



MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 17th OCTOBER 2022
This meeting was held virtually via Teams

PRESENT

Miss Tina Gobell - TG (Head Teacher)
 Mrs Annabel Cornall - AC (Chair and Co-opted governor)
 Mrs June Budd- JB (Co-opted governor)
 Mrs Louise Connelly - LC (Co-opted Governor)
 Mrs Katy Steele – KS (Parent governor)
 Mr David Waller – DW (LA Governor)
 Ms Kelly Dey – KD (Staff Governor)

Apologies Mr Louis Westlake

Governance Professional - Mrs J Roe (GP)

Prior to the meeting governors received a safeguarding presentation from Miss Jenny Baker, Deputy Head Teacher. A copy of the presentation is stored with these minutes.

AGENDA NUMBER	ITEM FOR DISCUSSION	ACTION
1.	<p><u>1.1 Welcome and Apologies for absence</u> The Chair welcomed all to the meeting. The meeting was quorate.</p> <p><u>1.2 Apologies for absence</u> – Apologies were received and accepted from LW.</p>	
2.	<p><u>Register of Business Interests and other declarations</u> No declarations were made, and the Register was up to date.</p>	
3.	<p><u>Consideration of AOUB items</u> Nil</p>	
4.	<p><u>Membership update</u> Following on from discussion at the FGB on 25.09.2022, the CoG had met with, a parent of the school who had expressed an interest in becoming a Co-opted governor. The governors were reminded of the importance of ensuring that the Board recruits Co-opted governors with the skill set that they required and this parent’s strong financial background would make him an ideal candidate to join the finance monitoring trio to ensure that the Board can build financial capacity within this area. After discussion the Board unanimously agreed to appoint this parent as Co-opted governor. The Governance Professional will</p>	<p>Governance Professional to liaise</p>

