



**MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY WEDNESDAY 20 MARCH 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 Cornall (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 Steele (Local Authority Governor)

Clerk - Mrs J Roe

In attendance Anne- Marie Edwards, Chair of Governors, Aylesford Primary School – to observe as part of Chair’s Development Programme.

Apologies Roland Parrott (Co-opted governor)

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
PROCEDURAL		
1	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>1.1 The Chair welcomed all to the meeting, including Anne-Marie Edwards, Chair of Governors, Aylesford School who would be observing as part of the Chair’s Development Programme.</p> <p>1.2 Apologies were received and accepted from Roland Parrott.</p>	
2.	<p><u>REGISTER OF BUSINESS INTERESTS</u></p> <p>The clerk informed governors that she was still awaiting the return of one declaration from a governor. No business interests were declared.</p>	
3.	<p><u>MINUTES OF THE PREVIOUS MEETING 20.01.19.</u></p> <p><u>3.1 Governors to approve minutes of 20.01.19 for signature by the Chair.</u> These had been circulated prior to the meeting. A governor had spotted that on page 3, Buildings, in the first question, it stated that the SBM was a he. The minutes were changed to reflect that this should have stated ‘she’.</p>	

The minutes were then agreed by the FGB and signed by the Chair as a true and accurate record of the meeting.

3.2 To receive an update on governor actions

- Clerk to obtain outstanding Register of Business Interests form The clerk has contacted the governor and is awaiting return of the form.
- Clerk – Leave of Absence Policy for FGB agenda 20.03.19 – Please refer to Policies, item 11.
- Clerk and HT to meet to discuss Policy Review document. The clerk and HT had met to review. Governors were mindful that there needed to be an improvement in the governor monitoring of the adherence to policies but thanked the HT on reducing the number of policies within the School. **A governor asked if the Policy review document could be uploaded to the shared area of KLZ. The HT was reluctant to do this and explained that it was a working document and as such would be subject to frequent change.** The HT gave governors an overview on how the new system of policies would be reviewed.
- Academisation to be added to the first agenda of 2020. The clerk has diarised this for the first meeting of 2020.
- Clerk and Chair to review governor monitoring folder. The clerk explained that she had set up a monitoring visits folder where all monitoring visits would be stored. Governors would also be uploading their monitoring reports to the shared governor area on klz.
- TL&O monitoring report to focus on KS2. Governors from the TL&O monitoring pair explained that their last monitoring visit focus had been on how TL&O links to the SIP. Their next visit will focus on data in KS2.
- HT and CoG to write letter to Parish Council re road markings A copy of the letter is stored with these minutes.
- Premises monitoring governors to discuss the possibility of long-term strategy premises with SBM – refer to item 7, Review of impact monitoring visits.
- TI to investigate defibrillator and user training and if able to deliver EpiPen training. To attend medicine management review. TI confirmed that she had met with Mrs Pullen, SENCO and is awaiting dates to come and deliver both training for the EpiPen and administering epileptic medication. She had emailed the SBM re the defibrillator and is awaiting a response from South East Ambulance service on their preferred type of defibrillator.

