



**MINUTES OF THE DISCOVERY SCHOOL  
FULL GOVERNING BODY WEDNESDAY 10 JULY 2019**

**PRESENT**

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

**Clerk** - Mrs J Roe

**Apologies** Roland Parrott (Co-opted Governor), Tina Ivanov (parent governor)

*Prior to the start of the main business of the FGB, governors received an update on the curriculum and Ofsted framework from Miss Jenny Baker, DHT. The notes from this briefing are attached with these minutes as appendix 1*

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 Roland Parrott and Tina Ivanov.	
<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.	
<b>3</b>	<b><u>FINANCE AND BUDGET</u></b> <ul style="list-style-type: none"> <li>• <u>Present and discuss latest budget monitoring and devolved capital</u> - No updates to receive. Budget had been sent to KCC.</li> <li>• <u>Internal Financial controls Self-Evaluation</u> – ongoing as not clear what was required.</li> </ul>	<b>Ongoing for Oct meeting</b>

	<ul style="list-style-type: none"> <li>• <u>Review the pay of teachers and staff</u> – The HT commented that this was an annual task and not due until October.</li> <li>• <u>Review of School Asset Register</u> – ongoing.</li> <li>• <u>Governors to approve SFVS</u> – Circulated to all members of FGB and approved.</li> <li>• <u>To receive an update from BMP trio on quotes for works to toilets.</u> Governors thanked the SBM for all her work to enable governors to make an informed decision and that the budget monitoring trio (BMT) supported the school to procure the most experienced company. The work will be completed over the summer holidays. Copies of the quotes and email discussion are stored with these minutes.</li> </ul>	<p>SAR for review Oct mtg.</p>
4	<p>4.1 Governors to approve minutes of 23.05.19 for signature by the Chair.</p> <p>It was noted that Tony Steel is a co-opted governor, not local authority and that his surname had been mis spelt. A governor raised an issue around how the wording around policies had been recorded. After the Clerk re-reading the minutes this was accepted. The changes were made by the CoG and the minutes signed by the Chair as a correct record of the meeting.</p> <p>4.2. To receive an update on governor actions.</p> <ol style="list-style-type: none"> <li>1. <b><u>Clerk to inform Governor Services of re-appointment of Mrs Catriona Stringer as Co-opted Governor</u></b> – Clerk had informed Governor Services.</li> <li>2. <b><u>Finance and Budget – monitoring trio to research inclusion of Finance and Buildings within SIP for FGB meeting.</u></b> Refer to monitoring visits, item 6.</li> <li>3. <b><u>Finance and Budget – LASER lighting – SBM to inform FGB of any response by BS at KC by mid-June – monitoring trio to correspond with local MP.</u></b> The SBM had not received a reply. The BMT will write to the local MP. It was agreed that RP should be involved in this.</li> <li>4. <b>4.2. Outstanding actions from FGB meeting to be completed by July FGB meeting</b> <ul style="list-style-type: none"> <li>• <b><u>EYFS and TL&amp;O to attend EYFS moderating 14.06.19.</u></b> Governors had attended.</li> <li>• <b><u>Premises and H&amp;S pair to develop a plan to move forward premises long-term strategy.</u></b> This had been presented at the staff INSET day.</li> </ul> </li> </ol>	<p>Monitoring trio &amp; RP to write to Local MP</p>

