



*To be the best we can be ..*

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
HELD AT THE SCHOOL ON MONDAY, 18<sup>TH</sup> MARCH 2024 AT 1.00 p.m.**

**PRESENT:**

Mr J Bennett	Mrs C Clayson
Mr A Cummins	Dr. K Gee
Mrs J Mayer (Chair)	Mrs K Petts
Reverend R Pritchard	Mr D Warner
Mr S Way (Headteacher)	

**IN ATTENDANCE:** Mrs D Stryzyk (Governance Professional)  
Mr G Sample (prospective new Governor from 2.45 p.m.)

Item	Minute	Action
<b>PROCEDURAL</b>		
1.	<p><b>Welcome and Prayers</b></p> <p><b>a) Chair's Welcome</b></p> <p>The Chair extended a warm welcome to Governors. She invited Reverend Pritchard to lead the Board in an opening prayer.</p> <p><b>b) Prayers</b></p> <p>The Board was led in an opening prayer by Reverend Pritchard.</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 (unwell), Mrs C Goatham (looking after dependant following hospital treatment) and Dr. J Perkins (work commitment). The Governors' apologies were accepted.</p>	
4.	<p><b>Declaration of Business Interests</b></p> <p><b>a) Business Interests</b></p> <p>Governors were invited to declare business interests against any of the agenda items for the meeting. No new declarations were received.</p>	

	<p><b>b) Compliance Checks</b></p> <p>Governors received confirmation from the Governance Professional that all Governors have completed the annual update to their business, familial and pecuniary interests and confirmations on Governor Hub.</p>	
5.	<p><b>Governing Board Membership</b></p> <p><b>a) Co-Opted Governor Vacancy</b></p> <p>There remained one co-opted Governor vacancy following Mr Munro’s end of term of office.</p> <p>The Chair explained she had received two expressions of interest in the governor role; both individuals had skills and expertise in key areas of governance (safeguarding and SEN). One lived in the village and the other was a grandparent of a child who attends the school. The Chair advised that she had met with both and explained the governor role and the time commitment required. The candidates’ statements in support of their applications had been uploaded to Governor Hub in advance of the meeting.</p> <p>The Chair explained one of the prospective new governors, Mr Graham Sample, had been invited to join the meeting at 2.45 p.m. to explain a little about his background and afford both governors and Mr Sample to ask questions about the role.</p> <p>The Chair stated that if the Board were to agree to appoint Mr Sample, his appointment would be effective from the date of today’s meeting. The other candidate, Mrs North, would be invited to the next meeting of the Board (she had been unable to attend this meeting). If Governors agreed, the Chair proposed to invite Mrs North to future meetings in a non-voting capacity so that when Mr Cummins’ term of office expired on the 5<sup>th</sup> October 2024, the Board may appoint Mrs North to the Board as a co-opted governor. Governors agreed to the proposals put forward by the Chair.</p> <p><b>b) Succession Plans</b></p> <p>By taking the above actions, the Board will have succession plans in place in terms of covering key roles and areas of responsibility going forward.</p> <p><b>c) Parent Governor</b></p> <p>The Chair advised that Dr. J Perkins had taken the decision to resign as a parent governor with immediate effect because of other time pressures. He had offered to continue to support the Board until the end of the academic year in relation to arranging a handover to whoever would take on the role of Safeguarding Governor. (Mr Sample had safeguarding experience). Mrs North also has safeguarding expertise as she currently worked with young adults with SEN.</p> <p><b>Action: Governance Professional to liaise with the school office for a parent governor election to take place at the start of term 5.</b></p>	Gov. Prof.
6.	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the meeting held on the 29<sup>th</sup> January 2024 were agreed by Governors subject to a revision to minute 8, b) as it had been the Staff Governor who had sent out the survey to staff, not the Well-being Governor (KP). Subject to the minutes of this</p>	