	<ul style="list-style-type: none"> • <u>All – Policies outstanding from these minutes to be reviewed and approved at the FGB 20.03.19.</u> Please refer to Policies item 11. • <u>HT to report back to governors on pupils taking holiday during school term and the impact on imposing fees has had.</u> Please refer to HT report, item 10. • <u>HT to add ‘Formal Complaints’ and ‘Celebrations’ to future HT reports.</u> Please see HT report, item 10. • <u>PE monitoring report to form an agenda item for FGB 20.03.19</u> For discussion under item 10, HT report. • <u>Governors to support as many events as possible with particular reference to the –Parent Partnership Group group on 27.02.19</u> Item 14, Staff Wellbeing. A governor queried whether informal governor visits to school are being captured. The staff governor confirmed that she was keeping a record of when governors attend informal events. Governors were reminded of the different types of informal visits they could do. The staff governor made reference to celebration assembly on Fridays and also informed governors that there was a year 4 sleepover on the 17th May. The HT informed governors that parents for pupils in EYFS are being invited into school on Wednesday 3rd April 2.30 to share in their children’s learning. Governors were reminded that other events would be on the website. • <u>LC to write the next edition of Governors’ corner for the HT newsletter.</u> The CoG thanked LC for doing this. • <u>All – FGB Photograph to be taken at FGB 20.03.19.</u> FGB photograph to be taken at the end of the meeting. <p><u>3.3 Matters arising not covered by the agenda.</u> The HT raised a confidential issue which is recorded in part 2 of these minutes under ‘Confidential items. Anne-Marie from Aylesford was asked to leave the room whilst this discussion took place.</p>	
GOVERNANCE		
4	<u>GOVERNING BODY MATTERS</u> No further discussions.	
5	<p><u>SFVS AND FINANCE</u> Due to personal circumstances RP is no longer able to be part of the Finance Monitoring. As a result, MM has stepped into the role along with LC and SL. Both MM and LC have had their finance training and SL will be attending hers shortly. The HT asked that the Finance governors take responsibility for Personnel, an area that is not currently monitored by a specific pair. They Finance trio agreed to this. The CoG will update the TOR’s to reflect the changes. A governor asked for the TOR’s to be uploaded to KLZ.</p> <p>The SFVS has been completed and the Finance Monitoring trio will be meeting with the SBM on 22.03.19 to review.</p>	<p>Finance trio to become Budget and Personnel</p> <p>CoG to update TOR’s & upload to klz</p>

6.	<p>Compliance The compliance report had been circulated to the Finance monitoring governors, but the HT will ask the SBM circulate to the whole FGB.</p>	<p>SBM to circulate compliance report.</p>
7	<p><u>7.1 FOR GOVERNORS TO REVIEW SIP PROGRESS THROUGH IMPACT MONITORING VISITS</u></p> <p>EYFS 23.01.19. (report circulated and stored in governor monitoring folder). Governors reported that they had visited the EY team and had observed the children and TAs which gave them a good opportunity to triangulate discussions with Mrs S Boulton, EYFS Leader. They had focussed their visit on the end of term 2 milestones within the SIP. The area that came up as a key improvement was child diversity within ECERS. They felt that staff wellbeing was very positive, citing the joint planning so that TAs feel involved as a good example. They commented that the TA 1:1 support given to a child was inspiring.</p> <p>There were two issues that they wished to raise which were;</p> <ul style="list-style-type: none"> • The 1:1 TA had no specialist training • Parental engagement was not consistent. Some children were not supported at home. <p>Their next visit would be to look at progress so that they could see visually pupil's actual attainment. The DHT commented that KCC were going to be moderating the EYFS on Friday 14th June at 1.30, and this could be a way for the TL&O pair to also visit to assure robust monitoring.</p> <p>Premises The need for a long-term strategy had been discussed at the FGB meeting on 23.01.19. Governors had met with the SBM who had helped develop the report (copy attached with these minutes).</p> <p>At the Governor away day on 15.03.19 the importance of ensuring that governors take action from the report was discussed. It was agreed that there needed to be another meeting to discuss in detail how governors could move forward with this. After discussion it was agreed that the Premises and the H&S governors would link up to develop a way of moving forward so that the report could be fed into the staff inset day on 28 June. The DHT said that staff currently have to develop an action plan and this maybe something governors could consider showing staff;</p> <ul style="list-style-type: none"> • Why they are doing it • What they hope to achieve • The impact they hope to have • Milestones and timelines 	<p>EYFS & TL&O to attend EYFS moderating 14.06.19</p> <p>Premises & H&S pair to develop plan to move forward premises long term strategy.</p> <p>HT to inform staff of</p>

