



**MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 19th JULY 2021**

This meeting was held virtually via Teams due to the coronavirus pandemic.

PRESENT

- Miss Tina Gobell (Head Teacher)
- Mrs Annabel Cornall (Chair and Co-opted Governor)
- Mrs Catriona Stringer (Vice Chair and Co-opted Governor)
- Mr Dave Waller (LA Governor)
- Mrs June Budd (Co-opted Governor)
- Kelly Dey (Staff Governor)
- Mr Roland Parrott (Co-opted Governor)

Apologies Louise Connelly, Dr Tina Ivanov

In Attendance Jenny Baker, Deputy Head Teacher

Clerk - Mrs J Roe

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
PROCEDURAL		
1	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u> 1.1 The Chair welcomed all to the meeting. Apologies were received and accepted from Dr Tina Ivanov and Louise Connelly. The meeting was quorate</p>	
2.	<p><u>REGISTER OF BUSINESS INTERESTS</u> The Register of Business Interests was up to date. No business interests were declared.</p>	
3	<p><u>FINANCE AND BUDGET.</u> The Chair of the Finance Committee reported that the school had received an update of the budget submission from KCC (copy stored with these minutes and circulated to all members of the FGB prior to the meeting). The HT discussed with governors that KCC, who use a different formula, had calculated staffing costs to come in at between 75 – 80% whereas the school had budgeted for staffing costs to be 83% with an upper limit of 85%. Governors agreed that this reflected that the school was in a positive position in relation to staffing costs.</p>	

	The finance committee had not met since the last FGB meeting. The Clerk reminded all that there was a Finance & Personnel housekeeping meeting arranged for Friday 17 th September.	
4	<p><u>MINUTES OF THE PREVIOUS MEETING 24.05.2021.</u></p> <p>4.1. These had been circulated prior to the meeting and were agreed to be a true reflection of the business of the meeting.</p> <p>4.2. Governor Actions – the following governor actions were noted;</p> <p>4.2. <u>Business Continuity Plan</u> – to be discussed at the Finance & Personnel meeting 17.09.2021</p> <p>6. <u>Governing Body Monitoring Visits</u> – The Chair had circulated the monitoring visits schedule (copy stored with these minutes). The Clerk reminded governors to forward copies of monitoring reports to her to store in the Monitoring Visits folder.</p> <p>7. <u>FGB Skills Audit</u>. The Clerk was awaiting the final skills audits to complete the Skills Audit matrix and would be meeting with the CoG to review this over the Summer holidays. This would enable the advertising of vacancies to reflect the skill set that the FGB would be looking for.</p> <p>10. <u>Policies Uniform Policy</u> Following on from discussions at the last FGB the Chair informed governors that this would be a significant piece of work for the School as they would need to seek the views of all stakeholders. With the school likely to be having an Ofsted inspection in the next academic year, it was felt that reviewing the policy would take up a lot of time an energy and so would be reviewed later on in the year. The clerk will table the policy to be reviewed in early 2022.</p> <p>Governors did learn that the school had introduced the option of pupils purchasing a PE hoody. This had been added to the school uniform list. Over the past year pupils had been coming into school ready in their PE kits and following discussion amongst staff and the SLT regarding the amount of curriculum time that it saved, it had been agreed to continue with this. Governors were supportive of this and also of the letter that the HT had sent to parents to remind them that from September there was an expectation for pupils to wear the correct school uniform. Governors were pleased to learn that the school had invited parents to contact them if they needed financial assistance to purchase school uniform.</p>	<p>Uniform Policy to be discussed Term 3 2022.</p>
5	<u>GOVERNOR MONITORING VISITS.</u> The CoG had circulated the monitoring visits schedule after the last FGB meeting and thanked everyone for their time and effort in carrying out their monitoring.	

Governors received a verbal report from the Wellbeing monitoring pair on their recent visit to monitor school lunch times.