	meeting recording the correction, Governors unanimously approved the minutes of the meeting held on the 29 <sup>th</sup> January 2024.	
7.	<p><b>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</b></p> <p>a) <b>Annual Statement of Governance</b></p> <p>Governors' names, category of governor, role and/or area of responsibility and term of office have been included within the Annual Statement of Governance 2022-23.</p> <p>The Governance Professional advised that current governor membership information (name, category of governor, term of office, appointing body (e.g. parents, staff, governing board), their roles and responsibilities and business and familial interests also needed to be included on website, also the structure of the Board's governance and Governors' attendance record. DfE document referred:  <a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties</a></p> <p><b>Action: HT and CoG to ensure Governors' information has been published on the school's website. (Along with information relating to governors whose term of office finished in the past 12 months.)</b></p>	HT/CoG
<b>SCHOOL IMPROVEMENT</b>		
8.	<p><b>Headteacher's Report/School Improvement Plan</b></p> <p>The Chair proposed that Governors' Monitoring visit reports be discussed first; the Headteacher will backfill information where necessary. The Early Years Governor's monitoring visit had yet to happen because she had been unwell. The Safeguarding Governor visit had not yet happened. Governor (JB) assured that a safeguarding monitoring meeting will take place between himself and the Deputy Headteacher and/or the Family Liaison Officer. The Chair reminded the Governor that a further monitoring visit would need to happen before the term 6 meeting.</p> <p><b>Action: Safeguarding Governor (JB) to conduct monitoring visit and report to Governors at the term 5 meeting.</b></p> <p>A discussion ensued on the importance of Governors scheduling monitoring visits during the second week of term. The Chair referred Governors to the monitoring schedule. Going forward, governors were asked to diarise all monitoring visits for the 2024-25 academic year.</p> <p><b>Action: ALL Governors to ensure monitoring visits #2 and/or #3 are scheduled for the remainder of this academic year so that reports may be shared with Governor colleagues.</b></p> <p>a) <b>School Roll, Organisation and Staffing Updates</b></p> <p>There were currently 204 pupils on roll. The Headteacher reported, pupils numbers for next year were pleasing. The school had 58 families naming Boughton &amp; Dunkirk Primary School as their first, second or third choice of school. Twenty nine of those families had named Boughton as their first preference. Therefore, it was likely that the school will be full by September 2024. The school had been outward looking and had sent out prospectus to different nurseries and pre-school groups. Parents' feedback had also been taken on Board about what was going well.</p>	<p>JB</p> <p>ALL</p>

The Headteacher's report on page 1 provided staffing updates. The Headteacher advised the school was coping with a couple of key persons' absence which has had an impact on the school, but not necessarily on teaching.

The Headteacher explained from a financial perspective he will be looking at the staffing structure as part of the budget setting process.

**b) Quality & Standards of Education**

- **Quality & Standards of Education (JP/JB) Monitoring Visit Report**

The Quality & Standards of Education Governors' (JP/JB) report dated the 13<sup>th</sup> March 2024 had been shared on Governor Hub prior to the meeting. The focus of the monitoring visit had been the changes to the parents' consultation evenings. Governors had discussed the importance of keeping within reasonable time limits, but teachers were flexible. The Governor reported the new arrangements appeared to have gone smoothly. The Headteacher explained, during Covid many schools had switched to online parent consultations, but Boughton & Dunkirk had kept with face to face meetings. The decision had been made to switch parent consultations to the classrooms rather than in the hall and had increased the time available for each appointment. Things had gone positively from that perspective.

The Governor reported there had been an ongoing conversation about whether teachers were open to change, even if it was for their benefit (e.g. marking). The feeling was that if the amount of time allocated to marking could be reduced, the school should try it to try to reduce staff's workload. The Headteacher agreed that it was something to be considered as an example because things were going to be more challenging going forward with a reduced budget. The school may have to look at how cost savings may be achieved. Many staff members have been at the school for a long time and systems have worked. The primary consideration for the school and staff was to ensure that any changes that are introduced are of benefit to pupils.

The Governor referred to the three questions the Governors had raised:

Q: Is everyone aware of how the new Behaviour Policy works? The response to the question linked in with the monitoring visit report from the Behaviour & Attitudes monitoring governors.

Q: Have any governors heard any feedback related to reporting and/or parents evenings that they wish to share? There was no specific feedback that Governors had heard.

Q: The Board needed to consider succession plans for both safeguarding and Quality of Education Governor responsibilities. Discussed earlier in the meeting. The Chair advised the prospective new governors also have teacher experience which tied in with Quality of Education.

The Headteacher stated the Monitoring Governor (JP) often raised issues in terms of teacher workload as well as career progression because he had knowledge of working in a school – that insight would be hard to replace.