	<p>ensure that the relevant paperwork is completed, and the CoG and HT will arrange to meet with the parent after the half term holiday.</p> <p>A governor queried whether there had been any issues with LC becoming a Co-opted governor. The CoG replied that as there was a vacancy for a Co-opted governor this had been straightforward and would mean that when advertising for parent governors there would not be a specific requirement for someone with financial experience.</p> <p>The Governance Professional informed the Board that the letter for the two parent governor vacancies would be sent out after the October half term holiday.</p>	<p>with parent paperwork. Cog & HT to meet with parent</p> <p>Parent election letters to go out after half term</p>															
<p>5</p>	<p>Minutes of the previous meeting The minutes from the meeting of 25.09.2022 had been circulated and were agreed to be a true reflection of the business of the meeting. The CoG will sign these when she is next in school.</p> <p><u>Actions points from the minutes of 25.09.2022</u></p> <table border="1" data-bbox="352 1003 1187 2018"> <tr> <td data-bbox="352 1003 424 1095">2</td> <td data-bbox="424 1003 671 1095">Election of Chair/Vice Chair</td> <td data-bbox="671 1003 1187 1095">Gov Professional to update documentation to reflect appointment of Chair/Vice Chair – completed</td> </tr> <tr> <td data-bbox="352 1095 424 1187">4</td> <td data-bbox="424 1095 671 1187">Monitoring Reports</td> <td data-bbox="671 1095 1187 1187">Outstanding monitoring reports to be forwarded to Governance Professional- nil received</td> </tr> <tr> <td data-bbox="352 1187 424 1279">5</td> <td data-bbox="424 1187 671 1279">Governor Training & Development</td> <td data-bbox="671 1187 1187 1279">DHT to deliver safeguarding presentation ahead of FGB meeting 17.10.2022 – delivered prior to start of the meeting.</td> </tr> <tr> <td data-bbox="352 1279 424 1682">6</td> <td data-bbox="424 1279 671 1682">Governor Vacancies</td> <td data-bbox="671 1279 1187 1682"> <ul style="list-style-type: none"> a. LC appointed as Co-opted governor – GP has completed all necessary documentation. b. Parent Governor vacancies to be advertised after the October half term. c. HT to update GP on Co-opted vacancy – Former member of staff unable to take up Co-opted governor vacancy, but Board appointed Nicholas Monda, who has considerable financial experience. </td> </tr> <tr> <td data-bbox="352 1682 424 2018">8</td> <td data-bbox="424 1682 671 2018">Governor Responsibilities</td> <td data-bbox="671 1682 1187 2018"> <ul style="list-style-type: none"> a. Governors to consider H&S and Training & Development monitoring roles – CoG will take on this as already carries out a lot of mentoring and monitoring of governor responsibilities. The GP will assist the CoG. Following discussion at the finance monitoring trio visit on 14.10.2022, the trio had agreed that they would adopt the H&S </td> </tr> </table>	2	Election of Chair/Vice Chair	Gov Professional to update documentation to reflect appointment of Chair/Vice Chair – completed	4	Monitoring Reports	Outstanding monitoring reports to be forwarded to Governance Professional- nil received	5	Governor Training & Development	DHT to deliver safeguarding presentation ahead of FGB meeting 17.10.2022 – delivered prior to start of the meeting.	6	Governor Vacancies	<ul style="list-style-type: none"> a. LC appointed as Co-opted governor – GP has completed all necessary documentation. b. Parent Governor vacancies to be advertised after the October half term. c. HT to update GP on Co-opted vacancy – Former member of staff unable to take up Co-opted governor vacancy, but Board appointed Nicholas Monda, who has considerable financial experience. 	8	Governor Responsibilities	<ul style="list-style-type: none"> a. Governors to consider H&S and Training & Development monitoring roles – CoG will take on this as already carries out a lot of mentoring and monitoring of governor responsibilities. The GP will assist the CoG. Following discussion at the finance monitoring trio visit on 14.10.2022, the trio had agreed that they would adopt the H&S 	<p>CoG to sign minutes when in school</p>
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			<p>monitoring until additional governors had been recruited to take on the responsibility. The HT commented that she had met with the CoG and that there was an additional plan that she would discuss at the next FGB meeting around H&S monitoring.</p> <p>b. The TOR's had been updated by the GP and circulated. The Board agreed the new TOR's and associated Standing Orders.</p> <p>c. The Finance Policy had been reviewed by the finance monitoring trio for approval by FGB, see item 9.</p>	
9	Calender of meeting dates		<p>a. Pay Committee meeting to meet prior to FGB meeting 17.10.22 – meeting held prior this FGB meeting.</p> <p>b. Weekly 'Whats on' to be circulated to all governors – GP had circulated to all members of the board.</p>	
11	SIP		CoG to provide monitoring schedule in line with SIP. To be discussed under item 6.	
6	<p><u>School Improvement Plan and monitoring visit reports</u></p> <p>Governors received an update from KS and AC on their recent EYFS monitoring visit. They had met with the Lead of EYFS and were delighted to see from their learning walk how well the children had settled in all 3 classes. It was clear that the transition process had been very smooth with very positive feedback from parents.</p> <p>There had been a lot of communication with pupils and parents prior to the children starting school including developing an innovative SWAY and E book to enable pupils to have a virtual walk through of their classroom, outside area, toilets etc. Governors were very impressed by this and were keen to see whether some of these ideas could be transitioned to other year groups.</p> <p>The EYFS monitoring governor (KS) would be meeting with the EYFS lead for a further two visits that had already been arranged, one of which would focus on the Early Childhood Environment Scale (ECCERS) and the other on observing phonics.</p> <p>No risks had been identified and it had been a very positive visit.</p> <p><u>School Improvement Plan</u> Following a visit from the SIA who had made some suggested amendments to the SIP the CoG had</p>			

