's Correspondence</b></p> <p>None.</p> <p>b) <b>The Education People Monthly Bulletins</b></p> <p>The Education People Monthly Bulletins for December 2024 and January 2025 had been shared in advance of the meeting.</p>	
16.	<p><b>Any Other Urgent Business/Critical Matters</b></p> <p><b>Monitoring Visits</b></p> <p>The Chair reminded Governors that monitoring visits need to be completed during term 4 (during week commencing 3<sup>rd</sup> March). Governors will conduct a mid-year review against the School Plan targets and follow-up on their previous visit. Governors were asked to email their questions to the Headteacher in advance of the monitoring visit.</p> <p><b>Action: Governors to arrange monitoring visits during week commencing 3<sup>rd</sup> March. Questions to be emailed to the Headteacher in advance of the visit and reports shared with the Headteacher/in-school lead and uploaded to Governor Hub in advance of the next meeting of the full Governing Board.</b></p> <p><b>Governor Get Together</b></p> <p>The CoG will liaise with Governors outside of the meeting to arrange a get together in March.</p> <p><b>February INSET Day</b></p> <p>The Headteacher advised the next INSET day will focus on British Values in terms of personal development.</p>	ALL
17.	<p><b>Confidentiality</b></p> <p>Matters discussed as part of the Headteacher's Report, minute 8, were regarded as confidential and have been recorded within the confidential minutes for this meeting. The items discussed will remain confidential in perpetuity as they relate to identifiable individuals.</p>	
18.	<p><b>Dates and Times for 2024-25 Academic Year Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>Monday, 17<sup>th</sup> March 2025</li> </ul>	

	<ul style="list-style-type: none"> <li>Monday, 12<sup>th</sup> May 2025</li> <li>Monday, 7<sup>th</sup> July 2025</li> </ul>	
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Signature: ..... (Chair)

17<sup>th</sup> March 2025



<b>FULL GOVERNING BOARD MEETING  MONDAY, 3<sup>rd</sup> FEBRUARY 2025  SUMMARY OF AGREED ACTIONS</b>		
Item	Action	For Whom
8, f)	HT to arrange for the SIA's NoV to be uploaded to the folder for the next meeting of the Board.	HT
10, b)	Headteacher to share the Annual Safeguarding Report including Annual Online Safety Report with Governors at the next meeting.	HT
10, c)	<b>URGENT - ALL Governors must complete the annual update to their Safeguarding training and record within their personal profiles on Governor Hub that they have done so. Prevent (every two years) and FGM training.</b>	ALL
12, b)	CoG to share the link to LA and DfE Benchmarking with Governors.	CoG → ALL
13,	<ul style="list-style-type: none"> <li>➤ Pay Policy carried forward to the next meeting as schools were awaiting new pay information for non-teaching staff.</li> <li>➤ Governors to undertake monitoring visits through the lens of equality and diversity.</li> </ul>	HT ALL
14, c)	CoG to provide Governors with link to survey for the Governing Board self-evaluation. Governors to complete and return to the Chair before the 21 <sup>st</sup> February.	CoG → ALL
16,	Governors to arrange monitoring visits during week commencing 3 <sup>rd</sup> March. Questions to be emailed to the Headteacher in advance of the visit and reports shared with the Headteacher/in-school lead and uploaded to Governor Hub in advance of the next meeting of the full Governing Board.	ALL