A Governor referred to page 2 of the report 'education practice inertia was sometimes a problem – i.e. not doing what the school policy intends ...'. He sought corroboration that the sentiment in the report reflected the Headteacher's view. The Headteacher explained, the Monitoring Governor was saying that marking had always been a done thing in teaching. He understood that in some schools, books were not marked which was fine if the work in the book was at a good standard, but if a child was repeating mistakes, that needed to be corrected. The Headteacher agreed, marking was something the school will look at. The Staff Governor added, staff looked at marking regularly. Staff provide more feedback because they want to provide more guidance to pupils. There were regular discussions around the topic of marking and reviews around what staff were doing.

- **Annual SEND Report**

The SEND Governors had met with the SENCo. The report dated 4<sup>th</sup> March 2024 had been shared in advance of the meeting. The Governors received an update on SEN provision and provision mapping. Governors had learned that staff have completed much continuing professional development. Governors looked at how the school tracked the progress of children with SEN and where there was a focus and what measures were working. The Local Authority was having to manage parents' expectations in terms of Education and Health Care Plans. Governors had learned that children with SEN were making progress, albeit marginal increments of progress.

The SEN Governor (JM) explained the School Improvement Advisor's note of visit stated that the school had not engaged in the Mainstream Core Standards training ... or Governor SEND training offer. That was incorrect, as the SEN Governor (JM) had just completed SEN Governor training, much good information had been gleaned from the training, some of the learning resources had been shared with the SENCo. The SENCo had recently, within the last 12 months, completed her SENCo qualification.

The Governor added, during recent inspections, Ofsted had been looking at the district dashboard to benchmark how schools' SEN provision compared with that of other schools (pupils' results). During their monitoring, the Governors had looked at that.

The Monitoring Governors suggested that whoever would take on the role as SEN Governor may wish to attend SENCo feedback meetings.

The Staff Governor advised SEN updates were regularly shared during staff meetings and details of training were shared with staff.

Governors recognised that SEND should filter through everything Governors monitor.

- **Standard Assessment Tests (SATs)**

The end of Key Stage 2 (Year 6) SATs will take place in May. The Governance Professional advised that a Governor would need to observe the administration of the SATs (the Governor does not need to be present for the duration of the tests).

**Action: Governor to monitor the administration of SATs (check papers are locked away and packaging unopened prior to the day of the test).**

**All**

### c) Behaviour & Attitudes

- **Attendance**

Attendance information had been included within the Headteacher's report on pages 3 and 4. Whole school attendance as at the 7<sup>th</sup> March 2024 was 94.9%.

- **Behaviour for Learning**

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

- **Behaviour & Attitudes/Personal Development Governors (AC/CC) Monitoring Visit report**

The Behaviour & Attitudes Governors' monitoring visit report dated the 5<sup>th</sup> March 2024 had been shared on Governor Hub in advance of the meeting. The focus of the monitoring visit had been the implementation of the new Behaviour Policy based on the BuB Way (previously Good for Green). The feeling had been that the previous behaviour strategy had focused on less positive behaviour and there had been nothing to reward good behaviour. The 'BuB way' was introduced to ensure a culture of good behaviour in the school such as Lovely Line-up, Wonderful Walking. Children were rewarded with hot chocolate clubs and gift rewards so that they recognise and demonstrate good behaviour.

A Monitoring Governor advised behaviour in the dinner hall will be the next area of focus. The Headteacher advised the School Council have been asked for their suggestions. Children responded; the dinner hall was 'noisy'. Some children have given some good ideas to put into place which included incentives. One idea proposed by the children was that staff should move around the hall.

Governors welcomed the school consulting with the pupils, in this instance on behaviour initiatives which demonstrated the British values of democracy and fairness. The Headteacher explained it was about setting expectations, putting them in place and consistently applied across non-structure times as well as in the classroom.

The Staff Governor added it was about bringing everything together so that everyone understands the systems across the school. A Governor stated, teachers may tailor the BuB Way to the context within their own classroom – the BuB way provided guidance, a framework and set out the culture.

A Monitoring Governor (CC) understood some of the younger children had missed out on vital socialisation skills during the early part of their development due to Covid. It was about teaching them how to behave, respond and have respect for one another.