	<ul style="list-style-type: none"> <li>• <b><u>All governors to meet in July to review monitoring visits framework 24.06.19.</u></b> – Copy of PowerPoint notes stored with these minutes</li> <li>• <b><u>Training log to be uploaded to klz</u></b> – Training governor confirmed this is now on klz.</li> <li>• <b><u>Governor skills audit to be reviewed</u></b> – see item 8.2</li> <li>• <b><u>Staff Absence and ill health policy – to be reviewed and approved</u></b> – See item 10 Policies</li> <li>• <b><u>Clerk to receive details of the Education Foundation from MM</u></b> – No longer an action</li> </ul> <p><b>6 <u>Review of Monitoring visits-</u></b></p> <ul style="list-style-type: none"> <li>• <b>H&amp;S monitoring visit</b> – circulated</li> <li>• <b>H&amp;S/Premises monitoring pairs to merge – for review at September meeting.</b> Agreed by all. TOR's to be updated to reflect this change at September housekeeping meeting.</li> <li>• <b>SFVS to be circulated</b> – Circulated to all</li> <li>• <b>Child Friendly Child Protection Policy</b> – Updated and approved</li> </ul> <p><b>7. <u>Governor training and development.</u></b></p> <p><b>Governors to discuss possible change of date of FGB meetings from Wednesdays to Monday evenings -</b> Agreed unanimously.</p> <p><b>8. <u>HT report – Governors asked if they could attend sports tournaments.</u></b> The DHT had spoken with the PE Leaders who had agreed to this.</p> <p><b>9. <u>Staff absence and ill health Policy</u></b> – Refer to item 10 policies.</p> <p><b>14. <u>AOB – study of relationships between parents and staff.</u></b> TI absent from meeting, defer to October FGB</p> <p><b><u>New Governor Handbook.</u></b> Comments had been received from SL who stated that she felt the handbook was excellent. Additional comments if any, were awaited from DW, LC, AC and TS, Once received the handbook will be updated.</p> <p><b>15. <u>Chair's actions/correspondence</u></b> DW – newsletter completed</p> <p><b>Lockdown Policy – CoG/HT/SBM.</b> The CoG confirmed that a meeting has been arranged to complete this next week. A date to trial the policy will be set for September.</p> <p><b><u>Education Foundation Report</u></b> - no longer an item for discussion.</p>	<p>CoG to update TOR's to reflect merge of Premises &amp; H&amp;S pair</p> <p>Study of relationships between parent and staff for Oct mtg TI</p> <p>Handbook – DW, LC, AC, TS to comment</p> <p>Lockdown trial – Oct FGB</p>
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**GOVERNANCE**

5	<p><b><u>GOVERNING BODY MATTERS</u></b></p> <p><b>5.1. <u>Governors to review and discuss any matters related to the GB</u></b> – nil</p> <p><b>5.2. <u>Clerk’s Probation</u></b> – The CoG informed the FGB that the clerk had completed her probation period and thanked her for her work so far.</p>	
6.	<p><b><u>REVIEW OF IMPACT MONITORING VISITS.</u></b></p> <p><b><u>Leadership and Management</u></b> Governors learned that the school had a recent visit from the SIP Advisor Matt Dixon. The visit with governors had included;</p> <ul style="list-style-type: none"><li>• A learning walk including visiting the Year 6 Enterprise day.</li><li>• Looking at diversity around the school. This is an area that needs to be developed but the SLT and staff are already looking into this.</li><li>• The SIP was very impressed by the school’s approach to data and the robust tracking system that is in place. The governors thanked the DHT and HT for their work on developing this.</li><li>• Discussion on the challenges around maternity leave. This has been effectively managed and T &amp; L is still outstanding.</li><li>• Looking at comparative data nationally. Governors were pleased to learn that PP children were working at a higher level than all pupils nationally.</li><li>• Higher needs funding – the school has been asked to be a Kent SEND support school.</li><li>• Governor minutes – The SIP was pleased to see good evidence of challenge recorded in red within the minutes, as well as recording the impact.</li></ul> <p>Governors thanked all staff involved in this visit.</p> <p>The HT said that the SIP had commented that he liked how the impact was recorded within the monitoring reports. The CoG said that at the GB planning session in June, it had been suggested that the monitoring form could be reviewed to make it shorter, but from the comments from the SIP it was important that measuring impact was still captured within the new form.</p> <p><b><u>PDBW</u></b> Governors learned that the visit had focussed on diversity and inclusion. It had been felt that the current photographs did not reflect the school as it was now, and so new photographs were being taken. It had been noted that the Library needed to reflect diversity both in terms of books and displays.</p>	