	<p>It was agreed that the HT would give some narrative about this at a staff meeting so that staff were aware of what governors were doing and the expectations on staff.</p> <p>The Premises pair had a long discussion with the FGB on how the school environment may influence people’s choices of choosing the school, how the school could sustainably attract new people, and that there needed to be a monitoring focus on compliance. This is something that the H&S pair would be looking at during their next meeting.</p> <p>SENCO The SENCO would be going on maternity leave shortly. A governor asked was the school statutorily ready? The HT said that this was covered in her HT report.</p> <p>The Vice Chair said that the GB now had a draft framework for their monitoring visits. She suggested meeting in July to review the framework to enable governors to be aware of what they want to achieve moving forward in September 2019, and that there needed to be a clear plan to ensure that the framework includes the 12 PPG questions. It was agreed that a date week commencing 15th July would be suitable.</p> <p>The HT reminded governors that they should be mindful that the FGB should be driving the school forward from a statutory and strategic point of view and that the framework should feed into the new SIP.</p> <p>TL&O The TL&O pair had a monitoring visit on 21.01.19 (full report stored in the Monitoring Visits Folder) and commented on the excellent work that they had seen during their visit on quality and assessment. They had met with the DHT and focussed on phonics in Year 1. They reported that Year 1 were meeting their phonics targets. Governors were pleased to learn that although there were staff going on maternity leave within that year group, there had been an excellent hand over leaving all staff confident in moving forward.</p> <p>Another member of staff will be going off on maternity leave in year 6 before SATS but the school have already employed a teacher from April to ensure a smooth transition.</p> <p>Year 4 are taking part in a pilot times table assessment which will be statutory from September 2020 and governors agreed that it was good to be at the forefront of development and guidance.</p>	<p>Premises long term strategy.</p> <p>Govs to meet July to review monitoring visit framework</p>
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	<p>Governors had a discussion centred around the pupils' school reports that were sent out recently. It was felt important that there is recognition by the FGB that the school goes above and beyond the national requirements of what is expected of them. Governors acknowledged that there is a lot of time and effort put into these by the staff. They noted that 3 parents had made complaints about the style of the reports.</p> <p>Special thanks were given to the DHT for her inspiring work in developing the assessment system within the school. The TL&O governors will be looking at data next term. The School is working at developing sub leader capacity and this is going to be a focus of the next meeting in term 6 with the curriculum leaders.</p> <p>A governor felt it was important that as a school, the FGB capture what it is that makes Discovery School different from other schools and use this when encouraging future students.</p> <p>A governor commented that it was important that the current parents are aware of the level of detail that goes into the reports. The HT reminded governors that parents will still receive a final, full report at the end of the year. The DHT will be writing to parents to let them know that they will be receiving a non-statutory report shortly.</p>	
8	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p><u>8.1 To review any updates on training</u> LC and TS had attended their induction training. LC had attended finance training. The Clerk had attended the Clerk's Conference. It was confirmed that all certificates should be sent to the Training Governor, Kelly Dey. The Vice Chair asked if a record of training could be uploaded onto klz. The Training Governor (KD) will do this.</p> <p><u>8.2 Governor skills audit</u> The skills audit had been used at the recent Governor Away Day. It was recommended to update it again in December, with a view to looking at what training is required. After discussion Susan Lyons and Kelly Dey will review.</p> <p><u>Feedback from Governor Away Day</u> All governors who attended found it extremely beneficial and thanked the Vice Chair for her work in arranging the day. The school was the first in Kent to undertake such training. The Leadership and management monitoring pair will capture the essence of what was covered as part of their governor visits.</p> <p><u>8.4 LG Chairs Development Programme</u> MM commented that her recent Ofsted training had made her think about the school's</p>	<p>Training log to be uploaded to klz – KD</p> <p>KD & SL to review gov skills audit</p>

	strengths and development points. She had attended a governors' meeting at Aylesford School last week, and Amy Jane was here to observe as part of the Chairs Development Programme.	
9	Ofsted To be covered within the HT report, item 10.	
SCHOOL IMPROVEMENT		
10	<p><u>HEAD TEACHER'S REPORT (copy stored with these minutes).</u></p> <p>Governors had received the HT prior to the meeting.</p> <p>The SEF still shows the school to be outstanding in all areas.</p> <p><u>CPD – Talk for teaching.</u> The DHT explained to governors the rationale behind Talk for Teaching (T4T), clarifying that it was not for staff to make judgements but to take part in the learning. There is a celebration wall in the staff room where post-it notes enable staff to share examples of good practice amongst the wider school community. The CoG had attended one of the sessions and reported on the positive aspects that she noticed, including the sharing of good practice and outstanding learning within the school.</p> <p>The DHT will be commencing the Talk for Teaching with Teaching Assistants in May using the same approach. The HT is confident that staff will become independent from the SLT in carrying out these visits.</p> <p>The staff governor said that the feedback that staff who had participated in the Talk for Teaching had been very positive.</p> <p><u>Policies and procedures</u> The HT was mindful that governors must review the Staff Absence and Ill Health Policy. The suggested policy taken from KCC has been uploaded to KLZ. Governors were informed that they needed to ensure that they were happy with the levels of decision and delegations set out within it. The policy will be approved at the next FGB 22.05.19.</p> <p>Special Leave Policy – the HT recommended that it was reasonable for the Budget and Personnel team to review before presenting it to the FGB. A governor asked if maternity leave was covered within the policy and was told by the HT that there is a separate policy for this.</p> <p>Governors thanked the HT for responding to a question raised at the District Briefing regarding Brexit and including it within her HT report. This will form part of the Emergency Management and Business Continuation Plan.</p>	<p>All – Staff absence & Ill Health Policy for approval 22.05.19 FGB</p> <p>Budget & Personnel to review Special Leave Policy.</p>