A Monitoring Governor (AC) explained how the school used Boxall profiling to assess children's social, emotional and mental health and well-being. The profile gave the school an insight into the broad issues. The Boxall profile was used for any child who may be dysregulated; not just those on the SEN register. Currently the profiling was being undertaken for some children to identify what support may be needed for them.

It was suggested that the Governing Board receive a presentation on the BuB Way and Boxall profiling.

**Action: HT and/or SENCo to provide Governors with an update on SEN and also information on the BuB Way and the Boxall profile.**

HT/SENCo

**d) Leadership & Management**

**• Leadership & Management Governors' (KP/CC/KG)**

The Monitoring Governors' report dated the 29<sup>th</sup> February 2024 had been shared on Governor Hub in advance of the meeting. The Governors had received updates following on from the previous visit. They had also looked at areas of the School Improvement Plan that related to communication and staff development. Their questions had focused on staff appraisals and on feedback following monitoring of lessons. The Headteacher explained at least one lesson had not gone as well as expected. He had provided the staff member with feedback and conducted a follow-up observation to see if the issues have been resolved.

The Governor asked whether actions have been taken to ensure that all staff continue to have professional development. Governors were advised that online learning had continued. Governors received confirmation that staff have continuous learning. One teacher had attended a Senior Leadership Team meeting and had provided feedback.

The Monitoring Governors had also looked at the Boxall profile. There had also been some crossover with other Governors' monitoring in terms of the Behaviour Plan.

The Monitoring Governors looked at how communication amongst staff had improved.

There had been an update following various activities. The Headteacher reported Anti-Bullying Week had been a success. The Deputy Headteacher had nominated the school for the United Against Bullying Award. The school had yet to learn the outcome from that.

Well-being strategies were all positive for the children.

The Monitoring Governors had raised the following questions: Q: Is there more that may be done to improve communication with other stakeholders such as parents and the wider community? Can governors help with that? The Chair referred to previous discussion about the new parents information evening. The previous year she had spoken to parents. She suggested that other Governors be invited to attend and ask parents why they had chosen Boughton & Dunkirk Primary School as it was important to know why parents choose the school. The Headteacher advised new parents evening would take place in June either the 18<sup>th</sup> or the 25<sup>th</sup>.

A Governor asked whether the school connected with local businesses in the village to develop partnerships. The Headteacher advised the school had done activities at the Golf Club and the school takes part in village walk arounds – historical walks. The school also worked with the Boughton & Dunkirk Village Group that donates to

the school's Food Pantry. There were very few businesses around the village, but the Parent Teacher Friends Association asks for donations for raffles.

A Governor had noticed that there was nothing on the website about the school reaching out to businesses or volunteers. The Headteacher explained the restrictions on who may come in and work with the school. When the next parent survey was conducted, the school can ask parents if they have anything the school may utilise e.g. skills or support. A precursor to this was the school's work on aspiration, the school could ask parents what they do for a living and see if there was anyone the school may reach out to.

- **Local Authority's/School Improvement Advisor's Note of Visit**

The new School Improvement Advisor's Note of Visit following his first visit to the school had been shared with Governors prior to the meeting. The Local Authority notes of visits provide Governors with an external assessment of the school.

Governors welcomed the Improvement Advisor's positive observations about the school during his visit.

- **School's Website Audit (DW)**

The Website Monitoring Governor (DW) advised Governors that the Deputy Headteacher had been working on the school's website. Updates included the latest performance data, staff list, calendar of events, Sports and Pupil Premium Grant funding updates. The website also included the school's Behaviour and Anti-Bullying Policies. There was still some information to be added in respect of the foundation subjects (humanities and art) so that people may see what the school is doing. The website was regularly being reviewed and information added.

The Governor explained the school was charged for updates to the website (such as the addition of new tabs) at a cost of just under £100 per addition.

- **Headteacher's and Teaching Staff's Mid-Year Performance Reviews**

Governors received confirmation that the Headteacher's and teaching staff's mid-year performance reviews have taken place.

- **Buildings**

The Headteacher advised he was waiting to hear about the replacement of the mobile classrooms as they were of an age that had triggered a replacement build. The Health & Safety Governor advised, the Late Care mobile will be revamped and a classroom will be placed next to that, also a meeting room. The current Well-being Room mobile will be removed and the site will be cleared. It was anticipated that work will commence in the summer and will take approximately six months.

