



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, 12TH MAY 2025 AT 1 p.m.**

PRESENT:

Reverend R Bending	Mr J Bennett
Mrs B Feast	Mrs H Gardner
Dr. K Gee	Miss A Jordan
Mrs J Mayer (Chair)	Mrs K Petts
Mr G Sample	Mr S Way (Headteacher)

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

Item	Minute	Action
PROCEDURAL		
1.	Chair's Welcome and Prayers The Chair extended a warm welcome to Governors. Reverend Bending led the Board in an opening prayer.	
2.	Quorum The meeting was confirmed as quorate.	
3.	Apologies for Absence Apologies for their absence had been received from Mrs C Goatham (prior appointment), Mrs C Clayson (work commitment) and Mrs T North (just started a new job). The Governors' apologies were accepted.	
4.	Declaration of Business Interests Governors were invited to declare business interests against any of the agenda items for the meeting. None were received.	
5.	Governing Board Membership and House-keeping a) Governor Vacancies There were no current Governor vacancies.	

	<p>b) Local Authority Governor</p> <p>Governors were reminded that Mrs C Clayson's current term of office was due to expire on the 14th November 2025. Mrs Clayson had confirmed to the Chair that it was her intention to remain as a Governor. Therefore, the Board will be required to formally vote to reappoint Mrs Clayson at the term 6 meeting following which the Board's request will be submitted to KCC Members for acceptance.</p> <p>Action: Governors to formally agree to request the LA to accept the Board's decision to reappoint Mrs Clayson at the term 6 meeting.</p> <p>c) Governing Board Self-Evaluation</p> <p>The Chair reported that Governors had met prior to the meeting to discuss the Governing Board self-evaluation process. Governors had looked at the five areas that had scored the lowest to examine the questions and reviewed governors' responses. Governors came up with lots of ideas and improved their understanding of the questions. The Chair advised discussions were proactive and will lead to next term's focus which would be on the five year strategic plan.</p> <p>The Chair undertook to formulate a Self Evaluation Action Plan and present it to Governors at the next meeting.</p> <p>Governors were urged to evaluate and reflect on the past academic year - what had gone well and one area where something was less positive. Every Governor was urged to contribute their thoughts which would lead to the formulation of the Annual Statement of Governance for the 2024-25 academic year.</p> <p>Action: All Governors to reflect on the past academic year and identify what has gone well and one area where something was less positive.</p>	<p>ALL</p> <p>ALL</p>
6.	<p>Minutes of the Previous Meeting</p> <p>Governors approved the minutes of the previous meeting held on the 17th March 2025.</p>	
7.	<p>Matters Arising and Receive Updates on Agreed Actions (not covered by this agenda)</p> <p>a) School Improvement Advisor's Note of Visit</p> <p>The Note of Visit had been posted on Governor Hub within the previous meeting folder. The second of two School Improvement Advisor visits per annum had been postponed and will now take place on the 24th June. The Improvement Advisor had emailed to request an area of focus. The Headteacher had asked that he look at Maths (the Maths Lead had been absent on long term sick leave and had been on a phased return to work).</p>	
SCHOOL IMPROVEMENT		
8.	<p>Headteacher's Report and School Improvement Plan 2024-25</p> <p>The Headteacher's Report had been uploaded to Governor Hub in advance of the meeting. The anticipated presentation by the Science Lead was postponed to the next meeting.</p> <p>Action: Governors to receive a presentation on Science at the next meeting.</p>	ALL

a) School Roll, Organisation and Staffing Updates

Staffing updates were detailed on page 1 of the Headteacher's report. Details of pupil movement had been shared on page 2 of the report.

The Headteacher advised this academic year had been incredibly busy and staff were feeling stretched because of staff absences. As a result of the financial pressures the school was under, any absences were covered in-house. The Headteacher advised the staff have been brilliant covering colleagues' absences.

A teacher will return from her maternity leave in term 6 four days a week she would be visiting the school for keeping in touch days during the remainder of this term. The school will revert to its planned staffing structure in September.