<p><u>Pupil Premium</u> A governor asked if the school would be taking into account the report recently issued by the Education Foundation. The HT replied that she refers to the DfE toolkit and the Sutton Trust for evaluating PPG but would be happy to look into alternatives. MM will send details to the Clerk.</p> <p><u>Health & Safety</u> Governors agreed with the HT that as children begin to use the school field the risk of injuries will reduce and there have already been lots of improvements implemented. Governors noted that the reduction of accidents had come down by more than half. A governor asked for clarification as to whether the number included staff and if there was any plan to target any other area of concern. The HT replied that the figure was for children.</p> <p>A governor asked if there was anything recorded about the impact, (missing from class, staff absence) has on school life. The HT said she would speak to the SBM to see if there would be any value in recording this, but agreed that the school spends a lot on supply teaching so it would be beneficial to look at the reasons behind it.</p> <p><u>PE Monitoring</u> The HT drew governor’s attention to the fact that the PE report had been written by the PE Leaders without input from herself and that this should be celebrated. The final data will be made available to the governors at the next FGB meeting. Governors were keen to ask the PE leaders to present to them at a pre-meeting, and this will be arranged at an FGB in the next year.</p> <p><u>Local Authority Visit</u> Two Governors, AC and DW will be at the LA visit.</p> <p><u>Attendance</u> The HT and governors discussed the attendance as tabled in the HT report.</p> <p>A governor questioned whether there had been any more PPG children identified in Year R. The HT commented that there hadn’t and reiterated the difficulties as discussed at the FGB on 23.01.19.</p> <p><u>Holiday absence</u> The number of holidays taken during term time has reduced, which could be due to the impact of imposing fees. The HT asked governors to be mindful that the real impact will not be evident until terms 5 and 6 when most holidays have been historically taken.</p> <p><u>Ofsted</u> Governors learned from the HT about the proposed changes to the Ofsted inspection framework for schools. Governors were informed that there is a consultation process in</p>	<p>MM to send details from Education Foundation to Clerk,</p> <p>HT to speak to SBM re-recording impact of absences through injury</p> <p>PE Leaders to present at FGB pre-meet</p>
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	<p>place which closes on 5th April 2019 and were encouraged to complete this by the HT.</p> <p>Governors learned that the DHT is already undertaking a significant amount of work on the curriculum. Governors were mindful that under the new framework the short 1-day inspection would be replaced with a 2-day inspection, and notice for a Section 5 inspection would only be given at 10 am on the day before the Ofsted team came into the school building, and how this would impact the school with regard to timetabling, space and additional workload, as well as the pressure of the inspection.</p> <p>A governor asked whether the school had an Ofsted ‘grab bag’. The HT said KLZ would be the source of relevant information and should serve as an electroinc ‘grab-bag’. Governors were mindful that it was important that the klz area is as up to date as possible.</p> <p><u>Staffing</u> Mrs Pullen, the SENCO would be going on maternity leave in April. Governors were reassured after discussions with the HT that there was a comprehensive plan of cover in place.</p> <p><u>Parent Consultations</u> A governor identified an error on the parent consultation attendance figures and governors asked the HT to double check the data.</p> <p>A governor challenged the HT on how confident she was that there were no staff cases of bullying and that staff felt confident that they could report any incidents. The HT said that staff do have the mechanisms in place to report any incidents. A governor asked the Staff governor for her views and she responded that she felt staff were confident that they could raise any issues should the need arise.</p> <p><u>Celebrations</u> Governors thanked the DHT for her work in detailing the celebrations within the school. They were delighted to learn from Miss Baker that 4 Quiz Teams had represented the School with one team reaching first place, taking them through to the Semi Finals. Thanks were expressed to Mrs Donna Madden for her work in supporting the pupils.</p> <p>A Governor asked if the school ever entered staff into staff awards such as those run by the Kent Messenger. The HT said it would be difficult to isolate individuals and would want to recommend the whole staff.</p>	<p>HT to double check parent consultation attendance</p>
<p>11</p>	<p><u>POLICIES</u> Governors had reviewed the Governor Allowance Policy. After some recommended changes by SL, the FGB agreed to the Governor Allowance Policy.</p>	