**e) Early Years Foundation Stage**

- **Early Years Governor's (BF) Monitoring Visit Report**

The monitoring visit had not taken place as the Early Years Governor had been poorly.



	<p><b>Action: EYFS Governor to conduct a monitoring visit when well enough to do so.</b></p> <p><b>f) Christian Distinctiveness/Statutory Inspection of Anglican &amp; Methodist Schools</b></p> <ul style="list-style-type: none"> <li><b>Christian Distinctiveness Governors' (RP/BF) Monitoring Visit Report</b></li> </ul> <p>The Monitoring Governors (RP/BF) during their monitoring visit had looked at the curriculum. The Governors had welcomed an opportunity to look around the school and its reflective spaces. Children chose prayers to read out that have been written by their peers.</p> <p>The Governor spoke about the Family Trust (an organisation that the school could potentially look at). She offered to explore the possibility of securing additional funding for the school via the Family Trust.</p> <p>Governors reflected whether the school was giving enough information in the newsletter about collective worship. A parent governor advised that she found the information within the newsletter useful. Parents liked the children's prayer.</p> <p>A Governor asked if there were other faiths that come in to speak with the children to promote cultural diversity. The Headteacher confirmed that the school invited representatives from other faiths to visit the school e.g. Kent Refugee Action Workshop (visited Year 6), the school had forged good links with the Canterbury Mosque. The Headteacher stated that as a Methodist School, it was important for children to learn about other faiths. In RE there were strands about other faiths; children were able to compare and contrast.</p> <p>The Monitoring Governor advised that children found it very insightful having information about other religions. Parent Governors reported the school had done a lot of work on Sikhism and Islam (Ramadan). The Foundation Governor added, Churches in Britain have been enriched as a result of its African worshippers. London Methodism was vibrant because of them. Christianity was not just a white religion.</p> <p>The Chair advised the school was not on the list for SIAMS during the 2024-25 academic year. The Headteacher had noticed that no Methodist Schools were on the list. He would check next year's list to ensure there had been no omissions.</p>	BF
9.	<p><b>Update from Staff Governor</b></p> <p>There were no updates from the Staff Governor on this occasion.</p>	
10.	<p><b>Health &amp; Safety/Risk Assessment</b></p> <p><b>a) Health &amp; Safety Issues or Concerns</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity for health and safety issues or concerns to be raised. None were raised.</p> <p><b>b) Risk Assessment</b></p>	

	<p><b>c) Health &amp; Safety Site Inspection Report #2 of 3 per annum</b></p> <p>The Health &amp; Safety Governors (AC/KP) referred to their Health &amp; Safety site inspection report which had been shared on Governor Hub in advance of the meeting.</p> <ul style="list-style-type: none"> <li>• Windows and doors have been installed to the hall which had halted the leaks. However, now that the walls have dried out the brickwork had destabilised which had caused the climbing frame fixings to come away from the wall. The Premises Team will re-fix the climbing frame, but in the meantime the equipment was out of use.</li> <li>• Lighting will be replaced with LED lighting on a rolling programme of work.</li> <li>• Internal doors were kept closed with release buttons as there was an at risk child on roll with flight risk tendencies.</li> <li>• Sun shades will be checked, replaced or repaired as required.</li> <li>• The fire system has had its six month check.</li> <li>• A thermo gun had been ordered to check the thermostatic mixer valve to help with water safety checks.</li> <li>• The hall decking will be replaced and a ramp installed.</li> <li>• The issue of the boilers was still a concern. The LA had agreed to replace the faulty boiler, but a timescale had yet to be agreed.</li> <li>• Staff's training and servicing were up to date.</li> <li>• A book for staff to record health and safety issues was located on the reception desk. The premises team regularly checked the book.</li> <li>• The Early Years playground had a space where a tree used to be located. The PTFA or a local business will be asked to donate funding for a replacement tree.</li> <li>• The local council was planting out a woodland on the recreation ground. Children from the school will join in with the planting.</li> </ul>	
<p><b>11.</b></p>	<p><b>New Governor</b></p> <p>Mr G Sample (prospective new Governor) joined the meeting at 2.45 p.m.</p> <p>Mr Sample was invited to explain about his background. He was given an opportunity to ask any questions. Governors were afforded an opportunity to ask Mr Sample about his reasons for wishing to become a governor for the school. Following the discussion, Mr Sample left the meeting at 2.52 p.m.</p> <p>The Chair proposed that Governors agree to appoint Mr Sample as a Co-opted Governor with immediate effect. Governors unanimously agreed to appoint Mr G Sample as a Co-opted Governor with effect from the date of this meeting (18<sup>th</sup> March 2024).</p> <p>The Chair advised that she would invite Mrs North to come to a future meeting.</p> <p><b>Action: CoG to advise Mr Sample that the Board has agreed to appoint him as a Co-opted Governor with effect from the 18<sup>th</sup> March.</b></p> <p><b>Action: Governance Professional to liaise with Mr Sample to arrange access to Governor Hub, arrange for Mr Sample to complete the compliance checks within his personal profile on Governor Hub and ensure that DBS and Section 128 checks are performed.</b></p> <p><b>Action: CoG to invite Mrs T North to attend a future meeting of the Governing Board.</b></p>	<p><b>CoG</b></p> <p><b>Gov. Prof. (Done)</b></p> <p><b>CoG</b></p>

