



**MINUTES OF THE DISCOVERY SCHOOL**  
**FULL GOVERNING BODY MONDAY 28<sup>TH</sup> OCTOBER 2019**

**PRESENT**

Miss Tina Gobell (Head Teacher)  
 Miss Jenny Baker (Deputy Head Teacher)  
 Mrs Catriona Stringer (Chair and Co-opted Governor)  
 Mrs Annabel Cornell (Vice Chair and Parent Governor)  
 Louise Connelly (Parent Governor)  
 Dr Tina Ivanov (Parent Governor)  
 Kelly Dey (Staff Governor)  
 Mrs Susan Lyons (Co-opted Governor)  
 Mr Tony Steel (Co-opted Governor)  
 Mr Roland Parrott (Co-opted Governor)

**Clerk** - Mrs J Roe

**Apologies** Mr Dave Waller, Mrs Martine McCahon

*Prior to the start of the meeting, the HT provided the governors with a presentation and an opportunity to ask questions on the proposed change of age range to accommodate a nursery. The notes from this discussion are stored as appendix 1, under part 2 of these minutes, Confidential items.*

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
<b>PROCEDURAL</b>		
<b>1</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b> 1.1 The Chair welcomed all to the meeting 1.2 Apologies were received and accepted from Mr D Waller and Mrs M McCahon	
<b>2.</b>	<b><u>REGISTER OF BUSINESS INTERESTS</u></b> The Register of Business Interests was up to date and no declarations of business interest were made. The clerk reminded governors that although they had already completed a paper declaration, they would need to update the online register on Governorhub.	<b>FGB members to update Register of Business interests on Governorhub</b>