The Year 2 class teacher was absent at the time of the last meeting. The class teaching assistant had been picking up classroom duties. The class teacher had now returned full-time following a phased return.

The Headteacher advised that he was beginning to think about next year's school organisation and the cohorts of children. Plans will be ready by the end of term and children will visit their new classes during term 6.

Staff meetings were focussed with an agenda so that staff know the areas for discussion, for example SEN updates, the school's response to Ofsted's findings, Boxall profiling. To get the maximum impact, teachers have been given time during staff meetings to do Boxall profiling.

Staff had worked on British Values and had prepared a quiz (Ofsted 2024).

b) Leadership & Management

The Headteacher and SENCo led discussions on the new community model for SEN funding. Headteachers and SENCos recently went to a briefing that was attended by lots of schools in Kent. The Headteacher advised SEN funding will go into a central pot rather than within schools' delegated funding from the LA. Schools will have to bid for the funding. Funding will continue for children with an Education, Health and Care Plan and for those with high levels of need currently in receipt of High Needs Funding the school will receive 75% of the current funding until August of next year.

The Headteacher advised on the whole, Boughton & Dunkirk Primary School was not too badly affected. Financially, it had been a huge issue for many schools. SENCos will attend regular SEN meetings. The local community had been allocated £100k within the community pot for the coming year. There were fourteen schools in the community including two secondary school and twelve primary schools. The Headteacher advised none of the children who will join the school in Year R from September have been identified as having an Education, Health & Care Plan, however, the needs of the children coming into schools were generally higher. The school has two children who have 1:1 support all of the time.

A Governor asked if it was intended that there would be shared platforms to secure outside agency services as the community model was encouraging schools to buy in support e.g. speech and language therapy. The Headteacher advised it was very much a case of wait and see what will transpire. A Governor enquired if schools would have to re-bid for funding every year. The Headteacher answered that he presumed so because

that was the case currently. The community of schools had met the community chair who was from Aldington School, he had also been a former chair of the Association of Headteachers.

A Governor asked if parents were aware of the upcoming changes to SEN funding. The Headteacher advised the Local Authority had conducted an extensive consultation; so parents should be aware. The Headteacher advised parents were increasingly asking for extra help for their children. Speaking with colleagues it was the same everywhere.

A question raised by a Governor has been recorded within the confidential minutes for this meeting.

c) Quality of Education

The Headteacher reported the Standard Assessment Tests (SATs) had started earlier in the day.. The first test had been Spelling, Punctuation and Grammar (SPAG). The test went very well; children were seen working diligently and checking their work. The school's target was for 74% children to reach Expected plus in Combined Reading, Writing and Maths (compared to last year's national @ 60%). Twelve Year 6 pupils will transfer to Grammar Schools.

A Governor enquired how the tests affected the remainder of the school. The Headteacher explained adults were used from across the school including the Headteacher and Deputy Headteacher to help administer the tests. The tests were scheduled for just a few mornings over the week except Friday. There was no real impact to the rest of the school except there was no whole school worship, just class worship during test week.

A Governor asked if the class was split into different groups. The Headteacher answered they were. Some children were read the instructions, others required additional time. There were a couple of children who were not expected to pass, because of heightened anxieties.

The Chair asked if there was a Governor who might be available to oversee the school's administration of the tests. Governor (HG) offered to visit the school during the week to observe the protocols around statutory testing.

d) Personal Development

Page 3 of the Headteacher's report detailed events that have been or were scheduled to take place over term 5.

e) Behaviour & Attitudes

Whole school attendance as at the 30th April 2025 was @ 95.4% (which was up on the previous term). A breakdown of pupil absence was detailed on page 3 of the Headteacher's report. The Headteacher reported there were fewer persistent absentee children (attendance of 90% or less). Child #17's attendance had improved but was still low @ 72% as things have settled for the child. **A Governor asked if that was because of school actions that have happened or related to the child's background.** The Headteacher explained the child's improved attendance was in part because of the work done by the Family Liaison Officer.