<p>Governors had met with the lead LTS who had been very positive about the changes that had been put in place and the support that she had received from the HT and SLT in raising and implementing the suggestions. Governors thanked the LTS team for all their hard work.</p> <p><b><u>Budget and Personnel</u></b></p> <p>Following on from an email to the HT, a governor asked the HT for clarification around the SIP and finance. The governor said that in Section B (Setting the budget) of the Schools Financial Value Standard the school had responded to the question “Is there a clear and demonstrable link between the school’s budgeting and its plan for raising standards and attainment?” with <i>There is a separate SIP for building and finance related issues and it was highlighted at the recent compliance visit that estimate costings should be included for the resource requirements. This has now been corrected.</i> The governor asked the HT what correction had been made. The HT replied that the Finance and Budget Plan assessment had been revised and updated. Governors felt that they had not had sight of this plan and asked for a copy of this. The HT provided a hard copy at the meeting and will ask the SBM to forward an electronic copy to governors.</p> <p>The governor then asked for clarification on how governors should approve the School Improvement Plan from a financial point of view (as set out within the GB annual planner). The HT commented that the budget was set against the SIP priorities and that governors need to be assured that there is value for money. Detail is included in the main budget commentary, with reference to SIP priorities. The HT felt very strongly that the main objective was to focus on raising standards for children and closing the gap for disadvantaged children. This is what Ofsted would also want to see. From a financial point of view governors needed to be aware of whether the budget was being managed appropriately. They should do this through the six and nine monthly monitoring and the outturn reports that they receive from the SBM.</p> <p>The governor then asked about benchmarking. The school has not carried out external benchmarking since January 2018; only against the DfE Gov.uk data. After discussion it was agreed that this needs to be carried out asap by the BMT. A governor asked the HT for guidance on whether the school needed to purchase a benchmarking tool for £75.00 (seventy five pounds) or whether the free resources were adequate. The BMT will liaise with the SBM over this.</p>	<p>HT to ask SBM to forward copy of F&amp;B plan to FGB.</p> <p>BMT to liaise with SBM re benchmarking</p> <p>Lockdown Policy to be sent to H&amp;S pair</p>
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	<p><b><u>Health &amp; Safety</u></b>  A governor asked whether there was going to be a separate Lockdown Policy. The HT said that this would be the case and a copy would be sent to the H&amp;S monitoring pair.</p> <p>A governor commented that the H&amp;S paperwork needs to be reviewed. The HT informed the FGB that both the SBM and Site Manager had passed their Level 2 H&amp;S training. They had been reviewing all the documentation. The H&amp;S/Premises monitoring pair will review the documentation in Term 1.</p> <p>The draft environmental vision had been shared with staff at the recent INSET day and staff were asked for their comments.</p> <p><b><u>Safeguarding</u></b> the Child Friendly Child Protection Policy had been updated and thanks were given to the DHT for her work on this. Governors commented on how the school goes above and beyond with its safeguarding duties and had seen a couple of good examples of this whilst in school. The central DBS record had been reviewed and there were no concerns. Governors were impressed by the strong knowledge of staff around safeguarding.</p> <p>A governor had noted that at Sports day there had been an official photographer present but wanted to know how the school manages parents taking photographs. The HT replied that parents are informed prior to all events that they may only take images of their own children which must not be shared on social media. Any parent that does not adhere to this is contacted and asked to take down the image which has only happened on one occasion that the HT is aware of.</p> <p><b><u>GDPR</u></b> This visit has been delayed until 16.06.19.</p>	H&S paperwork to be reviewed by H&S/Premises monitoring pair
7	<p><b><u>PUPIL REPORTS</u></b> The HT said that statutory assessment data for EYFS, KS1 phonics, KS1 &amp; KS2 SATS is sent to parents within their child's school report. All reports are looked at by members of the SLT and the school have uploaded a video tutorial to the school website to guide parents through their child's report.</p>	
8	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b></p> <p><b><u>8.1. To receive any updates on Governor training</u></b> DW had attended safeguarding knowledge which had consolidated his knowledge. The Clerk had attended the District Clerk's briefing.</p> <p><b><u>8.2 Governor skills audit.</u></b> KD gave governors a verbal report on the skills audit and felt that since completing it the majority of areas had already been improved on.</p>	

	<p><b>8.3. GB planning session</b> Please refer to confidential items, part 2 of the minutes.</p> <p><i>DW left the meeting</i></p>	
<b>SCHOOL IMPROVEMENT</b>		
<b>9</b>	<p><b><u>HEAD TEACHER'S REPORT (copy stored with these minutes).</u></b></p> <p>Governors had received the HT report and associated documents. prior to the meeting.</p> <p>Governors expressed their congratulations to the SBM and the Site Manager for passing their Level 2 H&amp;S training.</p> <p>They were pleased to see that the School was now collaborating with a school in Swanley.</p> <p>They noted the additional capacity for 19 children for September and were mindful of previous discussions about this. The HT confirmed that the capacity for the school was down by 10 as the school is over its PAN in KS2. The school will have 620 on role in September with its maximum PAN being 630. The HT stated that it was a very fluid picture as there were currently 3 outstanding appeals.</p> <p>Governors were pleased that the numbers of reported accidents were down.</p> <p>They were pleased to hear of a TA returning to work at the School.</p> <p>Governors learnt from the HT that the PP report had shown strong impact for EYFS, end of KS1 and end of KS2. The headline data for for all year groups will be presented for discussion in October.</p> <p>EYFS and KS1 data was validated (refer to report circulated with HT report).</p> <p>Governors learned from the HT that when compared to last year there had been a slight drop in results at KS2 but this had been expected. The reading test had been difficult for those pupils bordering the WT/AE expected level due to the increase of words within the text. There had been a drop nationally of 3%. The School has already identified a programme of support to develop reading stamina.</p> <p>The HT informed governors that the school had submitted several KS2 marking reviews. The school will learn the outcome of this in September but are confident that they will be upheld.</p>	

