



**MINUTES OF THE DISCOVERY SCHOOL  
FULL GOVERNING BODY HOUSEKEEPING MEETING  
MONDAY 23<sup>rd</sup> SEPTEMBER 2019**

**PRESENT**

Miss Tina Gobell (Head Teacher)  
Miss Jenny Baker (Deputy Head Teacher)  
Mrs Catriona Stringer (Current Chair and Co-opted Governor)  
Mrs Martine Mccahon (Current Vice Chair and Parent Governor)  
Kelly Dey (Staff Governor)  
Mrs Annabel Cornell (Parent Governor)  
Louise Connelly (Parent Governor)  
Dr Tina Ivanov (Parent Governor)  
Mr David Waller (Local Authority Governor)  
Mr Tony Steel (Co-opted Governor)  
Mr Roland Parrott (Co-opted Governor)  
Dr Tina Ivanov (Parent Governor)

**Clerk** - Mrs J Roe

**Apologies** Susan Lyons (Co-opted Governor)

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
1	<p><b><u>Welcome and apologies for absence</u></b> the clerk welcomed all to the meeting. Apologies were received and accepted from Susan Lyons.</p> <p>The Clerk explained that she would be chairing the meeting until the election of the Chair and Vice Chair had taken place.</p>	
2.	<p><b><u>Election of Chair and Vice Chair.</u></b> The clerk had received one nomination for chair, Mrs Catriona Stringer. Her nomination was proposed by David Waller and seconded by Tony Steel. Mrs Annabel Cornell had her nomination proposed by Roland Parrott and seconded by Kelly Dey. Mrs Martine McCahon had a new promotion at work so would not be standing for the post of vice chair and the clerk thanked her for all her work over the past year. The clerk asked both nominees to leave the room whilst voting took place. Voting was unanimous for both Mrs Stringer and Mrs Cornell. Once invited back into the room the Clerk informed both nominees and the Chair took over the running of the meeting, starting off by once again thanking Mrs McCahon for her</p>	

	<p>commitment as Vice Chair over the past year. Mrs Stringer stated that she would be happy to stand as Chair for one further academic year and that the FGB should be mindful of succession planning over this period.</p>	
<p>3.</p>	<p><b>School Improvement Plan</b> The Head Teacher reiterated the FGB role for monitoring the SIP in terms of ensuring the clarity of vision of the school and referred to the School Inspection Handbook, Section 5 of the Education At 2005, 241. She reminded governors that the SIP had been set by rigorous self-evaluation to outline key areas of improvement and that it was important that there are a clear set of outcomes in place to ensure that the high quality and standards of education are continued for the children.</p> <p>Governors were reminded that as had been discussed at previous FGB meetings, after a complex consultation process there was now a new Ofsted framework in place as of the 1<sup>st</sup> September 2019, and that the DfE had announced over the summer holidays that outstanding schools would be re-inspected. The head teacher felt that this would likely happen within the next 2 years and would be a good thing for the School, as it would reiterate to parents how hard working and dedicated the staff are to provide an outstanding education for their children.</p> <p>Governors learned from the HT that having attended a recent Head Teacher’s collaborative meeting, it had become apparent that Senior Leaders and Governing Bodies were being given conflicting views on the role of the GB in setting the Schools’ vision and this had created difficulties at other schools around the District. One HT was taking the issue to Patrick Leeson to raise as it had become apparent that this confusion had arisen from The Malling area District Briefings.</p> <p>The HT went on to ask governors to be mindful that the 3 core functions for governance come directly from the DfE, and that their role is to ensure they hold the HT and other senior leaders to account to make sure they are delivering what is within the SIP and that this is being communicated to all levels of management and having positive outcomes for children. The HT said that through their monitoring visits, governors would be able to make sure that the priorities on the SIP are understood by staff at every level and that everyone was working towards them.</p> <p>Governors commented that it was interesting to learn that there had been confusion with other local schools over the role of the GB in setting the School’s strategic direction.</p>	