	<p>The Headteacher advised post-Covid there were many catch-up holidays and re-booked holidays which had impacted on school attendance. There had also been a significant amount of illness which had included Chicken Pox. A few of the persistent absences were attributed to holidays.</p> <p>f) Statutory Inspection of Anglican and Methodist Schools (SIAMS)</p> <p>The Headteacher advised the Head of Methodist Academies and Schools Trust who oversees the Regional Leaders in Education, was due to retire. Governors were reminded that the Methodist Church's plans for academies had not worked out because there were schools that were not keen to convert to academy status. A Methodist Officer was due to visit the school during term 6.</p> <p>A Governor enquired when the list of upcoming Statutory Inspection of Anglican & Methodist Schools was published. The Headteacher advised that it had been published, Boughton & Dunkirk School was not on the list of schools due to be inspected during the coming year.</p> <p>g) Greener Governance</p> <p>The Chair asked the Greener Governance Governor (KG) if there was anything she wished to update the Board on. The Governor advised that she had been in touch with the in-school lead who advised that she was completing an action plan which would be the school's starting point. The Headteacher added there were a number of actions in the Plan; staff and pupils have reflected how the school will put strategies into place e.g. food waste bins as food waste can no longer be included in the school's general waste. Also, currently there was no separate plastic recycling; the school community will look at how plastic may be recycled. He added, there were actions that may be taken. The school was also looking at litter picking.</p> <p>The Governor advised representatives from the Governing Board will provide a voice and support the school in what it is being done.</p> <p>The Chair asked Governors (KG/TN) to meet with the school's Greener School Lead and report back to Governors via a formal visit report. The Chair suggested Greener Governance can link into the school's Five Year Strategic Plan.</p> <p>Governors were advised the school had received a grant for new windows, doors and a new boiler which had positively impacted the school's heating bills.</p> <p>The Governor advised the Local Authority was running the Greener Kent School with a theme/topic each term e.g. composting. There were cross collaborative initiatives the school may wish to get involved with.</p>	
9.	<p>Safeguarding</p> <p>a) Safeguarding</p> <p>The Headteacher, staff and Governors were afforded an opportunity to raise any safeguarding issues or concerns. None were raised.</p>	

	b) Single Central Register Governors regularly checked the Single Central Register to ensure that it was regularly being inspected by Senior Leaders.	
10.	Update from Staff Governor The Staff Governor (AJ) advised term 5 had been incredibly busy as it was so short. A Governor asked how that had impacted on staff. The Staff Governor advised staff were okay, but had certainly felt under pressure. The children were enjoying being on the field which had made lunchtimes easier. A Governor asked if the classrooms felt hot. The Staff Governor advised the classrooms were hot at different times of the day as the sun moved, it was about managing it. The mobile classrooms were either too hot or too cold. The Headteacher advised next term (term 6) was a long one. He had suggested teachers may wish to carry over their planning for the term to week #1 of term 6. Governors encouraged staff to be flexible in order to maintain their work/life balance and make things manageable.	
11.	Health & Safety/Risk Assessment a) Health & Safety Issues or Concerns The Headteacher, staff and Governors were afforded an opportunity to raise any health and safety issues or concerns. None were raised.	

Anti-Bullying

The Deputy Headteacher together with representatives from the School's Anti-Bullying Ambassador team had been invited by Governors to join the meeting to explain their role in the school. The children were able to articulate how bullying can affect a child's confidence. A child had stated that they had wished to join the team because they had themselves been bullied and had wished to stand up for themselves and their principles. Another child wished to stop others from being bullied. Other Anti-bullying Ambassadors commented that people do not feel good when being bullied and another child had just wanted to help others.

As part of their training the AB Ambassadors had learned about different types of bullying e.g. physical, emotional and verbal – the latter being the most common type of bullying. They had also learned how to spot incidence of bullying.

In response to a question about the different things that the school does; a child advised the school staff helped those who were being bullied. If they see someone being bullied they reported it to the Deputy Headteacher or another staff member so that they may deal with it. There were also themed assemblies.