- Children were back in the in dining hall where things were being run very smoothly by the Lunch Time Manager and her team.
- The children were happy talking about what they liked to play outside and it was apparent that lots of thought had been given to the different zones and how they would work.
- There was a shaded area for pupils along with a quiet space inside for children. Everybody appeared to be accommodated for.
- It was noted that some of the pupils had commented on the football nets needing repairing. One of the governors has contacts with Kings Hill Football Club and following contact with them, they had said that they would be happy to help with any repairs if they were able to do so.
- One of the governors commented that at the football club some of the older boys refereed the games and questioned whether this would be something the year 5/6 pupils could help with. The HT said that along with the SBM they had costed into the budget a Sports Leader who would work for 3 hours a day. Their role would include setting up the various active sports, organising and refereeing and organising inter school competitions as well as putting equipment away at the end of the day. The Governors were very supportive of this and were pleased to learn that as the budget could support this the role would be advertised shortly.
- One of the governors also commented that she had links with the Cricket Club and would be happy to speak to them to see if they were able to offer any support if required.

The wellbeing monitoring pair had met with Jenny Baker, DHT and Hannah Pullen, Inclusion Manager.

- It was apparent that a large amount of work had been carried out in school around pupil wellbeing.
- Some pupils were still suffering from the effects of the lockdown but the school had key workers in place and the pair had been pleased to see the effective use of higher needs funding.
- The Social, mental and emotional health (SMEH) group were now meeting weekly.
- There was a structured supervision programme in place for staff in EYFS and one other classroom which was working well.

- The school had been able to use the library as a second classroom to support the class next door when they were going through a stressful period to keep disruption as minimal as possible.
- Governors commented on how the school were working in a creative and safe way following guidelines to ensure that transition into EYFS was carried out. New pupils would be attending two stay and play sessions after school to keep the bubbles separate. Home and Nursery visits would commence in September.
- Transition for pupils from EYFS to year 6 had been carried out which had included meeting new teachers and TA's and new teachers celebrating pupils work to reinforce links.
- Years 2 to Year 5 had met their new teachers and TA's with staff being creative in their way of getting pupils to meet their new teachers in other ways, eg sending a child with a message to their new teacher.
- The Inclusion Manager was updating the social stories pamphlet to help settle pupils.
- There had been meetings between staff to hand over their class and these were also shared with TA's.
- Meetings had been held between parents, current and new class teachers for SEN pupils.
- Year 6 transition had been difficult as most secondary schools were not open for transition days. However, the monitoring governors praised the school for their creative way of ensuring that pupils were able to have zoom meetings at home with their new schools which had enabled parents to also partake in the sessions.
- The most vulnerable pupils in year 6 had visited their new school.
- With regard to staff wellbeing there had not been a questionnaire carried out and this was being deferred to the September term to enable a true reflection of how staff felt during the whole year.
- A staff BBQ had been arranged for the end of term.

The CoG questioned whether the class teachers' collated behaviour scores in reports and if these were analysed by the SLT. The HT said that this was something that she would be keen for staff to start doing. The CoG said that she felt it was a tangible way to provide evidence to Ofsted. A governor questioned how much work this would be to staff. The HT said that it would be minimal and could be captured within a spreadsheet.

	<p>As part of the Leadership & Management monitoring, the CoG had attended the SLT away day where the SLT had looked at the SIP priorities, curriculum and priorities for the next academic year.</p> <p>She had also attended a maths lead meeting where joint class observations had been discussed. The clerk had taken notes at the meeting which enabled staff to focus on detailed discussions. The CoG thanked the HT for inviting her and said that it had been a good opportunity to see the SLT working alongside the middle leaders.</p> <p>In her role as SEND governor, the CoG had carried out a comprehensive monitoring visit in May. She was conscious of the SENCo and Inclusions Manager's workloads which were always busy towards the end of the academic year so had looked at case studies to see how individual pupils were being supported. The CoG extended her thanks to staff for taking the time to see governors when they attend for monitoring visits.</p>	
6	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>The CoG reminded governors to complete their skills audit which was an annual expectation. This would enable the FGB to make strategic decisions around the current vacancies.</p> <p>The clerk had attended a District Briefing meeting and commented that moving forward the advice was to offer a blended approach for meetings. It was agreed to review this in detail at the FGB housekeeping meeting on Monday 6th September.</p> <p>Governors had completed Ofsted training delivered by the HT prior to the start of the meeting. A copy of the presentation and associated notes are stored with these minutes.</p> <p>The HT informed governors that the school had not renewed their licence with Myako and instead subscribed to the National College who offered more bespoke training centred around education. Governors would receive their log in details prior to the FGB housekeeping meeting in September.</p>	<p>Govs to complete skills audit and send to Clerk.</p> <p>Govs to receive log in details for Nat College</p>
7	<p><u>HEAD TEACHER'S REPORT</u></p> <p>The HT offered her apologies to governors for the delay in sending out her HT report and said that it would be recorded in the minutes that this was accepted but as not read.</p> <p><u>Attendance Policy</u> Governors learned that the HT had updated the Covid addendum to reflect the fact that restrictions would be lifting for Schools from September. Governors accepted the changes and approved the Attendance Policy.</p>	