3	<p><b>FINANCE, BUDGET.AND SFVS</b> Governors had carried out a monitoring visit to meet with the SBM, their report to the FGB will be circulated shortly. Governors were pleased to learn that both outgoing and incoming expenditure were good and that the school is essentially in the same financial position. At their monitoring visit governors discussed;</p> <ul style="list-style-type: none"> <li>• School trips being managed separately with the introduction of new ways for parents to pay by instalments.</li> <li>• SIP – the links between data and finance were reviewed</li> <li>• In December the SBM will be attending training on the new Government guidance around school finance and then repeat gap analysis will be carried out in the New Year.</li> <li>• New funding formula – governors felt that the proposals would be better than the existing system, although consultation is ongoing. The SBM will review and ask governors to respond.</li> <li>• Benchmarking data – Governors will complete the benchmarking using the KCC analysis tool.</li> <li>• Updated contracts including Vendor waste management and Caterlink. Governors were delighted to learn that the SBM had saved £700.00 per annum with Caterlink by dealing with them directly and asked thanks to be passed onto her.</li> <li>• Affordability of pay proposals – the monitoring governors had looked at the affordability of the pay proposals from both KCC and NASUWT and advised the Pay Committee that both were affordable.</li> </ul> <p>The HT informed governors that there were now 4 more standards within the SFVS. At a recent HT briefing meeting, a local head teacher had raised the issue of the advice given by KCC regarding financial monitoring visits with the DfE. The DfE confirmed that the 6 monitoring reports applied to Academies and not maintained schools. Governors were pleased to learn that 3 full monitoring reports, monitoring visits and verbal reports are sufficient for maintained schools.</p> <p>The next monitoring visit was scheduled for January and it was noted that Tony Steele would be part of the monitoring trio.</p> <p>The following would be reviewed by the monitoring trio;</p> <ul style="list-style-type: none"> <li>• School Charging Policy</li> <li>• Asset Register</li> <li>• Laser lighting letter to MP – RP to action</li> </ul>	<p><b>Finance Monitoring report to be circulated to FGB</b></p> <p><b>Funding formula update when consultation completed.</b></p> <p><b>Monitoring trio to Review School Charging policy, Asset Register. RP to write to MP re laser lighting.</b></p>
---	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>4.1. <b>10.07.19</b> – These had been circulated to all prior to the meeting and were agreed to be a true reflection of the meeting and were signed by the Chair.</p> <p><b>23.09.19.</b> – The notes from the housekeeping meeting had been circulated prior to the meeting and were agreed by all and signed by the Chair.</p> <p>4.2 <b><u>To receive an update on governor actions</u></b></p> <p><b><u>3. – Finance and Budget</u></b></p> <ul style="list-style-type: none"> <li>• Internal financial control and self-evaluation – Oct agenda</li> <li>• Asset Register – October FGB</li> <li>• Set date for Pay Review Committee October FGB</li> <li>• Laser Lighting – to write to local MP</li> </ul> <p>Governors had discussed the above actions under item 3, Finance and Budget.</p> <p><b><u>4. Actions from FGB meeting 23.05.19</u></b></p> <ul style="list-style-type: none"> <li>• <b>To write to local MP re Laser lighting – see item 3 of these minutes.</b></li> <li>• <b>Study of relationships between parents and staff. TI to update.</b> TI confirmed that she is still looking into this information and will update at the next FGB.</li> <li>• <b>Governors’ handbook – to review for any suggested amendments.</b> The HT had received comments from SL. No further amendments had been suggested. The HT will now update the handbook accordingly.</li> <li>• <b>Lockdown Policy</b> – The CoG and Vice Chair had attended the recent lockdown exercise and commented on how well this had been executed. The HT had sent out an email to parents after the lockdown exercise explaining what the procedure had been and hadn’t received any feedback from parents. A parent governor commented on how good she felt this email had been. The Lockdown Policy will now be reviewed and circulated for approval at the next FGB in January 2020.</li> </ul> <p><b><u>6. Review of monitoring visits.</u></b> The CoG had updated the TOR’s to reflect the merge between the H&amp;S and Premises pairs. <b>Governors had received the updated TOR’s for the FGB for the academic year. These were agreed and signed by the CoG.</b></p>	<p>Study of relationships TI to update Jan FGB mtg</p> <p>Lockdown Policy to be reviewed and circulated to FGB for approval Jan FGB meeting.</p>
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> <li>• <b>Budget and Personnel to receive a copy of the School's Finance and Business Plan</b> – awaited.</li> <li>• <b>Budget and Personnel to carry out benchmarking exercise</b> – this item was discussed under item 3 of these minutes.</li> <li>• <b>H&amp;S Premises – to review H&amp;S paperwork.</b> Governors are confirming a date to do this.</li> </ul>	<p>SBM to send Finance &amp; Business Plan to monitoring trio</p> <p>H&amp;S/Premises to review H&amp;S paperwork.</p>
	<p><b><u>Governing Body matters</u></b></p> <p><b><u>5.1. Governors to review and discuss any matters related to the GB.</u></b></p> <p>In her capacity for governor responsible for the website, SL asked the HT to send her details of what statutory documentation is required for the website. The HT commented that the school was in the process of having a new website commissioned.</p> <p><b><u>5.2. Clerk's PM review.</u></b> The clerk's PM review had been carried out by the CoG. For a target the clerk will monitor the new website to ensure that the governor page is up to date.</p>	<p>HT to send statutory requirements for Sch Website.</p>
6	<p><b><u>Governor target on SIP</u></b> Following on from discussions at FGB meetings, AC and DW had met with the HT in their capacity as monitoring governors for Leadership and Management. The purpose of the visit was to refocus governor visits within school. Governors learned from AC that prior to the meeting both had conducted comprehensive research around examples of good practice.</p> <p>It had become apparent whilst doing their research that one of the main issues was around contextualisation with contradiction and confusion amongst the documentation that they read. She reminded governors that Ofsted would look at how the GB show due diligence to the guidance from the DfE which is where it is recommended governors take their guidance from. Whilst other resources have their place, publications can be misleading or not applicable to maintained schools. Governors were reminded to be mindful that a MAT would be run very differently. A MAT is often run by an ExecutiveTeacher/CEO and Trustees and so this why it is often reflected that the Board is responsible for the strategic direction of the school.</p> <p>She suggested that when carrying out their duties governors are mindful of the following DfE guidelines;</p> <ul style="list-style-type: none"> <li>• <b><i>Ensuring</i></b> clarify of vision, ethos and strategic direction</li> </ul>	

- **Holding** executive leaders to account for the educational performance of the organisation and its pupils and its effective and efficient performance management of staff
- **Overseeing** the financial performances of the organisation and making sure its money is well spent.

Governors all agreed that they all brought their own experiences to the GB which complement each other.

Governors talked about the importance of ensuring that there was a robust framework in place and agreed that they are achieving this by adopting and ratifying the SIP and through their monitoring visits and reports. It was agreed that the FGB had the desire to be an outstanding governing body.

Within her discussion AC provided a list of useful words from the Governance Handbook. Governors agreed the importance of semantics and that by using some of these words the meaning could be taken out of context. The HT and DHT felt that this list of words would be useful to share with staff.

Governors reflected on how their monitoring reports form part of their self evaluation and allows them to look at strengths and weaknesses and to hold staff to account.

A governor commented that whilst they were reviewing the governor monitoring form, it had become apparent that non-monitoring visits (eg celebration assemblies etc) are not always captured and moving forward being able to do a short report would support the non-monitoring visits. Governors recognised the importance of recording visits in the right way and that guidelines show if they have any concerns, they should raise them with the HT.

