



**MINUTES OF THE DISCOVERY SCHOOL**  
**FULL GOVERNING BODY MONDAY 25<sup>th</sup> SEPTEMBER 2022**  
**This meeting was held virtually via Teams**

**PRESENT**

Miss Tina Gobell (Head Teacher)  
 Mrs Annabel Cornall (Chair and Co-opted governor)  
 Mrs June Budd (Co-opted governor)  
 Mrs Louise Connelly (Parent governor)  
 Mrs Katy Steele (Parent governor)  
 Mr Louis Westlake (Co-opted governor)

**Apologies** Mr David Waller

**Governance Professional** - Mrs J Roe

<b>AGENDA NUMBER</b>	<b>ITEM FOR DISCUSSION</b>	<b>ACTION</b>
1.	<p><b><u>1.1 Welcome and Apologies for absence</u></b> The Governance Professional welcomed all to the meeting and reminded governors that she would be chairing the meeting until the Chair and Vice Chair elections had been carried out. The meeting was quorate.</p> <p><b><u>1.2 Apologies for absence</u></b> – Apologies were received and accepted from DW.</p>	
2.	<p><b><u>Election of Chair and Vice Chair</u></b> The Governance Professional had asked for nominations for both the Chair and Vice Chair positions prior to the meeting. There had been one nomination for Chair and one nomination for Vice Chair received. The Governance Professional explained that DW had been nominated for the Vice Chair position. She had contacted him ahead of the meeting and he confirmed that he would be happy to stand. Governors agreed unanimously that DW was appointed as Vice Chair for a one year term.</p> <p>The Governance Professional had received nominations for AC to be re-elected as Chair. The Governance Professional asked AC to leave the meeting temporarily for the Board to discuss her nomination. All governors agreed that AC had</p>	Gov Professional to update

	<p>made a considerable impact as Chair and on voting unanimously agreed to re-elect her as Chair of Governors. AC was asked to return to the meeting and accepted the position of Chair of Governors for a further year.</p> <p>The Governance Professional confirmed that AC would now chair the rest of the meeting.</p>	documents to reflect Chair and Vice Chair positions
3	<p><b><u>Register of Business Interests and other declarations</u></b> Governors had completed their KCSIE declarations. There was one outstanding update to Declaration of Business interests. No new declarations in relation to the business of this meeting were declared.</p>	
4.	<p><b><u>Minutes of the last meeting 18.07.2022.</u></b> These had been circulated prior to the meeting and were agreed to be a true reflection of the business of the meeting. The CoG will sign the minutes when next in school.</p> <p><b><u>Actions from the minutes of the meeting 18.07.2022</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Fire Risk Assessors</u></b> – The HT informed the Board that the School would be having a KCC H&amp;S Risk Assessment shortly and they would be able to validate the Assessors credentials.</li> <li>• <b><u>Clerk and CoG to review skills audit</u></b> – to be covered under item 5, Governor Training &amp; Development.</li> <li>• <b><u>Governor Vacancies</u></b> to be discussed under item 6.</li> <li>• <b><u>Monitoring Reports</u></b> The GP confirmed that there were still some outstanding monitoring reports and whilst monitoring was recorded within FGB minutes, it was important to have written reports as evidence for Ofsted to show effective governor monitoring.</li> <li>• <b><u>Behaviour Policy for review</u></b> – to discuss under item 13, Chair’s Actions.</li> <li>• <b><u>School Uniform consultation.</u></b> Following on from an indepth conversation at the FGB meeting on 18.07.2022, the HT confirmed that JB and AC had reviewed the amended School Uniform Policy following consultation with stakeholders. The policy was approved. Governors commented on how smart the children were looking. The HT was mindful of the cost of replacement uniform and confirmed that there would be a 12 month transition period to the</li> </ul>	Outstanding monitoring reports to be circulated ahead of next meeting

	<p>new uniform. Governors were also reminded that the DfE had issued new guidance for affordable school uniform and that the school policy adheres to this.</p>	
5	<p><b><u>Governor Training &amp; Development</u></b> The CoG thanked everyone for completing their KCSIE declarations on Governorhub. The DHT had offered to present to governors an overview of their responsibilities within safeguarding prior to the start of the next FGB meeting on 17.10.22.</p> <p><b><u>Skills Audit</u></b> The Chair and Governance Professional had reviewed the skills audits that had been received. The Chair explained that this had consolidated where she thought the GB would be in relation to governance skills. The Chair would like to meet with governors individually ahead of the next FGB meeting to talk through their skills audits and identify any areas for training. Governors were reminded of the resources available for training. She thanked governors for their dedication to being governors and reiterated that everyone brought strengths and skills to the Board.</p> <p>The Skills Audit would also be used to look at effective recruitment for current and future vacancies.</p>	<p>DHT to carry out safeguarding presentation ahead of FGB meeting 17.10.22</p> <p>CoG to meet with all members of FGB to review skills audits and identify areas for training.</p>
6.	<p><b><u>Governor Vacancies.</u></b> The Governance Professional reminded governors of the current vacancies on the Board. The HT had been in contact with a former member of the SLT who had recently taken up a headship and whilst they were interested in becoming a Co-opted governor, they were waiting to have a conversation with their CoG before committing. The HT asked whether governors whether they would consider is appointment even if it was for a temporary period of time. All agreed that to have someone with their experience on the Board would be highly beneficial.</p> <p>A governor had spoken to a parent who had expressed an interest in becoming a governor. He had sound financial experience which was a skill set that the Board was seeking.</p> <p>The Governance Professional informed the FGB that LC's term of office as parent governor was coming to an end at the beginning of November. Governors were delighted that LC would like to stand for a further term of office. After discussion it was agreed to appoint LC to one of the vacant Co-opted roles based on her considerable skills and knowledge that she brings to the Board. It was suggested</p>	<p>LC to be appointed as Co-opted Governor. Parent Governor vacancies to be advertised. HT to let GP know of decision of former SLT member re Co-opted role.</p>