The AB Ambassadors wore blue tabards which demonstrated that they are there for other children. A Governor had observed when they were in school the Ambassadors were actively engaging with the children.

In response to a question how the AB Ambassadors helped children. A child had explained that they helped with well-being activities e.g. mindfulness, Dot-Dot Goose.

In response to a question how they Anti-bullying Ambassadors were looking to take their role forward. A child spoke about establishing a quiet area so that people may go to that if they were upset. Also the provision of worry boxes so that children may put a letter in the box. The DHT added that the feedback in the worry boxes will be

discussed in school assemblies so that individuals will know who they may go to. The children will be running lunchtime activities to involve children. A Governor expressed the view that a Well-being Club will help children to be in the right frame of mind when they start school.

A Governor asked what the AB Ambassadors can do what adults cannot. A child answered there was a strength in their numbers; as a group they can spot bullying or people being mean. Another child mentioned some children might prefer to talk to other children rather than an adult.

A Governor asked how many AB Ambassadors there were. The DHT answered there were 15 x Year 6 children who led other representatives from each class.

On behalf of the Governing Board, the Chair thanked the DHT and AB Ambassadors for coming along to speak with Governors. They left the meeting.

12. Finance (JM/CC)

a) Analysis of Yearend Budget and Balance Control Mechanism/Outturn Report

The Finance Governor (JM) reported the revenue rollover as at the end of the 2024-25 financial year was £55,021.04 (fifty five thousand and twenty one pounds and four pence). The rollover was within the balance control mechanism (BCM = 12% of the original budget, the maximum amount the school can carry forward to the next financial year). Governors agreed the yearend budget figure upon the recommendation of the Finance Governors.

b) 2025-26 to 2027-28 Three Year Budget Plan

The Chair/Finance Governor reported the school had worked hard to keep costs down to enable this year's budget. The 2024-25 rollover was carrying the school over the period of the three year budget plan.

Governors were advised in terms of income and expenditure, the school was not planning to overspend this year. Last year the school had an in-year deficit. For year 1 of the three year budget plan the school was forecasting a small in-year surplus of £3,725.10 (three thousand, seven hundred and twenty five pounds and ten pence).

The school's staffing structure had been looked at in the context of returning staff members (from illness and maternity leave).

Within the budget calculations for the current financial year (2025-26) the school had factored in a budget uplift of 2% in terms of costs. Total income for the year was predicted to be £1,361,465.00 and total expenditure was forecasted to be £1,357,739.90.

For years 2 and 3 of the three year budget plan, the school was forecasted to move into a position of having in-year deficits of -£16,988.00 in year 2 and -£38,952.52 in year 3 because of the ongoing uncertainties around High Needs Funding. (Governors were referred to income code I03, High Needs Funding which dropped significantly over the three year budget plan period. The budget plan had not factored in staff reductions because of the due diligence demonstrated over past years.) The Finance Governor reported the time was not yet right to add another staff member. **The school's staffing structure will remain unchanged.**

The school was forecasting a total budget surplus for year 1 of £58,746.16 (fifty eight thousand, seven hundred and forty six pounds and sixteen pence). For year 2 the surplus drops to £41,758.14 and for year 3 a significant drop to £2,805.62.

Capital income for the year was £6,284.00. The Chair explained capital income may only be spent on buildings, grounds and IT projects. The school's capital expenditure plan was for the total capital income to be spent on the cost of onsite servers. A Governor enquired if there will be an impact on the school if there should be any unplanned works that may be needed. The Headteacher explained it was unlikely the school will use any of the capital money for buildings and maintenance. The school needed a new interactive whiteboard in the hall, a new server and new laptops. The Governor asked if the school may rollover any revenue fundings into the capital budget if needed. The Headteacher confirmed schools may transfer funds from revenue to capital if it is for a declared use, but not from capital to revenue.

Governors were advised that non-teaching staff's pay costs have risen by around £17k; the increase was unfunded. Also, if teachers were to receive a higher pay increase than had been allowed in the budget that may be funded by the Government.