The HT asked governors that when updating the Governor Visit form, it is clear that reports go the visit leader and are copied to her so that she can ensure that they are followed up. It was agreed to include on the form a question '*Is there someone else I should be asking about this*'. This would give staff 'permission' to suggest speaking to another member of staff if they did not feel they could respond to what was being asked. Governors were mindful that it was important that staff see their reports as an evaluation and not as monitoring judgement.

**Governing body objective - To embed outstanding governance at The Discovery School.**

	<p>A governor challenged the early part of the meeting centred on finance, yet the end impact is about being the school of choice, but shouldn't the impact be about outstanding educational provision, outstanding compliance and as a consequence the school of choice. He felt that the challenge, impact and intent needed to tie up and will email AC suggestions. The HT will share the final objective with the staff.</p>	
7.	<p><b><u>Governor monitoring visits</u></b></p> <p><b><u>Area 1 L&amp;M</u></b> – Discussed under item 6 of these minutes.</p> <p><b><u>Area 3 Behaviours, Attitudes and Personal Development</u></b> The monitoring pair had met with Bee Hook, Lead for PSHE to focus on the new mandatory sex and relationships education guidelines. The HT had also been on a training awareness course. The HT was confident that the school is already carrying out the majority of what was required but the biggest challenge was going to be myth busting with stakeholders because of the negativity and mis representation within the media. Governors suggested that when informing parents, a comparison of what the school already does against what is different would be a good way of addressing this. The HT said that it had been agreed that as part of the consortium all schools within the group would send the same letter to show cohesion. Governors were particularly pleased to see that the PSHE lead had felt that staff were reassured about what the information around the new rules were.</p> <p><b><u>Area 5 – Budget &amp; Personnel</u></b> – Covered under item 3.</p> <p><b><u>Area 8 – Safeguarding</u></b> The safeguarding pair had reviewed the Annual Safeguarding Report with the HT. It was noted that this referred to the last academic year. They recommended that it was accepted and agreed by the FGB. <b>The FGB accepted and agreed the Annual Safeguarding Report and it was signed by the CoG, a copy of the report is stored with the papers of these minutes.</b></p> <p>The monitoring pair would be making a visit later in the week in relation to the single central record checking.</p> <p>The new signing in and out system was agreed to be an excellent example of safeguarding by the GB. A governor raised a concern about privacy of visitors on signing out and the HT has asked her to contact the Office Manager about this.</p>	<p>SL to contact Office Manager re signing out system.</p>
8	<p><b><u>Governor Training and Development</u></b></p> <p>8.1. To review any updates on Governor Training – nil of note</p>	<p>KD to circulate GSA for review.</p>

	<p>8.2. Governor Skills Audit – It was agreed that KD will circulate the GSA for review and give governors a 2 week time frame to respond.</p> <p>It was noted that all governors had completed their safeguarding training</p>	
9	<p><b><u>Pay Committee</u></b> The Pay committee had met on the 18.10.19. They had scrutinised the recommended pay increases as well as reviewing the appraisal process. All targets had been robustly challenged. The Pay and Reward Policy had been reviewed and it was recommended that the FGB accept and ratify the policy. <b>The Pay and Reward Policy was accepted, agreed and ratified by the FGB.</b></p>	
10	<p><b><u>Head Teacher’s Report.</u></b> The HT report had been circulated prior to the meeting (copy stored with these minutes).</p> <p>Governors noted the appointment of a new School Improvement Advisor who would be visiting the school shortly.</p> <p><u>PE Report</u> The PE report had been updated, as previously the data in the July report had not been submitted. Having reviewed the report prior to the meeting, governors approved the PE report.</p> <p><u>PPG report</u> The PPG funding report had been circulated with planned expenditure linked to the SIP. Governors were delighted with the impact which had shown that the percentage of children working at greater depth in year 6 was above pupils nationally.</p> <p>Governors were pleased to note that pupil numbers were close to the budget numbers set in January.</p> <p><u>Attendance</u> A governor complemented the HT on the useful table, and that the plans that had been put in place for years 4/5 seemed to be making a difference. The CoG thanked all those involved. Governors were impressed with the reduction in the number of authorised and unauthorised annual leave requests.</p> <p><u>H&amp;S</u> The school has had a new computerised system installed and there was a technical issue in printing out the report. Governors will have this in January.</p> <p><u>Brexit</u> Following on from a point raised re medication at previous FGB meetings, the HT had sought advice from KCC and under DfE guidance schools are not allowed to contact parents in regard to ordering additional medication.</p> <p>GDPR – no breaches</p>	<p>H&amp;S report for Jan mtg</p>

