



**MINUTES OF THE DISCOVERY SCHOOL  
FULL GOVERNING BODY  
WEDNESDAY 23 JANUARY 2019**

**PRESENT**

Tina Gobell (Head Teacher)  
 Jenny Baker (Deputy Head Teacher)  
 Catriona Stringer (Chair and Co-opted Governor)  
 Martine Mccahon (Vice Chair)  
 Kelly Dey (staff governor)  
 Louise Connelly (Parent Governor)  
 Tina Ivanov (Parent Governor)  
 Susan Lyons (Co-opted Governor)  
 David Waller (Local Authority Governor)

**In attendance** for Item 2, Finance, Mrs Angela Alexander

**Clerk** - Mrs J Roe

**Apologies** Annabel Cornall, Tony Steele and Roland Parrott

ITEM NO	ITEM FOR DISCUSSION	ACTION POINT
<b>PROCEDURAL</b>		
<b>1</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Chair welcomed all to the meeting. Apologies were received and accepted from Annabel Cornall, Tony Steele and Roland Parrott. The meeting was quorate.</p> <p>The CoG informed governors that the Clerk had resigned from the Clerking Service and that the Clerking Service had been unable to find a replacement. The CoG introduced Mrs Julie Roe who had 11 years' service as Clerk to the School before resigning in 2016. Mrs Roe left the room whilst governors ratified the Chair's recommendation to appoint her as new Clerk employed directly by the School. Governors were in agreement to ratify the decision, but the clerk will have a trial review by the governors and a mid-year appraisal, the date of which is to be confirmed. At this point Mrs Roe returned to the meeting and was welcomed to the Governing Body.</p>	<p><b>Governors to agree clerk's appraisal date</b></p>

2.

**FINANCE**

Governors welcomed Mrs Angela Alexander, School Business Manager to the meeting to present the 9-monthly monitoring.

The SBM informed governors that the 9 monthly monitoring was complete, however due to time restraints she had been unable to meet with the finance governors prior to the meeting. The HT had met with a finance governor to review the 9 month monitoring report and BCM statement. A meeting has been scheduled for a month's time for the finance governors to raise any queries or concerns.

The deficit outturn stands at £132,495. The SBM explained that the deficit was very close to what had been originally planned. The BCM was not at risk of being breached this year, although the School has been close to the allowance for the past 2 years. There was a breach previously, but the School were able to explain that there were projects within the School to spend the money on. Governors learned that when the budget forecast was set 2 years ago, the school was projected to go into deficit and as a result had to set a deficit recovery plan meaning a freeze on spending. At the end of the financial year, the financial position of the School had improved and as such it was permitted to exceed its BCM. There has been a spend of £60,000 from this money, which has included extra staff in targeted year groups, but governors should be mindful that these staff were on fixed term contracts so will not be carried forward.

The SBM commented that when setting the new budget there would be a conservative take on what income the school could receive. There was a shortfall in SEN funding because of an overall review of SEN funding and the new framework.

Governors were pleased to learn that the Income from facilities and services had increased with the Breakfast/After School Club generating £86,000 before costs, an increase of £4,000.

Lettings within the School were still going well, and the governors were reminded that the Letting Policy had been ratified to include changes to security arrangements and also with new charges in April coming into force. **Governors learned that the last increase in rental was 2015.**

Staffing costs had increased with a deficit in the teaching budget, but this would be covered by the teachers' pay grant. There was an underspend in office staff due to the absence of an Office Manager, but this was offset by the financial support given for finance from KCC.