<p>The HT felt strongly that the FGB should have their own vision for the long-term development of the FGB, and indeed this was something that MM had talked about at previous meetings.</p> <p>Governors were reminded of the School’s current vision ‘Be the Best you can be’ which had been set by the previous Head Teacher and were asked by the HT to think whether they feel this best represents the school now.</p> <p>The Head Teacher went on to talk to governors about the proposed long term vision for the school which was to provide an all-inclusive outstanding provision for children aged 3-11 years, and that by offering nursery provision it would enable teachers to build upon the education children had received within the nursery, as well as offering families a seamless education.</p> <p>A governor questioned the HT on when the new SIP had been discussed. The HT replied that it had been developed by taking the information gained on the INSET day in the Summer term, along with staff and governor consultation and consultation with the EYFS staff, and the information had then been consolidated on the SLT planning day. This was attended by the Chair of Governors. (examples of the information obtained from the INSET day are included within the SIP document, copy stored with these minutes).</p> <p>The Head Teacher said that although the SIP needed the approval of the FGB, due to the timing of this meeting the school had already started to implement some of the areas on the proposed new SIP.</p> <p>A governor asked whether there had been any discussion on lowering the age group of the children to 2 years as some children do not meet their set milestones by the age of 3. The HT replied that a Local Authority representative had been invited to come and talk about this. If the school was to lower the age range to 2 years, it would mean that the school would have to enter into fee paying and this may entail registering separately for Ofsted. Another reason for not lowering the age to 2 under the free entitlement, was that the catchment area would not be sustainable.</p> <p>A governor commented that the addition of a nursery would be a change for the school in many ways and had there been any previous discussion.</p> <p>The HT discussed with governors how, along with CoG and senior staff, she had liaised with the LA about the proposal. This proposal had been prompted by a drop-in entry numbers. The LA had</p>	
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proposed making the School 2 form entry, but this would not have been long term and would have meant losing outstanding teachers and then having to recruit again in a very difficult market. The HT commented that a Business Plan had shown that financially the proposal was affordable, and space had been identified. She stressed that although there had been a meeting with the LA, the school had not committed to anything at this stage.

A governor commented that at the 'blue sky' thinking day, governors were mindful of meeting the needs of the community.

A governor questioned that with another local school being in consultation for making their provision for children aged 3-11 whether there had been any research into demographic detail. The DHT commented that information from the LA has shown that there is still a falling birth rate, but new forecast data in October will include people who are moving into the area. The DHT reminded governors that this information comes to the LA from the DfE. The HT explained that the breakdown of the data will be interesting in terms of the ages of the children. If there are lots of 3 year olds then a nursery would be a sensible plan, but if the majority were babies then perhaps it wouldn't be the right time.

A governor asked where the proposed nursery would be located. The HT explained to governors the proposal for moving a year 2 classroom, converting the library, and relocating the SENCO to the SBM's office and the SBM to share an office with the HT.

A governor asked that with the library being used for other purposes, could this be relocated within the School. Governors were pleased to hear that there was a proposal for the library to be installed elsewhere within the school grounds.

#### Self-Evaluation

The HT commented that as well as celebrating all the strengths of the previous year, the school had looked at what could be done even better and what needed to be developed further. At their Planning Day the SLT had taken the 5 most pressing things that needed to be achieved and then matched priorities of the staff and governors against the Ofsted inspection framework to ensure the continuity of an outstanding quality of education.

Governors were reminded that all key areas for improvement would be measured under 3 areas;

1. Intent
2. Implementation

### 3. Impact

The DHT had spoken at length to governors about this at the last FGB meeting but reminded governors of the importance of staff developing their subject knowledge and that the Teaching and Learning Policy was being reviewed to reflect the new targets. The DHT went through the targets set for Intent, Implementation and Impact as set out in the SIP, (copy stored with these minutes).

A governor commented how clearly structured the SIP was which would help the monitoring pairs.

At previous meetings governors had expressed their concern about not having financial costings against the areas of the SIP. They were pleased to learn from the Head Teacher that she had included a cross reference to the ledger code for each area so that when the finance monitoring trio meet with the SBM they will be able to see the commentary and share this with the quality of Education Monitoring Pair and FGB. Governors were pleased that this had been included as it would help triangulate information and demonstrate measurable impact.

Governors discussed with the HT the inclusion of diversity on the SIP. This was something that had come out of their learning walks as not being strong enough within the school.

The HT talked with governors about the importance of the FGB being able to talk confidently about the school vision. The HT said that it was important that children are aware of the bigger world and leave the school with the skills to equip them for their secondary school journey.

A governor commented that it would be useful for the FGB to have their own vision.

After finishing her presentation, the Head Teacher asked governors to look at whether they felt that the vision from the SIP captured what they envisaged The Discovery School to be, and once again whether 'Be the best you can be' still best represents the school.

She also asked governors if the longer-term plan of creating an all-inclusive 3-11 outstanding provision was something that the FGB wished to pursue or whether there was something else that they felt should take a priority.

A governor asked whether when looking at these 2 questions, parent voice had been taken into consideration. The HT replied that this