	<p>A governor commented on the useful list of acronyms.</p> <p>A governor questioned the HT on the one formal complaint that had been partially upheld. The HT informed governors that as the complaint had now escalated to stage 2, she was unable to share any further information at this stage.</p>	
11	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Pay and Reward Policy – ratified on recommendation from the Pay Committee</li> <li>• Capability and Appraisal – the policy had been adopted from KCC’s model policy, and the Discipline and Conduct had been taken from the SPS model policy – agreed by FGB.</li> <li>• Safeguarding Policy – Reviewed by safeguarding governor at recent monitoring visit.</li> <li>• School Charging Policy – to be reviewed by BMT</li> <li>• SEND – to be reviewed by SEND monitoring pair</li> </ul>	<p><b>BMT to review School Charging Policy.</b></p> <p><b>SEND monitoring pair to review SEND policy</b></p>
12	<p><b><u>Safeguarding</u></b> – Annual Report to Governors 2018-2019 reviewed and discussed under item 7.</p> <p>At this point the DHT delivered a KCSIE presentation to the FGB, including informing on Operation Compass. All governors present signed to confirm their attendance to this presentation, a copy of which is stored with these minutes.</p>	
13	<p><b><u>SEND</u></b> - nil of note. Monitoring visit arranged for next week.</p>	
14.	<p><b><u>Staff Wellbeing</u></b> The DHT reported that the assessor for the Well Being Award had been into school and the school was awaiting his action plan. Thanks were given to CS and SL for being present on the day the assessor visited as it shows staff that their wellbeing is at the forefront with governors. It was felt important that parents understand what the school does to support the wellbeing of children and staff.</p>	
15	<p><b><u>Community Engagement.</u></b> Governors had been signposted to the parking review consultation being carried out. The HT said that the proposals would make parking more difficult due to the installation of zig zag lines on the other side of the road to where there are already zig zag lines installed opposite. The HT has responded to the review and has met with the Chair of the Parish Council. The Chair of the Parish Council had informed the HT that the Pedestrian Crossing would form part 2 of the consultation. Governors were pleased to learn that the Parish Council were very supportive about the installation of a pedestrian crossing.</p>	



16	<p><b><u>Impact of meeting</u></b></p> <ul style="list-style-type: none"> <li>• Robust discussion about the nursery proposal</li> <li>• Budget monitoring shows budget on track</li> <li>• Reduction in Caterlink contract price.</li> <li>• Review by the Leadership Management pair has enabled a suggested target for the FGB as part of the SIP</li> <li>• Policies – Pay &amp; Reward, Capability and Appraisal, Safeguarding Policies all accepted, approved and ratified where necessary by the FGB.</li> <li>• Annual Safeguarding Report – reviewed and agreed by FGB.</li> <li>• PE Funding Report – Reviewed and agreed by FGB</li> <li>• PPG – report has shown the impact on disadvantaged pupils in year 6 achieving above those nationally.</li> <li>• Attendance has increased, with an impact on attendance for disadvantaged children in years 4/5.</li> <li>• Authorised/unauthorised absence reduced</li> <li>• Parking Review flagged up to FGB</li> <li>• Wellbeing Award update</li> <li>• KCSIE and Operation Compass – presentation delivered by DHT</li> </ul>	
17	<p><b><u>Any other urgent business.</u></b> Governors had received a copy of the letter from the CoG to the AEO with regard to the proposed nursery at Kings Hill School. Whilst the School was supportive of the application, the letter sought reassurance that if the Nursery went ahead it would not have any detrimental impact on pupil numbers at neighbouring schools. (copy of letter filed with these minutes).</p> <p>The HT commented that she along with 3 governors, who due to regulations had to be non-parent governors, had met with a representative from SPS to complete the consultation process for the proposed leadership structure. The meeting had been to review responses from staff.</p>	
18	<p><b><u>Chair’s Actions/correspondence</u></b> – Nil of note</p>	
19	<p><b><u>Confidential</u></b> - Nursery proposal. See Part 2 of these minutes</p>	
20.	<p><b><u>Upcoming dates</u></b> Governors were asked to email SL if they are able to help at the fireworks on Saturday 8<sup>th</sup> November.</p>	
21	<p><b><u>Upcoming Impact Monitoring Visits</u></b> Discussed under Item 7 of these minutes</p>	
22	<p><b><u>Date and Time of next meeting.</u></b> Monday 20<sup>th</sup> January. Main meeting to commence 6.00 pm. Pre meet to commence at 5.30 pm.</p>	