<p><u>Buildings</u> - Governors were pleased to learn that all the lights within school are now working and there is a likelihood that there will be money to reduce the over spend. There was an overspend of £2,000 for gas and electric and it was noted that rates had increased dramatically.</p> <p>There was an overspend in financial support with 6 months remaining on the contract. The SBM and HT informed governors that there was a plan in place to recruit a Finance Assistant and in the short term the current support will stay in place until June to allow an overlap for training.</p> <p>There was an overall revenue balance of £151,000 down to £128,000. Governors learned of the 0.55% drop in income due to SEN funding that the school had not yet received, with 66% of the supply budget having been spent.</p> <p>Further to discussions at previous meetings, governors learned that the SBM was awaiting revised quotes on the KS2 activity trail, with remedial action required on the KS1 activity trail. The next big project would be to replace some of the toilets within the school, focussing on the ones in EYFS and the playground area.</p> <p>The capital funding was £23,000 in addition to 11,000 that should be received.</p> <p>The school were looking at an electronic signing in system.</p> <p><b>Q</b> In the absence of the Finance Governor, governors questioned whether the FG had been happy with the 9 monthly monitoring and the SBM informed them that she was.</p> <p>The outturn end year is 23.03.19 so the SBM would be able to do a draft report prior to the FGB on 20.03.19. Governors were mindful that the school has the SFVS to complete.</p> <p><b>A</b> governor had been in discussion with other users of the School Breakfast/After School Club about the possibility of extending this to School Holidays. The Governors recalled that there had been a lengthy discussion around this in previous meetings and once again debated the issue. The HT reminded governors of the additional Safeguarding issues that would be required, along with admin systems and the possibility of a need for a separate Ofsted registration. It was agreed that it would be an expensive model to facilitate with many other options available within the area offering a similar service.</p>	<p><b>FGB to ratify new budget at FGB 20.03.19</b></p>
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	<p>Governors thanked the SBM for all her time and effort with the 9 monthly monitoring and the SBM left the meeting. The HT reminded governors of the huge undertaking the recent compliance visit had been for the SBM and that this had resulted in a very positive outcome. The governors asked for their thanks to be passed onto the SBM for all the work that she had put into this.</p>	
3	<p><b><u>REGISTER OF BUSINESS INTERESTS</u></b></p> <p>It was noted that the newly appointed LA Governor had completed his declaration and had stated in on it that he was a Parish Councillor. It was noted that another governor had yet to complete the form and this had been picked up on the recent compliance visit.</p> <p><b>Action – Clerk to obtain form from governor for Register.</b></p> <p>It was noted that the Clerk was related to a teacher at the School. The HT and CoG had discussed this matter and determined that this would only be an issue if there was likely to be conflict of interest. The Clerk would be responsible for taking the minutes for FGB and Pay Committee meetings.</p>	Clerk
4	<p><b><u>MINUTES OF THE PREVIOUS MEETING 07.11.18</u></b></p> <p>These were agreed to be a true reflection of the meeting and were agreed by the FGB and signed by the Chair.</p> <p><u>To receive updates on agreed governor actions</u></p> <ol style="list-style-type: none"> <li>1. <u>Clerk – To find out if being a Parish Councillor should be declared</u> – see Item 3 of these minutes.</li> <li>2. <u>To invite SPAG leader to present a spelling plan</u> – Please see PPG notes attached to these minutes.</li> <li>3. <u>Chair to complete TOR’s for the Pay Committee</u> These had not been circulated prior to the meeting. The HT reminded governors to be mindful that these needed to be agreed asap and so they were read out to governors.  <p><b>Q Do these meet the recommendations as set out in the Pay Policy?</b> Yes, they did.  <b>Q – There is the use of the word Committee in one part and Panel in another.</b> The HT said that she would change the wording to Pay Panel to be consistent. After this discussion governors were happy to <b>ratify the TOR’s for the Pay Panel.</b></p> </li> <li>4. <u>To send a copy of the minutes to Leadership and Governance for confirmation of the appointment of David Waller as LA governor</u> - These had been sent by the Clerk.</li> <li>5. <u>Leave of Absence Policy</u> This will be an agenda item for the new financial year. Clerk to add to next FGB agenda.</li> </ol> <p><b>Action – Clerk to add Leave of Absence Policy to FGB agenda 20.03.19.</b></p>	Clerk

	<p>The CoG and HT would like the new Clerk to take on the role of monitoring the Policy Review Cycle. It was agreed that the HT and Clerk will meet so that the HT can clarify to get this to run as efficiently as possible.</p> <p><b>Action – Clerk and HT to meet to discuss Policy Reviews Cycle document.</b></p> <p>6. SIA – Please refer to item 6, Review of impact monitoring visits.</p>	Clerk & HT
<b>GOVERNANCE</b>		
5	<p><b><u>GOVERNOR AWAY DAY.</u></b></p> <p>The Vice Chair invited governors to attend a governor away day Friday 15 March, 9.30 – 2.45. The facilitator for the day will be Jude Johnson, North Kent Area Governor Officer. Venue The Spitfire Kings Hill.</p> <p><b><u>ACADEMISATION</u></b></p> <p>Academisation had been discussed by the FGB last year and it had been agreed to make it a yearly topic of discussion. After a short debate governors did not feel at this stage that there were any identifiable benefits for becoming an Academy. It was agreed to return to this item at the first FGB meeting of 2020.</p> <p><b>Action – Academisation to be added to first agenda of 2020.</b></p>	Clerk
6	<p><b><u>REVIEW OF IMPACT MONITORING VISITS.</u></b></p> <p>Prior to discussing monitoring visits, governors talked about storing the reports on a shared area on KLZ. The clerk reminded governors to be mindful that it is seen as good practice to have a folder within school of all governor visits recorded and available for review. After discussing this it was agreed that prior to the next FGB on 20.03.19, there would be a workshop run by the HT and DHT on using the shared area on KLZ. A governor commented that the FGB had bespoke monitoring training later in the week and would be able to formulate more of a plan around what and how to store monitoring information. The Chair and Clerk will look at the current visits folder.</p> <p><b>Action – Chair and Clerk to review Governor monitoring folder.</b></p> <p><b>A governor noted that within the SIA report there had been a couple of points around the EYFS and it was agreed that the monitoring visit for Early Years will be responsible for assuring the evidence of impact</b></p> <p>The HT commented that a key priority for action from the NOV was working around a statement for pupil premium on the website that</p>	Chair and Clerk