<p><b>12.</b></p>	<p><b>Safeguarding</b></p> <p><b>a) Safeguarding Issues or Concerns</b></p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns to be raised. None were raised.</p> <p><b>b) Safeguarding Governor’s Report (JB)</b></p> <p>Carried forward to the next meeting.</p> <p><b>Action: JB to conduct Safeguarding Governor’s Monitoring Visit and report to governors at the next meeting.</b></p> <p><b>c) Single Central Register</b></p> <p>Governors were asked to note that all staff, volunteers and Governors have Disclosure and Barring Service Checks and school leaders (including Governors) have Section 128 checks and the information has been recorded within the Single Central Register.</p> <p>Governors received confirmation that the Deputy Headteacher had checked the Single Central Register.</p>	<p><b>JB</b></p>
<p><b>13.</b></p>	<p><b>Finance</b></p> <p><b>a) Latest Budget Monitoring Report</b></p> <p>The January/February 2024 budget monitoring report had been uploaded to Governor Hub in advance of the meeting. Information shared at this point was regarded as confidential and has been recorded within the confidential minutes for this meeting.</p> <p><b>b) Schools Financial Value Standard 2024</b></p> <p>Governors unanimously agreed the 2024 Schools Financial Value Standard submission. The Chair signed the document which the school was required to send to the LA by the 31<sup>st</sup> March 2024.</p> <p><b>c) Governor Self-Evaluation of Financial Competencies Matrix</b></p> <p>The Chair (as Finance Governor as well as the Chair), the Vice Chair and Governor (KP) had completed the Governor Self-Evaluation of Financial Competencies Matrix. Neither the Vice Chair nor Governor (KP) have had financial expertise in the education sector. The Chair advised Governors that there was a need for the Board to be upskilled on the topic of school finance. There were plans in place to address that.</p> <p><b>d) Agree Third Party Transaction Document</b></p> <p>The Third Party Transaction document was accepted by Governors.</p> <p><b>e) Review of Banking Signatories</b></p> <p>No changes.</p>	

	<p><b>f) Review of Contracts and Tenders</b></p> <p>A review of contracts and tenders would be conducted as part of the budget setting process, including the photocopier.</p> <p><b>g) Business Continuity Plan</b></p> <p>The Business Continuity Plan was reviewed in the summer and agreed by Governors at the full Governing Board meeting in September.</p> <p><b>h) Purchases of £8k Plus</b></p> <p>None.</p>	
14.	<p><b>Policies</b></p> <p><b>a) Anti-Bullying Policy (AC/CC)</b></p> <p>Governors approved the Anti-Bullying Policy. The reviewing Governors requested that the Well-being Policy be linked to the Anti-Bullying Policy.</p> <p><b>Action: HT to arrange for the Well-being Policy to be linked into the Anti-Bullying Policy.</b></p> <p><b>b) Swimming Policy (KG/JB)</b></p> <p>Feedback was received by Governors.</p> <p><b>Action: Support Staff Appraisal Policy, Teaching Staff Appraisal Policy and GDPR Policy to be included upon the agenda for the next meeting for ratification by Governors.</b></p>	<p>HT</p> <p>ALL</p>
15.	<p><b>Governor Training &amp; Development</b></p> <p>Governors were reminded that they are committed to completing at least one training module in addition to mandatory training.</p> <p>Governors to note governor training may be booked via Governor Hub. All governors must have registered and signed into Governor Hub to enable them to book their own training if they have the Governor Services Service Level Agreement. Governors were reminded the minimum training expectation is that all governors must complete required training plus training linked to their roles or areas of responsibility.</p> <p><b>a) Identify Future Training Needs</b></p> <ul style="list-style-type: none"> <li>• Annually and upon induction: Safeguarding, Child Protection including Online Safety: <a href="https://learning.nspcc.org.uk/training/child-protection-school-governors/">https://learning.nspcc.org.uk/training/child-protection-school-governors/</a></li> <li>• PREVENT</li> <li>• FGM</li> <li>• Cyber Security (JB)</li> <li>• New Governor Induction (CG/GS)</li> </ul>	