	<p>The headline figures were submitted to governors and are attached to these minutes.</p> <p>Reading affected the KS2 combined results. The HT said she was very proud of the staff and children but felt sad that the staff did not feel the same way as they have such exceptionally high standards of themselves. Governors agreed with the HT and that these were excellent results and congratulated the staff.</p> <p>The FGB were particularly pleased to hear of the improved PPG results.</p> <p>The HT commented that at the end of KS1 100% of the current year 6 cohort were at expected level so it had been difficult to show progress.</p>	
<b>10</b>	<p><b><u>POLICIES</u></b></p> <p><b><u>Staff absence and ill health</u></b> – A governor had highlighted some inconsistencies but the FGB agreed that subject to these being rectified, the policy was agreed.</p> <p><b><u>Special Leave – Budget and Personnel</u></b> - Approved</p> <p><b><u>Complaints Policy</u></b> - The FGB agreed to adopt the new KCC policy.</p> <p><b><u>Child Friendly Child Protection Policy</u></b> – Agreed by Safeguarding monitoring pair.</p>	
<b><u>OTHER</u></b>		
<b>11</b>	<p><b><u>SAFEGUARDING</u></b> - nil of note.</p>	
<b>12</b>	<p><b><u>SEND</u></b> Governors gave a verbal report of their inspiring visit to the SENCO on 09.07.19. The new SENCO was doing an excellent job. Governors also thanked the HT for her support to the SENCO. Governors recognised how conscientious the SENCO was. The HT commented that the school had received a higher needs funding visit and had been encouraged to resubmit 2 applications as it was felt the school was going above and beyond. Governors were delighted to learn that the School had been asked to become a support school for SEN children.</p>	



13	<b>STAFF WELLBEING</b> –. The DHT commented that staff had very much appreciated the breakfast supplied by governors at the recent staff INSET day. <i>KD left the meeting</i>	
14	<b>COMMUNITY ENGAGEMENT.</b> DW had left the meeting but the CoG said that the Parish Council were supporting the school in its application for parking review in the immediate school area. Governors had helped at the FODS summer Fayre.	
15	<b>IMPACT OF MEETING</b> <ul style="list-style-type: none"> <li>• Training log uploaded to klz</li> <li>• Skills audit shows minimal gaps</li> <li>• Child Friendly Child Protection Policy updated</li> <li>• Complaints policy updated in line with recent KCC changes</li> <li>• Positive report from recent SIP visit</li> <li>• H&amp;S/Premises pair now merged</li> <li>• Improved PPG results against the SIP.</li> <li>• School becoming a support school for SEN pupils</li> </ul>	
16.	<b>ANY OTHER URGENT BUSINESS</b> The HT asked the FGB for their support in agreeing for the SBM to apply for a Chartered degree in business. The degree was for a duration of 3 years and is fully funded under the Apprenticeship Scheme. It would require that the SBM has 20% of her working hours dedicated to time for the degree. As a result, the SBM would claims those hours by working overtime which would incur a cost to the school. The HT said that the SBM had sent a letter setting out the benefits for both her professional development and that of the school. After a short discussion this was agreed by the FGB.	
17	<b>CHAIR'S ACTIONS/CORRESPONDENCE</b> Due to a confidential matter, this item was not discussed.	
18	<b>CONFIDENTIALITY</b> See part 2, confidential items, of these minutes	
19	<b>DATE AND TIME OF NEXT MEETING</b> <b>Monday</b> , 23 September 6.00 pm	

Signed ..... Chair/Vice Chair Date.....