<p>Governors were concerned to learn of the Cantium data breach and the ongoing issues that this has caused. The HT informed governors how this had affected the schools' ability to access SIMS and it's Share Point which had resulted in a huge amount of additional work for an already short staffed administrative team. It affected the electronic registers, access to pupil, parent and staffing files as well as affecting access to paired services including the School Gateway where parents make payments. It had also caused a huge additional amount of work for the SBM as it had affected access to the school's financial systems which resulted in invoices being unpaid. The SBM and DHT had spent a considerable amount of time working through over £72,000 (seventy two thousand) worth of invoices which had accrued over the 6 week period. The SBM had not been able to carry out any budget monitoring during this period.</p> <p>The Governors thanked the administrative team and the SBM for all their hard work to ensure that school services were not affected during this extremely difficult period.</p> <p>The ICO had been contacted and confirmed that no personal data had been compromised.</p> <p>Governors shared the HT's concern about the length of time it had taken to restore services.</p> <p>Governors learned from the HT that moving forward the school would be using its own in-house back up system for data so the school would be unaffected should this reoccur.</p> <p>The SBM had been on a webinar on Cyber security and the School's Network Manager had reviewed the school systems and had identified appropriate training for staff to ensure that everything is as protected as it can be from external attacks.</p> <p>Governors were concerned that moving forward how this would affect the school as data custodians by taking ownership of the data in house. After a lengthy discussion it was agreed that there should be stringent monitoring by governors and this responsibility would formulate part of the role of the Finance, Premises & Personnel Committee. The detail of this would be discussed at the finance housekeeping meeting 17.09.2021.</p> <p>Governors also agreed to invite Paul Robinson, the Schools Network Manager to the first FGB meeting.</p>	<p>Monitoring of cyber security for Finance agenda 17.09.2021.</p> <p>Network Manager to attend first FGB meeting</p>
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Governors were delighted to learn that attendance remains high at 97.4%.

Confidential items from HT report are recorded in part 2 of these minutes.

Governors were disappointed to learn that there had been one case of bullying but were reassured by the HT that she had dealt with this robustly. The parents had been working with the school and the FLO was now involved to offer mediation for the pupils.

Despite the restrictions of the pandemic, the school had been able to hold sports day, although this had not been open to parents as the layout of the school had meant that Covid restrictions would have been breached.

Year 6 had their residential trip and would be having a Prom and leavers assembly as well as a virtual music concert. Last year's cohort of year 6 had been invited back for their Prom which they had missed last year due to the pandemic.

The CoG thanked the HT, DHT and Jane Wilce, Year 6 lead and staff for all their hard work.

Pupil performance

The DHT provided a verbal report to governors on the key headlines for pupil progress from September 2020 to July 2021.