	<p>reworked the monitoring schedule document. The SIA felt that the school would be judged as outstanding, and as a result did not need so many identifying priorities and objectives. As a result of this, the SLT made some amendments to the SIP reported under item 7, HT Report.</p> <p>The CoG said that the monitoring schedule reflected the importance for governors to be able to get into school to drill down their monitoring by talking to children, teachers, and observations through assemblies, learning walks etc. The CoG would forward the revised monitoring schedule to the GP for circulation.</p>	<p>GP to circulate revised monitoring schedule.</p>
<p>7</p>	<p><u>Head Teacher's Report</u></p> <p><u>Amended SIP</u> This had been circulated prior to the meeting. Following on from the SIA visit, the SIP targets had been reviewed. The focus on research and cognitive development within leadership and management was now within the Intent on the SIP. The SIA advised that whilst some of the other targets had been important, they were for specific subjects as opposed to being a whole school strategy. The SLT were working on refining the curriculum with a focus for staff to be underpinning their curriculum skill and questioning. The school had 3 research champions who were focussing on metacognition which the SIA had felt was very innovative. There was a whole school drive to develop teacher pedagogy.</p> <p>Following discussion, the FGB approved the amended SIP.</p> <p><u>Pupils on Role</u> Governors were delighted to learn that following on from concerns raised at meetings earlier in the year for the 2022 Year R cohort, pupil numbers had increased to 619 on role leaving 28 vacancies. Although this increase had been too late for the October census, in terms of longevity for funding the school was in a better place.</p> <p><u>Attendance.</u> Attendance had been impacted in the last school year because of Covid and the way that it had to be reported as sickness absence. Attendance was now at 97%. The DfE dashboard that compares attendance nationally week by week showed attendance at an average of 95% so the school was above average for attendance.</p> <p>The HT informed governors that now that COVID was behind us, the school was now being more robust around pupils taking holidays in school time. Because of covid and holidays being cancelled there had been allowances made to enable parents to</p>	

	<p>accommodate re-scheduled holidays. However, with flights back to normal the HT felt it important that children were back in school and only taken out for holidays in exceptional circumstances. Some families had received fixed penalty notices if there had been no reason for taking them out of school. Governors were supportive of this.</p> <p>A governor raised some questions around the HT report.</p> <p>Governor Allowance Policy – A governor said that he had never seen this and asked for clarification. The HT apologised and said that she would ask the SBM to forward to governors. She explained the purpose of the policy. The GP advised that the policy had been updated and would circulate the updated version to the HT.</p> <p>Staffing – A governor questioned if there was a reason for 5 members of the LTS staff leaving. The HT said that this role was always very fluid with many staff taking on this role before entering a TA position. There were currently 23 members of LTS, and the school had filled 4 of the 5 vacancies.</p> <p>The HT informed governors that following the resignation of the sports leader at the very end of the school year, Premier Sports who work with the school would be providing a member of staff to act as sports leader until Christmas. The HT stressed the importance of having this provision for pupils during lunchtimes.</p> <p>The PE Lead, Leah Moore, would be meeting with the Sports Park to continue to build a working relationship with the school, Premier Sports and the Sports Park. It is hoped that the school will be able to use the Sports Park facilities for football training sessions from January 2023.</p> <p>A governor asked for clarification around child protection reporting. The HT explained the process in detail. The CoG reminded governors that it was their role to ensure that they are aware of child protection and ultimately as governors it was their responsibility to ensure that the HT is reporting on this and that the school is playing their role within child protection.</p> <p>A governor from the finance monitoring trio said that to carry out their financial monitoring of the SIP they needed to see a copy with costings. The HT explained that the full version of the SIP would be sent to all members of the FGB by the GP which included budget costings. Governors and the HT agreed that it was difficult to monitor this accurately when the budget was set in</p>	<p>GP to send model Gov Visit policy to HT, new policy to be circulated to FGB prior to next FGB meeting.</p>
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	<p>the Spring, yet the SIP targets were not set until the end of the school year. The HT said that there was money set aside in the primary curriculum fund for school priorities, particularly as the school were never sure what cohort they would get for Year R.</p>	
8	<p><u>Chair's Report</u> The CoG had heard from Mr Cornelius, advisor on diversity who had expressed great pleasure in how the school had celebrated Diwali with the community encouraged to come to school dressed in their traditional dress. This had been one of things that he had previously raised about being celebrated in a better way.</p> <p>Governors were delighted to learn that the school had been invited to attend a mini world cup football tournament at Maidstone Football Club. The school were allocated Morocco as their team and won the tournament. They would be invited to take part in regional finals as Maidstone Football Club representatives and would be wearing a special football kit. The CoG had attended the day and complemented all the pupils on their exemplary behaviour throughout, upholding all the school values. Another governor commented on how other pupils had congratulated the team on their return to school at school pick up time.</p>	
9	<p><u>Finance Monitoring</u> The finance monitoring trio had met with the SBM on 14.10.22 and provided the FGB with a verbal report of their meeting. Copies of all documentation had been circulated to the FGB.</p> <p><u>Six monthly monitoring</u> They had reviewed the six monthly monitoring having received excellent documentation from the SBM and discussed the variances to see if there was going to be any major impacts on the end of year budget. There had been no issues or concerns raised.</p> <p><u>Finance Policy</u> Following adoption of the Circle Model of TOR's the Finance Policy had been amended to reflect this. The SBM had also made a change to the credit purchasing amount to reflect the need to buy additional goods that could not be purchased through the normal invoicing channels. The Policy had been reviewed by the monitoring trio and they recommended that it was approved by the FGB.</p> <p>The amended Finance Policy had been circulated to all members of the FGB and this was agreed and approved.</p> <p><u>Health & Safety Policy</u> This had been reviewed by the trio and recommended for approval by the FGB. The FGB approved the H&S policy.</p>	