The school's pupil numbers were forecasted to increase because there were 30 children coming into Year R in September and 26 Year 6 pupils leaving in July. Another child would be leaving the school at the end of the year; so the school will be one child down. Future budget funding was based on the October census.

Governors unanimously agreed the 2025-26 to 2027-28 Three Year Budget Plan.

The Headteacher advised, because there had been a change in Finance Officer the budget had be made much clearer in terms of the budget notes which will make a huge difference when monitoring the budget going forward.

c) 2024-25 Benchmarking Report

The 2024-25 benchmarking report had yet to be published.

d) Governor (& Staff) Financial Competencies Matrix

The Chair confirmed that Governors with financial responsibilities and the Vice Chair of Governors (JM/CC/KP), the Headteacher and the School's Finance Officer have completed the financial competencies skills matrix and copies have been placed on file with signed copy of the 2025 SFVS submission. The Chair advised that they have also been uploaded to Governor Hub.

e) Review of Non-Teaching Staff's Pay

Discussed earlier in the meeting as part of the budget setting discussions. The new Pay Policy referred to the changes on how non-teaching staff will be paid going forward.

f) Review of Local Authority Contracts and Tenders

Governors received confirmation that the school had conducted a review of all contracts and services as part of its budget setting process.

	<p>g) Asset Register</p> <p>A review of the asset register including asset register sampling would be undertaken and reported to Governors at the next meeting.</p> <p>Action: Finance Governors to conduct a review (random asset sampling) and an inspection of the asset register.</p>	JM/CC
13.	<p>Policies</p> <p>Governors received confirmation from the Headteacher that the Well-being Policy linked with the Anti-Bullying Policy.</p> <p>a) Pay Policy (JM/CC)</p> <p>The Pay Policy had finally been published following a change to non-teaching staff's pay. The Pay Policy was based on the Local Authority's model policy for a Local Authority voluntary controlled primary school. Areas of the policy had needed to be changed; for example dates of performance appraisal cycles. Support staff's pay was no longer performance related; everyone received an uplift this year.</p> <p>Governors were advised the Governing Board had previously delegated the decision around teachers' pay to the Headteacher. The Headteacher's Pay Review Committee was involved to review the Headteacher's pay. The Headteacher advised that all staff members were at the top of their pay grade and anyone leading a subject received a payment for that. There was no scope for staff to move to the upper pay scale.</p> <p>Governors unanimously agreed the Pay Policy.</p>	
14.	<p>Governor Training & Development</p> <p>Governors were reminded that they have committed to completing at least one training module annually in addition to required training (safeguarding (annually), Prevent (every two years), Female Genital Mutilation and New Governor Induction).</p> <p>Governors were reminded to ensure that details of completed training and certificates are uploaded to their training records within their Governor Hub profiles.</p> <p>Governors were advised the school was moving away from its current training provider (Creative Education) which did not benefit Governors. From September 2025 Governors will be able to access training from The Key.</p> <p>a) Identify Future Governor Training:</p> <ul style="list-style-type: none"> • Safeguarding – Strategic Role of Governors (upon induction and annually thereafter) • Prevent – Every two years • Female Genital Mutilation • Complaints (Every two years - best practice to have several Governors trained in this area) • Exclusions (Every two years - best practice to have several Governor trained in this area) 	