- The DHT had met with the CoG to review the data for attainment based on the pupils' journey from September 2020 to July 2021.
- Lots of pupils had made exceptional progress from September with no key year groups behind in any way.
- Gaps in lost learning revealed gaps to have been diminished although not closed completely.
- One of the strengths to have come out of the data has been the turnaround in reading. The statutory data in 2019 revealed a drop in reading to 79%. The school had worked hard as an SLT with the English leads and teachers and this had reflected in the progress throughout the school. If the current Year 6 pupils had been taking their SATS this year there would have been an increase of 12%, which when compared to 2019, was something that the school should celebrate.
- Maths had remained steady throughout the school. This was due to the school using the guidance from the Education Endowment Foundation and also closing gaps with the adoption of White Rose which was beginning to have an

impact. Governors learned that it was too early for this to have been fully embedded within the school although there is evidence of the impact that this is starting to make. However, the DHT was confident that this will be fully embedded next year.

- Key areas from the data have revealed a significant trend in writing. She explained that for children to reach greater depth or EE they need to be able to evidence that they are consistently writing at a level beyond their year group expectation. However, this year the children have not had the opportunity to consolidate their learning in the time available.
- Writing data for EE was lower but the DHT explained that the school were happy for pupils to move up to the next year group with these levels as it meant that they would not be at a disadvantage before they had even started within their new year group.
- For those AE pupils the results were not as high as normal but this was also because children have to consistently demonstrate that they are working at the expected standard. However, the school is confident that with no further lockdowns and the introduction of interventions these pupils will be able to catch up. **The CoG commented that she had discussed with the DHT how expectations from what the children would have written at home would have been different from what would have been expected from their class teacher and this is reflected in both the national and local picture with writing being highlighted as an area of development. The CoG wanted to reassure governors that this was the national picture and not related to just the school.**
- EYFS had shown a good level of development in attainment and progress with 77% reaching the required standard. Many had missed learning opportunities because of the pandemic and had not been to Nursery and had missed out on learning in school due to the lockdowns. They will be given the opportunity to reach their levels of development when working with the Year 1 teachers in September.
- Year one had been working on their phonics screening which would normally have taken place in June. This was cancelled and pushed back by the Government until December 2021. The cohort would therefore be in year 2 when they sit the screening. Currently 78% were on track to be meeting the threshold of the screening with the school confident that this will increase to the 90s in the Autumn Term. One teacher has been delegated to providing a daily phonics intervention, particularly for disadvantaged pupils and pupils who were

just below the threshold, in order for them to meet the threshold they need to obtain. The CoG commented that the year 1 cohort, as well as having PPG pupils, had pupils with profound and significant SEN needs so it was important for governors to understand the whole picture for that year group.

- The DHT commented that there were anomalies between PPG and SEN which affects the data but was confident that the school had a good story to be able to explain this.
- In terms of disadvantaged pupils, they were making positive progress with the gaps being closed. In terms of attainment there were areas that needed work which included making sure more pupils reach the expectation for writing from September. The school would be working with teachers to make sure that this happens.
- Across all subjects, including non PPG pupils, the target for EE required review.
- From September the school would be using the Covid Catch up funding and had already identified those pupils that would be receiving additional intervention. Staff had been asked to express an interest in providing the tutoring. Initially this will be offered to PPG pupils as it was felt that they were the group who would have most likely to have missed out during the lockdown learning periods. The school were keen to ensure that they brought these pupils in line with their peers. The CoG commented that this was a national issue and on discussion with the DHT they had talked about building cultural elements and enrichment opportunities back into the curriculum.

The CoG reassured governors that the DHT had been able to demonstrate the impact that the interventions and online programmes had made on pupil progress which was something that the finance governors were keen to see evidence of to ensure that these reflected good value for money.

It was noted that previously the school had spent a large amount of money in September last year on NFER assessments. They had been purchased to use for the teachers to have support with gap analysis in September 2020 as the pupils had missed so much. However, now the school had the information it would not be required to be repeated.

The CoG reminded governors not to under estimate the improvement within reading. Although the results in 2019 were lower, the HT and SLT had taken immediate action to address this and should be congratulated on this significant improvement.