	<p><u>Staffing Structure</u> Recorded under Part 2 of these minutes, confidential items.</p> <p><u>Pay & Reward Policy</u> This had been reviewed and was recommended for approval by the FGB. The school had adopted the KCC model policy and there had been no major changes. The DfE had not yet confirmed teacher pay increases so if these were to be increased this part of the policy would have to be reviewed by the Pay Committee.</p> <p>The FGB approved the Pay & Reward Policy</p> <p><u>Performance Appraisal Policy</u> This had been reviewed by the Pay Committee. There had been no changes. Following recommendation by the Pay Committee the FGB approved the Performance Appraisal Policy.</p>	
10	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Governor Allowance Policy – To be circulated for approval at next FGB meeting (already noted) • Early Careers Teacher Policy – Governors approved this and thought that it was an excellent and well written policy. • TOR's and standing orders – already approved under item 5. 	
11	<p><u>Governor Training & Development</u> Governors had received Safeguarding training prior to this meeting.</p>	
12	<p><u>Correspondence.</u> Rev Mark Montgomery had extended an invitation to the Governing Body to attend the Remembrance Service on 13th November. Governors were invited by the HT to attend the school's remembrance assembly on Friday 11th November.</p>	
13	<p><u>AOUB</u> nil</p>	
14	<p><u>Impact of meeting</u></p> <ul style="list-style-type: none"> • Appointment of new Co-opted governor, Nick Monda • AC will be Training & Development Governor • Finance monitoring trio will monitor H&S until new governors appointed • New TORs to reflect change to circle model of governance approved along with associated Standing Orders • EYFS visit evidenced innovative ways of engaging with new cohort. All pupils settled in very well. • CoG has written up monitoring visits schedule to circulate to FGB • Following SIA visit new SIP headline targets approved by FGB. Full SIP to be circulated • Attendance still above national average 	

	<ul style="list-style-type: none"> • Robust financial monitoring for six monthly monitoring, energy expenditure • Approval of Finance Policy to reflect change to Circle Model of Governance • Approval of H&S policy • Positive feedback from diversity and equality advisor on Diwali celebrations • Pay Committee approved teacher pay increases • FGB approved staffing structure • FGB approved Pay & Reward Policy • FGB approved Performance Appraisal Policy • FGB approved ECT policy • FGB attended update on Safeguarding training prior to meeting. 	
15	<u>Date and time of next meeting</u> Monday 5 th December 6.00 pm.	