	<p>that once the HT had confirmed whether the former member of staff would be taking up the Co-opted governor role, the parent interested in the governor position could be signposted to the parent election or appointed as Co-opted governor based on their financial experience. It was agreed that the parent election letter would be circulated once the HT had confirmed whether the former member of staff would be able to take up the Co-opted role. The HT was hopeful that she would be able to let the GP know week commencing 3<sup>rd</sup> October.</p>	
7	<p><b><u>Code of Conduct.</u></b> The Governance Professional had updated this and circulated it ahead of the meeting, highlighting changes to the document including social media guidelines. <b>A governor asked if when documents are sent, the amended areas could be highlighted. The GP confirmed that she completely agreed with this and it had been raised at a recent Governance Professional District meeting and was something that was going to be taken forward.</b></p> <p>All governors had read and signed the Code of Conduct and kept a copy for their personal records. A copy of the Code of Conduct would be stored with these minutes.</p>	
8.	<p><b><u>Governor Responsibilities</u></b> The Chair was mindful of the importance of ensuring that governors were able to remain in their areas of monitoring unless they expressed a wish to change as this would allow deeper questioning at their monitoring visits. The Governance Professional reminded governors of the need for Statutory link governors in SEND and Safeguarding with LA recommendations in H&amp;S and Finance and best practice Training and development, pupil premium/recovery/target funding, Early Years, and whole school wellbeing.</p> <p>After some discussion the monitoring roles were agreed and can be viewed as part of the updated FGB constitution document attached to these minutes. There would no longer be a Finance Committee, but the Governance Professional would attend the finance monitoring visits to ensure continuity with reports. The Governance Professional asked Board members to consider taking up the monitoring roles for Training &amp; Development Governor and H&amp;S governor and to contact her ahead of the next FGB meeting.</p> <p>Governors learned that the school no longer had a FLO as it was felt that this term imposed some barriers for parents. Amanda Lihou's would be known as the Mental Health &amp;</p>	<p>Governors to consider H&amp;S and Training &amp; Development monitoring roles</p>

	<p>Wellbeing Manager. She would work alongside the staff governor to feedback on whole school wellbeing.</p> <p>The Governance Professional reminded the Board that the Finance Policy would need to be updated to reflect the Board working as a Circle Model. The GP will update the Terms of Reference for approval at the next FGB and the HT will ask the SBM to update the Finance Policy for approval at the next FGB 17.10.22</p>	<p>GP to update TOR's to reflect change to Circle Model, SBM to update Finance Policy</p>
9.	<p><b><u>Calender of meeting dates</u></b> The proposed dates for the FGB meetings were agreed as were the suggested dates for the financial monitoring. Copies of these are stored with the minutes.</p> <p>The HT PM committee date would be set once the CoG had contacted the external advisor. Governors were mindful that the deadline for this was the 31<sup>st</sup> December. The Pay Committee meeting date was set for the 17<sup>th</sup> October, prior to the FGB. meeting.</p> <p>The Chair of Governors reminded governors that in terms of monitoring the school was now fully open and governors were welcome at celebration assemblies and other events. Parents received a weekly update on what was going on within School and this would be circulated to all governors.</p> <p>Governors discussed the benefits of holding all their meetings virtually and it was agreed that all FGB meetings would be held virtually.</p>	<p>Pay committee meeting 17.10.22</p> <p>Weekly whats on update to be sent to FGB</p>
10	<p><b><u>Governing Body Publication Requests.</u></b> Governors had completed their Register of Business Interests and these would be published on the school website along with the attendance record of meetings and full membership of the FGB. The Governance Professional also uploads copies of FGB minutes. The FGB impact statement had been reviewed with the amendments agreed.</p>	
11	<p><b><u>School improvement Plan</u></b> Governors had approved the key priorities of the new SIP at their last meeting on 18.07.2022. The CoG had received a copy of the SIP in full and would be providing a monitoring schedule to align with the SIP priorities.</p>	<p>CoG to provide monitoring schedule in line with SIP</p>
12	<p><b><u>Chair's actions</u></b> Before agreeing the impact of the meeting, the CoG asked for item 13, Chair's actions to be discussed by the Board.</p> <p><b><u>Child Protection Policy</u></b> The HT had asked the CoG to approve and sign the new Child Protection Policy which had</p>	