	<p>had been done in an informal way, but to be mindful that the parent body does not set the vision for the school.</p> <p>A governor felt strongly that it was important to have a way of finding out what parents thought, as the views of FGB may not represent the views of the parents, and that it was important that the FGB had the balance right. The HT said that there needs to be careful consideration with this, as parents giving their views may have been influenced by something the school has or has not done. The DHT commented that having sent out a recent well-being survey there were only 100 replies from parents, and these were not representative of other feedback.</p> <p>After further discussion governors all agreed that they wanted to have a deeper understanding of the forecast data from the Local Authority with regards to the nursery. It was agreed that once the HT had sent this out to the governors, any questions could be shared with her ahead of the October meeting. Governors also asked to see a copy of the Business Plan.</p> <p>Having noted on their previous monitoring visits that diversity was not particularly visible within the school, governors were pleased to learn that this was a focus on the new SIP. Discussion took place on how the local community was not particularly diverse, with the staff governor commenting that at previous schools she had worked at there was much greater diversity.</p> <p>The HT informed governors that there would be a new statutory framework for relationships being introduced in 2020 which would need careful planning for implementation.</p>	<p>All inclusive 3-11 outstanding provision discussion Oct agenda. HT to forward Business Plan and forecast data from LA to FGB</p>
4	<p><b><u>Declaration of Business interests</u></b> The clerk had asked everyone to update their declaration of business interest forms. No declarations of any business interests relative to the meeting were made.</p>	
5	<p><b><u>Code of Conduct</u></b> The clerk asked governors to update their Code of Conduct declarations.</p>	
6	<p><b><u>TOR's</u></b> It was agreed that once the monitoring pairs had been updated, the TOR's would be reviewed to reflect any changes and will be agreed at the October FGB meeting 28.10.19. <i>(KD left the meeting)</i></p>	<p>TOR's to be updated and agreed 28.10.19</p>
7	<p><b><u>Governor responsibilities</u></b> Governors reviewed and agreed their monitoring pairs in line with the new Ofsted framework. The CoG reminded governors that an action from the previous meeting was to review the governor visit protocol and to update the governor visit form.</p>	

The HT suggested the introduction of a governor well-being champion to give feedback to the governing body. Governors agreed that this would be a good idea.

A governor requested that when carrying out monitoring visits for H&S if these could be more focussed on reviewing policies and not carrying out H&S walkabouts. The HT commented that the SBM had invested in a new online system for H&S policies and associated documentation.

**Pay Committee.** The clerk reminded governors that the Pay Committee needed to meet before the end of October. The members of the pay committee were agreed as; Roland Parrott (chair), Annabel Cornall and Tina Ivanov. The Chair of the Pay Committee will liaise with the HT to arrange an appropriate date for the meeting.

**Head Teacher's Performance Management** The following governors would be sitting on the HT PM team; Catriona Stringer, David Waller and Louise Connelly. Governors were mindful of needing an external advisor and will contact Vanessa Dunnett to see if she is available.

RP to liaise with HT to arrange Pay Committee mtg

CS to contact Vanessa Dunnett re HT PM review

AREA OF MONITORING	GOVERNOR(S)
EYFS	David Waller Louise Connelly
Training and development	Kelly Dey
Leadership and management	Annabel Cornall David Waller
Quality of Education	Annabel Cornall Louise Connelly
Behaviour, attitude and personal development	Catriona Stringer Tina Ivanov
School website	Susan Lyons
Wellbeing Champion Governor	Susan Lyons
Budget and Personnel	Roland Parrott Martine McMahon Tony Steel
Health & Safety/Premises	Tina Ivanov Tony Steel
SEND	Annabel Cornall Martine McMahon
Safeguarding	Catriona Stringer Tony Steel
GDPR	Catriona Stringer

9	<b>Safeguarding</b> All members of the FGB had been sent the KCSIE documentation prior to the meeting and those present at the meeting signed the register.	
10.	<b><u>Calendar of meeting dates</u></b> <ul style="list-style-type: none"> <li>• <u>Arrange HT performance review and mid-year review</u> – this was discussed under item 8.</li> <li>• <u>Arrange Pay Committee meeting date</u> – this was discussed under item 8.</li> <li>• <u>Reminder of Photograph dates</u> – Governors were reminded of the dates for photographs – 7<sup>th</sup> and 8<sup>th</sup> of October.</li> </ul>	
11	<b><u>Governing Body publication requests</u></b> The clerk had asked all members of the FGB to update their register of business interests forms and code of conduct.	
12	<b><u>Impact of meeting</u></b> <ul style="list-style-type: none"> <li>• Election of Chair/Vice Chair.</li> <li>• Register of Business interests/Code of conduct updated.</li> <li>• Approved SIP priorities – robust challenge on reviewing lowering the school age and financial viability.</li> <li>• Reviewed and agreed monitoring pairs and areas of responsibility.</li> <li>• HT performance management and review team agreed.</li> <li>• Pay committee membership agreed.</li> <li>• KCSIE register updated.</li> </ul>	
13	<b><u>Any other urgent business.</u></b> The CoG informed governors that she had met with MM to review the minutes of the previous FGB meeting and if anyone else had any amendments to have these to the clerk no later than Friday 4th October.  In his capacity as Parish Councillor, DW informed the FGB that there would be a draft report concerning the parking review being issued shortly and he would circulate details of this to the FGB.	Governors to forward to clerk any amendments to FGB minutes by 04.10.19.  DW to inform governors of parking review document
14	<b><u>Date of next meeting.</u></b> Monday 28 <sup>th</sup> October 2019.	

Meeting closed at 7.30 pm.

Signed .....

Dated .....