	<p>The CoG commented that governors should be reassured that once the issue had been identified action had been taken and the impact to that was the improvement of 12% in reading.</p> <p>The CoG informed the FGB that with regard to maths the school had looked at the Endowment Foundation, and Kent had offered 50% funding for TA's to receive training in a maths intervention that would be delivered to pupils in years 2 and 3. The school had taken up this funding which had resulted in 2 TA's being trained in this intervention.</p> <p>Governors learned that parents had received pupil reports in the previous week with the school receiving positive feedback.</p> <p>The CoG thanked all staff for their hard work and thanked the DHT for her hard work in researching all the data.</p> <p>Due to the problems with Cantium the HT would be presenting her report on the Covid Catch up funding at the first FGB meeting in September.</p>	<p>Covid Catch up funding to be presented by HT at Sept FGB mtg.</p>
8	<p><u>POLICIES</u> The Attendance Policy was agreed and approved by the FGB following the update to the Covid addendum.</p>	
9	<p><u>SAFEGUARDING.</u> The HT had liaised with the safeguarding governor who had raised some questions concerning how the Horizon scanning worked for pupils leaving the school and how the school raised awareness of pupils coming into the school. The safeguarding governor thanked the HT for her information and said that it had triangulated with the evidence that she had received from the DHT and Inclusion Manager as reported earlier within these minutes.</p> <p>The HT was able to reassure the governor but would be coming into school in September to review the CSR.</p> <p>The DHT had attended a training update for KCSIE for September 2021 and informed the governors that it would be a requirement for all governors to have more accountability for this area. The DHT would meet with the CoG and the safeguarding governor to review the new guidance. The HT reminded governors of the training on the National College that would be available and the clerk reiterated the importance of all governors having the knowledge of safeguarding and that it was not solely the responsibility of the safeguarding governor.</p>	<p>Safeguarding governor to review CSR in Sept</p> <p>DHT to meet with Chair and CS to review new safeguarding guidance.</p>
10	<p><u>GDPR</u> There had not been any breaches.</p>	
11	<p><u>SEND</u> Following on from earlier discussions in the meeting no further updates.</p>	

12.	STAFF WELLBEING/GOVERNOR WELLBEING As a comprehensive verbal monitoring report had been delivered to the FGB earlier on in the meeting, no further discussion was required.	
13	COMMUNITY ENGAGEMENT The LA governor commented that due to changes within the Parish Council he did not have anything to report. He had attempted to obtain an update from Prologis on the proposed art project but had not received a reply.	
14	<p>IMPACT OF MEETING</p> <ul style="list-style-type: none"> • Positive feedback from KCC following submission of new budget • Robust monitoring verbal reports from Wellbeing, L&D and Quality of Provision pair • HT report had highlighted a cyber-attack and the impact this had and was still having on the school. • Attendance remained high at 97.4% • Following an amendment to the Covid Addendum the Attendance Policy was agreed and approved by the FGB. • Attainment and pupil progress evidenced a 12% increase in reading since 2019 • Impact of introduction of White Rose within mathematics starting to have an impact. • PPG pupils shown to be making good progress • Interventions and online programmes such as NFER had been shown to have made an impact evidencing good value for money. • Pupils identified by school to benefit from tutoring using the Covid Catch up funding from September. Initially this will be offered to PPG pupils. • 2 TA's successfully trained in a maths intervention for years 2&3 after the school received 50% funding from KCC to pursue EEF action research. . 	
15	ANY OTHER URGENT BUSINESS. Nil. The CoG would be providing an update to be circulated with the final school newsletter which would highlight areas of monitoring as well as expressing thanks to all stakeholders.	
16	CHAIR'S ACTIONS These would be recorded under part 2, confidential items. At this point KD and the DHT were asked by the CoG to withdraw from the meeting.	
17	CONFIDENTIALITY Item 7 HT report. Item 16 Chair's actions.	
18.	UPCOMING DATES Nil to report	
19.	UPCOMING MONITORING VISITS The H&S governor had a Teams call with the HT arranged for Weds 21 st July 2021.	
20	DATE AND TIME OF NEXT MEETING FGB housekeeping meeting Monday 6 th September 6.30 pm to be held virtually. Friday 17 th September 2.00 pm Finance, Premises and Personnel Committee meeting housekeeping meeting.	

Signed..... Chair/Vice Chair

Date.