	<p><b>The Education People Training Offer Examples:</b></p> <ul style="list-style-type: none"> <li>• Training for Governors with Responsibility for Safeguarding – Tuesday, 19<sup>th</sup> March 2024 at 5 p.m.</li> <li>• Understand School Data – Thursday 21<sup>st</sup> March 2024</li> <li>• Core Function of Governance ‘Holding the School to Account’ Part I – Wednesday, 20<sup>th</sup> March at 6.30 p.m.</li> <li>• Core Function of Governance ‘ Holding the School to Account’ Part II – Wednesday, 27<sup>th</sup> March 2024 at 6.30 p.m.</li> <li>• Be Prepared &amp; Ready for Ofsted part I – Wednesday, 24<sup>th</sup> April 2024 at 6.30 p.m.</li> <li>• Be Prepared &amp; Ready for Ofsted part II- Thursday, 25<sup>th</sup> April 2024 at 6.30 p.m.</li> <li>• Monitoring the Curriculum – Tuesday, 30<sup>th</sup> April 2024 at 6 p.m.</li> <li>• Mastering Governance: Enhancing Whole School Well-being Through Effective Monitoring and Headteacher Support – Wednesday, 1<sup>st</sup> May 2024 at 6 p.m.</li> <li>• Exploring the First Core Function of Governance – Tuesday, 7<sup>th</sup> May 2024 at 6 p.m.</li> <li>• Kent Governor Briefing – Tuesday, 21<sup>st</sup> May 2024 at 6 p.m.</li> </ul> <p><b>b) Reports of Governors’ Completed Training</b></p> <ul style="list-style-type: none"> <li>• The Role of the Training &amp; Development Governor was completed by JM</li> <li>• Complaints Training – Governors KP/JM/RP/SW/CC/CG had participated in the Faversham Collaboration brokered training.</li> </ul>	
16.	<p><b>Chair’s Correspondence/Guidance</b></p> <p>a) <b>Chair’s Correspondence</b></p> <p>None.</p> <p><b>b) Faversham Hub Chairs Meeting</b></p> <p>The Faversham Collaboration Chairs’ Hub meeting will take place after Easter.</p> <p><b>c) The Education People Monthly Bulletin (February)</b></p> <p>The TEP bulletin had been uploaded to Governor Hub.</p> <p><b>d) Governance Handbook</b></p> <p>Governors were asked to note the Governance Handbook had been updated (March 2024). The handbook replaced other documents.  <a href="https://www.gov.uk/guidance/governance-in-maintained-schools">https://www.gov.uk/guidance/governance-in-maintained-schools</a></p> <p><b>e) Early Years Foundation Stage Statutory Framework</b></p> <p>The document had been shared on Governor Hub.</p>	
17.	<b>Any Other Urgent Business/Critical Matters</b>	

	<p><b>a) Acceptable Use Policy</b></p> <p>Governors were asked to confirm their acceptance of the AU Policy referenced in an email from the school office if they have not already done so.</p> <p><b>Action: All Governors to ensure that they have accepted the AUP.</b></p>	<b>ALL</b>
<b>17.</b>	<p><b>Confidentiality</b></p> <p>Matters discussed at minute 13, Finance were regarded as confidential and have been recorded within the confidential minutes for this meeting.</p>	
<b>18.</b>	<p><b>Dates and Times for 2023-24 Academic Year Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday, 13<sup>th</sup> May 2024 at 1 p.m. (apologies tendered for the next meeting by KP/CG and AC)</li> <li>• Monday, 1<sup>st</sup> July 2024 at 1 p.m.</li> </ul>	

The meeting concluded at 3.17 p.m.