	<p>been taken from KCC's model policy. A copy of the CP policy had been circulated to all governors prior to the meeting and a copy stored with these minutes.</p> <p><u>PPG and PP spending</u> The CoG had scrutinised the PP and PPG spending documentation and this had been uploaded to the school website. Following full discussion with the HT the CoG was confident that the documents reflected very clear actions and successful outcomes from the criteria set last year.</p> <p><u>PE Spending Report</u> The CoG had analysed the actions to ensure that spending had been used effectively. The document would be circulated to all members of the FGB to allow for any questions at the next FGB meeting 17.10.22.</p> <p>Governors were delighted to learn that the LA Governor had made contact with the head of Kings Sports Park to see if they would consider linking with the school. Following discussions they were keen to form a partnership with the school, which governors felt would enhance the profile of the school in the future. The PE lead and Miss Wilce, AHT would be meeting with the head of Tonbridge &amp; Malling Activate and Head of Kings Hills Sports Park to discuss this further.</p> <p>A governor asked whether there would be any charges to use the facilities. The HT said that although some would be free, they would be available at discounted rates by using funding from the PE budget or PE premium.</p> <p>Governors learned that there were plans in place to appoint a new Sports Leader who would be involved with the project.</p> <p><u>Early Careers Teacher Policy</u> The DHT was working on the new Early Careers Teaching Policy and this would be circulated prior to the next meeting.</p> <p><u>Behaviour Statement of Principles</u> The HT informed governors it was a delegated action for her to review the Behaviour Policy. The Behaviour Statement of Principles had been reviewed and there had been no amendments. A copy would be circulated to Board members by the HT.</p> <p><u>Annual Safeguarding Report</u> The CoG had scrutinised the document and confirmed that all actions had been met. The</p>	<p>PE funding to be discussed in full FGB 17.10.22</p> <p>ECT policy for review at FGB 17.10.22</p> <p>Behaviour Statement of Principles to be circulated by HT.</p>
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	<p>CoG informed governors that the school had made a conscious decision to continue using a paper based system for CP reporting rather than an on-line system. This was because the safeguarding team met weekly and it was felt that by having a paper trail it enabled a far more robust way of monitoring any safeguarding concerns. An action from the review was for staff to have an on-line safeguarding refresher course and staff training to look at honour based violence.</p> <p><u>Stafing</u> The HT would be asking the Pay Committee to review the pay scales for a member of the SLT as their responsibilities had increased. She said that these had not been discussed previously as there had been no fundamental changes to the role but then 2 members of the SLT left the school. The HT had benchmarked the levels of responsibilities and would be asking the Pay Committee to review and approve the proposal.</p>	
13	<p><b><u>Impact of Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Election of Chair – Mrs Annabel Cornall</li> <li>• Election of Vice Chair – Mr David Waller</li> <li>• Governors had updated their KCSIE declarations</li> <li>• Declarations of Business interests declared.</li> <li>• Skills Audit had been completed. CoG to meet with individual governors to review training requirements</li> <li>• Code of Conduct – Code of Conduct had been agreed by all members of the Board.</li> <li>• Governor Vacancies had been discussed with two possible candidates for Co-opted vacancies. LC to move to Co-opted role.</li> <li>• Parent election letter will be circulated once Co-opted roles confirmed.</li> <li>• Governor monitoring pairs reviewed and agreed</li> <li>• Board to work as a Circle Model with finance monitoring rather than a committee model. TOR's to be agreed at next meeting.</li> <li>• Calender of meeting dates for academic year agreed.</li> <li>• Governing Body Publication requests were met</li> <li>• New School Uniform policy was now in place following FGB working party consulting with all stakeholders.</li> <li>• School Improvement Plan – CoG would be sending out a suggested monitoring visit schedule in line with key SIP priorities.</li> <li>• CP Policy had been agreed as Chair's action.</li> </ul>	

	<ul style="list-style-type: none"> <li>• PPG and PP funding had been reviewed by CoG with strong evidence of clear actions and successful outcomes.</li> <li>• PE funding had been reviewed by CoG to show funding had been used effectively.</li> <li>• Positive outlook for links with Kings Hill Sports Park</li> <li>• Annual Safeguarding Report had been reviewed with recommendations for refresher online safeguarding training for staff and training for staff in honour based violence.</li> <li>• Behaviour Statement of Principles agreed</li> <li>• Recommendation by HT for Pay Committee to review pay structure for member of SLT</li> </ul>	
14.	<b><u>Any other Urgent Business</u></b> Nil of note	
15	<b><u>Date and time of next meeting.</u> Monday 17<sup>th</sup> October 6.00 pm start with a presentation by Miss Jenny Baker on Safeguarding.</b>	

Signed..... Dated .....