12	<u>SAFEGUARDING</u> - No issues to report. Safeguarding Monitoring Pair visit 22.03.19.	
13	<u>SEND</u> - No further discussion	
14	<p><u>STAFF WELLBEING</u> Governors were very disappointed to learn that there was no parent uptake for the Parent Partnership Group meeting to meet with governors on 27.02.19. The FGB discussed how best to engage with parents.</p> <p>Governors then discussed how the school provides parents with opportunities to attend events at school (shared as a table, copy stored with these minutes). It revealed that parents have the opportunity to attend most things, with a balance of evening events available. Governors were also mindful that staff already stay late at school to attend staff meetings etc. They felt that there were other avenues parents could explore if they were unable to attend a particular opportunity such as telephoning or emailing the school. The HT said that she felt strongly that the hours her staff are employed for should be to focus on teaching and learning rather than evening extra-curricular events. She was also mindful of the need to protect staff entitlement to a work/life balance.</p> <p>The CoG commented that the school was working very hard to get the balance right.</p> <p>Further discussion took place which is recorded under Confidential Items, Part 2 of these minutes.</p> <p>Governors discussed the possibility of using technology to engage with parents. The Chair questioned whether the parent survey could be a vehicle to ask parents how they would like to engage with the FGB.</p>	
<u>OTHER</u>		
15	<p><u>IMPACT OF MEETING</u></p> <ul style="list-style-type: none"> • Actions from FGB meeting 23.01.19 met • EYFS visit has shown triangulation • TL&O update on quality and assessment focussing in KS1 • Successful Governor Away Day with a review planned for July • Draft framework for monitoring visits in place and to be reviewed for further development • Finance Pair replaced by Budget and Personnel monitoring trio • PE Middle leaders to attend FGB pre-meeting • Sustained reduction in lunch time accidents • Attendance has gone up 	

	<ul style="list-style-type: none"> • Term time holidays have reduced • Talk for teaching proving to be a success • Governor Allowance Policy Reviewed • SENCO maternity cover in place 	
16	<u>ANY OTHER URGENT BUSINESS</u>	
17	<u>CHAIR'S ACTIONS/CORRESPONDENCE</u> Thanks were passed to SL who agreed to write the FGB section for the Term 4 newsletter.	
18	<u>CONFIDENTIALITY</u> <ul style="list-style-type: none"> • Items 3.3 Matters not covered by this agenda • 14 Staff Wellbeing 	
19	<u>UPCOMING DATES</u> <ul style="list-style-type: none"> • Wednesday 4 April 2.30 EYFS parents to share children's learning • Wednesday 22 May 2019 Full Governing Body meeting to agree and ratify School Budget • EYFS moderation from KCC Friday 14 June 1.30 	

Signed DatedChair/Vice Chair

Date

ACTION SUMMARY

Finance trio	To become responsible for personnel – Budget and Personnel monitoring trio.
Chair	To update TOR's to reflect change of name for Budget and Personnel monitoring trio and to upload onto klz.
Compliance	SBM to circulate final compliance report.
EYFS and TL&O	To attend EYFS moderating 14.06.19
Premises	Premises and H&S pair to develop plan to move forward premises long term strategy.
HT	HT to inform staff of Premises long term strategy.
All	Governors to meet in July to review monitoring visits framework
KD	Training log to be uploaded to klz
KD & SL	To review governor skills audit
All	Staff absence and Ill Health Policy for approval 22.05.19
Budget & Personnel	To review Special Leave Policy
MM	To send details from Education Foundation to Clerk
HT	HT to speak to SBM re-recording impact of absences through injury/illness
HT	PE Leaders to present at FGB pre-meet
HT	To double check parent consultation attendance