Signature: ..... (Chair)

13<sup>th</sup> May 2024



**FULL GOVERNING BOARD MEETING  
MONDAY, 18<sup>th</sup> MARCH 2024  
SUMMARY OF AGREED ACTIONS**

<b>Item</b>	<b>Action</b>	<b>For Whom</b>
5,	<b>Governance Professional to liaise with the school office for a parent governor election to take place at the start of term 5.</b>	Gov. Prof.
7,	<b>HT and CoG to ensure Governors' information has been published on the school's website. (Along with information relating to governors whose term of office finished in the past 12 months.)</b>	HT/CoG
8,	<ul style="list-style-type: none"> <li>➤ <b>Safeguarding Governor (JB) to conduct monitoring visit and report to Governors at the term 5 meeting.</b></li> <li>➤ <b>ALL Governors to ensure monitoring visits #2 and/or #3 are scheduled for the remainder of this academic year so that reports may be shared with Governor colleagues.</b></li> </ul>	JB  ALL
8, c)	<b>HT and/or SENCo to provide Governors with an update on SEN and also information on the BuB Way and the Boxall profile.</b>	HT/SENCo
8, e)	<b>EYFS Governor (BF) to conduct a monitoring visit when well enough to do so.</b>	BF
11,	<ul style="list-style-type: none"> <li>➤ <b>CoG to advise Mr Sample that the Board has agreed to appoint him as a Co-opted Governor with effect from the 18<sup>th</sup> March.</b></li> <li>➤ <b>Governance Professional to liaise with Mr Sample to arrange access to Governor Hub, arrange for Mr Sample to complete the compliance checks within his personal profile on Governor Hub and ensure that DBS and Section 128 checks are performed.</b></li> <li>➤ <b>CoG to invite Mrs T North to attend a future meeting of the Governing Board.</b></li> </ul>	CoG  Gov. Prof.  CoG
12,	<b>JB to conduct Safeguarding Governor's Monitoring Visit and report to governors at the next meeting.</b>	JB
14,	<b>Support Staff Appraisal Policy, Teaching Staff Appraisal Policy and GDPR Policy to be included upon the agenda for the next meeting for ratification by Governors.</b>	Gov. Prof.
17,	<b>All Governors to ensure that they have accepted the AUP</b>	ALL



*To be the best we can be ..*

**CONFIDENTIAL MINUTES OF A MEETING OF THE FULL GOVERNING BOARD  
HELD AT THE SCHOOL ON MONDAY, 18<sup>TH</sup> MARCH 2024 AT 1.00 p.m.**

**PRESENT:**

<b>Mr J Bennett</b>	<b>Mrs C Clayson</b>
<b>Mr A Cummins</b>	<b>Dr. K Gee</b>
<b>Mrs J Mayer (Chair)</b>	<b>Mrs K Petts</b>
<b>Reverend R Pritchard</b>	<b>Mr D Warner</b>
<b>Mr S Way (Headteacher)</b>	

**IN ATTENDANCE:** Mrs D Stryzyk (Governance Professional)

Item	Minute	Action
13, a)	<p><b>Finance – Latest Budget Monitoring</b></p> <p>As at the ten/eleven month period, the forecast was for an in-year deficit of -£27,619.00 (minus twenty seven thousand, six hundred and nineteen pounds) and a predicted overall budget surplus of £29,986 (twenty nine thousand, nine hundred and eighty six pounds), which was down on the original budget forecast by £22,494. The difference was as a result of increasing costs such as the teachers’ pay increase.</p> <p>A Governor was concerned that the boiler replacement will add further to the school’s costs.</p> <p>The Headteacher advised that he had scheduled a meeting with the Schools Financial Services (SFS) representative during the Easter break. Both he and the Chair felt that the commentary behind the latest budget figures needed fleshing out. The Headteacher explained SFS come into the school once a term and inputs information onto the system. The system does rely on SFS feeding back to the Headteacher. A Governor asked if the school’s Finance Assistant may be upskilled to do the finances. The Headteacher advised the Finance Assistant had asked to go on courses so that she may be upskilled.</p>	

Signature: ..... (Chair)

13<sup>th</sup> May 2024