Note - meeting ended 8.45

**ACTION SUMMARY FROM THE DISCOVERY SCHOOL FGB MEETING 23.05.19**

ITEM NO	ACTION	BY WHOM
3	<p><b><u>Finance and Budget</u></b></p> <ul style="list-style-type: none"> <li>• Internal financial control and self evaluation – October 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>BMT</p> <p>BMT Pay Committee BMT</p>
4	<p><b><u>Actions from FGB meeting 23.05.19</u></b></p> <p><b>Finance and Budget – monitoring trio and RP to write to local MP re Laser lighting</b></p> <p><b>Study of relationships between parents and staff. TI to absent from meeting to report at next FGB</b></p> <p><b>Governors’ handbook – to review for any suggested amendments</b></p> <p><b>Lockdown Policy – to circulate Lockdown Policy once drafted and report to FGB on lockdown trial.</b></p>	<p>BMT</p> <p>TI</p> <p>LC, AC, DW, TS</p> <p>HT/CoG/SBM</p>
6	<p><b><u>Review of monitoring visits</u></b></p> <ul style="list-style-type: none"> <li>• In view of merge between H&amp;S/Premises monitoring pairs, TOR’s to be updated to reflect the change.</li> <li>• Budget and Personnel – To receive a copy of the School’s Finance and Business Plan</li> <li>• Budget and Personnel – To carry out benchmarking exercise. To contact SBM for clarification on best benchmarking tool to use.</li> <li>• H&amp;S/Premises – To review H&amp;S paperwork term 1</li> </ul>	<p>CoG</p> <p>HT to ask SBM to circulate</p> <p>BMT</p> <p>H&amp;S/Premises monitoring pair.</p>

## Appendix 1

### BRIEFING NOTES FROM MISS JENNY BAKER, DHT 10.07.19 (PowerPoint notes attached)

Miss Baker informed governors that the purpose of the briefing was to enable governors to develop an understanding of the new Ofsted Framework which comes into force from September 2019.

She outlined the four areas;

1. The Quality of Education
2. Behaviour and Attitudes
3. Personal Development
4. Leadership and Management.

She explained that Ofsted would be looking at

- the professional development of staff to ensure consistency and coherence
- governors being able to understand their respective roles to enhance the effectiveness of the school.
- Behaviour for learning
- Resilience
- Attendance and punctuality
- Attitudes (not just of pupils, but staff, parents, governors)

Both Miss Baker and governors welcomed the addition of staff well-being as a new development within the framework.

Miss Baker went onto say that the biggest change within the new framework was Quality of Education. However, under the new guideline's schools will have a one-year transition period from the old to new framework, which meant that should the School have an inspection to within this time frame, Ofsted would take this into account.

Governors learned that Ofsted will now make judgements on the quality of education by evaluating three areas;

- Intent
- Implementation
- Impact

Miss Baker went on to discuss with governors that Ofsted will now be looking at the rationale behind the curriculum and how it is delivered, along with the breadth and depth. Governors were pleased to learn that assessment is no longer as important as it was with the reduction to 3 assessment points per year, although the School will continue to review the in-year data.

Miss Baker's presentation continued with governors being informed about how ensuring teacher subject knowledge is strong to make them experts within their field in order that they can upskill and teach other staff.

Governors learned that Ofsted will get their evidence about the curriculum by speaking to pupils which will show if they can talk confidently about what they have learnt and that lessons build upon previous experiences. To that end it is important that lessons reflect the intent of the curriculum with teachers and TA's making lessons interesting and exciting.

Governors were pleased to learn from Miss Baker that having collaboratively worked on the curriculum in the past with Mereworth School, Mereworth had recently had a visit from a School Advisor who had given very good feedback.

#### Areas to work on

The SLT have been working on what they want from the school curriculum since Easter and this will be shared with governors in Term 1 when the policy is in place.

The staff meeting on Weds 17 July would focus on creative cross links with subsequent staff meetings throughout the next academic year enabling staff to upskill in subjects to reflect how the school want the curriculum to be.

#### Questions and comments

Staff will not be expected to be experts in everything? The HT replied that they have been looking at subjects staff studied at University along with their passion in a subject and taken this into consideration so that staff are able to drive the subject forward and pass on their subject knowledge.

Is this update the original? The DHT replied that it is slightly different, being more reflective on how we work within a primary school.

The addition of staff well-being is good to see.