<p>had been picked up by the SIA. She felt that there had been a misunderstanding on this and would be seeking clarification from the SIA.</p> <p><i>Q Does the SIP do an annual visit? The School receives 2 visits per year as it is an outstanding school. (Miss Baker temporarily left the meeting at this point).</i></p> <p><i>Q If points were raised from the SIA report would it trigger an Ofsted inspection? It wouldn't trigger an inspection, but Ofsted would review any LA documents.</i></p> <p><u>GDPR</u> – Governors learned that the school is meeting all its obligations. There is now a new signing in system which is more secure. It was noted that the school currently buys a platform for GDPR which the Chair will be monitoring.</p> <p><u>TL&amp;O</u> – A governor noted that six pupils who did not pass the Phonics screening also had SEN. The governor asked that if they had SEN needs was the School identifying pupils with SEN at the earliest possible time. The HT commented that although some children in year 2 who did not meet the phonics threshold in year 1 were also SEN, their SEN needs had not been identified as a result of the phonics screening, but are identified through different means at various points in the year. She went onto explain to governors that not all children reach their developmental milestones in EYFS and year 1 which staff have to be mindful of when identifying potential SEN pupils, as this may be developmental rather than due to an underlying SEN.</p> <p>Governors were pleased to learn that following a recent re-assessment all 7 pupils in Year 2 had passed their phonics screening, with one being a PPG pupil.</p> <p>Governors felt that the monitoring visit for TL&amp;O had a strong focus on KS1, and it was agreed that the next monitoring report would focus on KS2.</p> <p><b>Action – Next TL&amp;O monitoring report to focus on KS2</b></p> <p><u>PDBW</u> Governors noted that the report referred to an all-weather surface and whether the pupil premium could be used to expand this area. As previously discussed within the meeting, the HT said that the KS1 adventure trail was part of the area that will be refurbished. The SBM is awaiting revised quotes.</p> <p>Governors talked about car safety within the school premises. After discussion around the subject of road markings and installation of</p>	<p><b>T&amp;L Govs</b></p>
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	<p>zebra crossings it was agreed that DW in his capacity as Parish Councillor would raise the issue with the Parish Council. The HT and CoG will draft a letter to the Parish Council outlining the GB concerns.</p> <p><b>Action – HT and CoG to write letter to Parish Council</b>  <b>DW to raise issues discussed with Parish Council</b></p> <p><b>EYFS</b> – Governors wanted to acknowledge the very inspiring team within EYFS. Governors and the HT discussed how staff in EYFS are identifying pupils eligible for PPG and gave an example to governors. It was noted that there has been a strong impact in EYFS in the reduction of children’s’ anxiety and it was a much calmer atmosphere.</p> <p><b>Premises</b> – Governors questioned whether there should be a long-term strategy in place for premises. It was noted that Gov.UK guidance highlights the need to make the school more strategic but in the long term what would this look like and would it or would it not add any value. After a short discussion it was agreed that this would need to be discussed with the SBM.</p> <p><b>Action – Premises monitoring governors to discuss possibility of long-term strategy for premises with SBM.</b></p> <p><b>SEND</b> Monitoring governors had spent a day in school which allowed them to observe and gain a good ethos and understanding of SEND. Governors highlighted the need for increasing the capacity of SEND staff support. The HT stated that the staffing structure had been looked at to introduce an Inclusion Manager. In the long term the SENCO would become the Inclusion Manager with overall responsibility with other staff feeding back to her. The trainee SENCO has been supporting the current SENCO and is secure in her knowledge but does not have the statutory SENCO qualification which will require the HT to be responsible for any statutory parts of SEND whilst the SENCO is on maternity leave.</p> <p>Governors talked about how currently there are 3 SEN reviews for pupils per year and whether this was sufficient. The HT commented that under a new document from the Government on teacher workload it is recommended that 3 per year is sufficient with additional reviews being conducted only where necessary.</p> <p>Governors raised with the HT whether more could be done to improve the social/emotional/mental health wellbeing of staff. The HT reminded governors of the robust school training but acknowledged that it was difficult for admin staff to attend. It was noted that it had been suggested that future training is recorded and stored on the staff shared area of the internet</p>	<p><b>HT/CoG</b> <b>DW</b></p> <p><b>Premises</b> <b>governors</b></p>
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	<p>A confidential issue was raised by the HT. This is recorded under Part 2, Confidential minutes.</p> <p><b>Health &amp; Safety</b> Governors discussed the actions from the previous report audit and had been assured that plans for both the fire risk audit and legionella testing had been written and were in place. The School Caretaker has been trained in legionella water testing which means that regular assessments can now be carried out.</p> <p>The SBM had reported positively on the impact of having her own office.</p> <p>The lights throughout the school were now all working.</p> <p>A governor raised the issue of the school obtaining a defibrillator. She felt strongly that this was something that the school should have, not only for the safety of pupils and staff, but for those in the community who lease the school premises. Governors and the Head Teacher talked at length about this and were mindful of the many discussions at previous meetings that had centred about this subject. As the governor raising the issue was a trained senior paramedic It was agreed for her to look into this further. The HT also asked whether this governor would be trained to come in and deliver EpiPen training to staff. The governor said that she would look into this and would also be happy to be involved in the Medicine Management Review.</p> <p><b>Action Governor to investigate defibrillator and user training and if able to deliver EpiPen training. To attend Medicine Management Review</b></p>	<p><b>Governor</b></p>
<p><b>7</b></p>	<p><b>USE OF KLZ Please</b> refer to item 6 of these minutes, Review of Impact Monitoring visits.</p>	
<p><b>8</b></p>	<p><b>POLICIES</b> (circulated prior to meeting, copies of approved policies stored with these minutes)</p> <ul style="list-style-type: none"> <li>• Governor Visits – Approved and signed</li> <li>• Emergency Management and Business Continuity Plan – approved and signed</li> <li>• Education Visits – Approved and signed</li> <li>• Evacuation and emergency lockdown procedures –Term 3</li> <li>• Governor allowance Policy – Term 3</li> <li>• Leave of Absence Policy – to be approved by end of this financial year – item for agenda 20.03.19.</li> </ul> <p><b>Action – Policies outstanding from these minutes to be reviewed and approved at FGB 20.03.19</b></p> <ul style="list-style-type: none"> <li>• Evacuation and emergency lockdown procedures</li> <li>• Governor allowance</li> <li>• Leave of absence Policy</li> </ul>	<p><b>All</b></p>