	<p>b) Reports of Completed Training</p> <ul style="list-style-type: none"> • BF and KP completed Governor training on the Second Core Function of Governance • BF had completed Complaints training • KP completed Well-being training . The focus had been on supporting staff. She recommended the training to others • AJ had completed New Governor Induction training 	
OTHER		
15.	<p>Chair's Correspondence/Guidance</p> <p>a) Chair's Correspondence</p> <p>The Chair advised that she had received a letter of complaint that had been addressed to her. She had investigated the complaint and she will respond to the complainant.</p> <p>b) Information and Guidance</p> <p>The following documents had been uploaded to Governor Hub for Governors information:</p> <ul style="list-style-type: none"> • The Education People Monthly Bulletins (March and May 2025) • DfE Guidance: Using Pupil Premium – Update for School Leaders (March 2025) 	
16.	<p>Any Other Urgent Business/Critical Matters</p> <ul style="list-style-type: none"> • Governor Monitoring <p>The Chair reminded Governors that term 6 was a monitoring term. Governors were asked to arrange their monitoring visits during the second and third weeks of term (weeks commencing 9th June and the 16th June). The visits should focus on evaluating the school's priorities, the successes.</p> <p>The Chair advised that she intended to liaise with Governors. She urged them to think about their monitoring for the next academic year.</p> <p>Action: Governors to conduct monitoring visit #3 of 3 per annum during either week commencing 9th June or the 16th June. Reports to be shared with the full Governing Board at the term 6 meeting.</p> <ul style="list-style-type: none"> • New Parents Evening <p>The Chair advised New Parents Evening would take place on Wednesday, 25th June at 5.30 p.m. to 6.30 p.m. The school wished for a stronger Governor presence at the meeting so that they may start to engage with new parents.</p> <ul style="list-style-type: none"> • Year 6 Production <p>The date and time of the Year 6 production would be shared with Governors.</p> <ul style="list-style-type: none"> • Summer Fayre <p>The Summer Fayre was scheduled to take place on the 4th July.</p>	ALL

	<ul style="list-style-type: none"> • Sports Day <p>Sports day will take place on the 16th July. Governors were invited to attend.</p>	
17.	Confidentiality <p>A matter discussed at minute 8, b) was regarded as confidential and has been recorded within the confidential minutes for this meeting. The item would remain confidential in perpetuity as it related to an identifiable individual.</p>	
18.	Date and Time of Next Meeting <p>The next meeting of the full Governing Board will be held on Monday, 7th July 2025 at 1 p.m.</p>	
<p>The meeting concluded at 2.55 p.m.</p> <p>Signature: (Chair)</p> <p>7th July 2025</p>		



BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL SUMMARY OF AGREED ACTIONS FULL GOVERNING BOARD MEETING HELD ON THE 12th MAY 2025		
5, b)	Governors to formally agree to request the LA to accept the Board's decision to reappoint Mrs Clayson at the term 6 meeting.	ALL
5, c)	All Governors to reflect on the past academic year and identify what has gone well and one area where something was less positive.	ALL
8,	<ul style="list-style-type: none"> • Governors to receive presentation on Science at the Term 6 meeting. 	HT
12, g)	Finance Governors to conduct a review (random asset sampling) and an inspection of the asset register.	JM/CC
16.	Governors to conduct monitoring visit #3 of 3 per annum during either week commencing 9th June or the 16th June. Reports to be shared with the full Governing Board at the term 6 meeting.	ALL



To be the best we can be ..

**BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL
CONFIDENTIAL MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD AT THE SCHOOL ON MONDAY, 12TH MAY 2025 AT 1 p.m.**

PRESENT:

Reverend R Bending	Mr J Bennett
Mrs B Feast	Mrs H Gardner
Dr. K Gee	Miss A Jordan
Mrs J Mayer (Chair)	Mrs K Petts
Mr G Sample	Mr S Way (Headteacher)

IN ATTENDANCE: Mrs D Stryzyk (Governance Professional)

Item	Minute	Action
PROCEDURAL		
8, b)	<p>Headteacher's Report – Leadership & Management</p> <p>A Governor referred to the child who had been removed from the school because of anxiety. The Headteacher explained the decision had been a difficult one for the child's parents but the level of support outside of the school was not there. The parents had been seeking an Education, Health & Care Plan because they knew she would not cope at secondary school. The school had made significant adjustments to their time in school. The child had been due to do a residential visit and the child's parents were going to stay locally in a bed and breakfast. The child was not happy, she was not eating or coming of her room. The school was looking at what support may be given to children with anxieties because it was something the school was finding more and more.</p>	

Signature: (Chair)

7th July 2025