	<i>Miss Baker returned to the meeting.</i>	
9	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u> Governors</b> were reminded by the T&amp;D governor of the upcoming District Briefing. A governor asked what to do with any training certificates they receive, and governors were reminded that these should be sent to the T&amp;D governor. The T&amp;D Governor also reminded staff to return their Skills Audits if they hadn't already done so.</p> <p>The T &amp; D governor made governors aware that the next area briefing would focus on Brexit preparations for schools. Some discussion ensued regarding the possible impact of Brexit on schools and possible solutions. It was agreed the two governors attending the District Briefing on 28<sup>th</sup> January will feed back to the Board regarding advice given.</p>	
10	<p><b><u>UPDATE FROM HEADTEACHER PERFORMANCE MANAGEMENT TEAM</u></b> Minuted under part 2 of these minutes, confidential items.</p>	
<b>SCHOOL IMPROVEMENT</b>		
11	<p><b><u>HEAD TEACHER'S REPORT</u></b> Circulated prior to meeting. Copy stored with these minutes.</p> <p>Governors discussed with the Head Teacher the attendance of pupils. Attendance was noted to be excellent at 97% but it was noted that attendance in year 4 and 6 was lower than other year groups. The HT commented that in year 6 compared to last year, attendance was significantly improved and the strategies that had been imposed to improve attendance were working. Governors thanked all those who had been involved in getting the attendance to a high level.</p> <p>Governors asked for the HT to feed back to them on the impact introducing fines for pupils taking holidays during term time had had. <b>Action HT to report back to governors on pupils taking holiday during school term and the impact on imposing fees has had.</b></p> <p>Governors questioned the HT as to whether more could be done to highlight the importance of term 6 to pupils and parents in year 6. Governors had a long discussion about this and the DHT would be looking at more robust transition arrangements.</p> <p>A governor asked if the HT could add a couple of items to her HT report. The first was complaints. Governors were reminded that FGB minutes are a public document, so the HT was a little reticent about reporting all minor complaints. However, after debating it was agreed that whilst formal complaints would always be brought to the knowledge of the GB this would be added, under the heading of</p>	HT

	<p>'formal complaints. The other suggestion was to add 'celebrations' to the report and this was agreed.</p> <p><b>Action – HT to add 'Formal Complaints' and 'Celebrations' to future HT reports.</b></p> <p><b>Action – HT to add pupil numbers against each category within attendance report</b></p> <p><b>Action – HT to add children missing education in future HT reports.</b></p> <p><b>Governors asked about the Workforce Reduction kit and learned that this was being shared with staff and that steps were being taken to address issues e.g. with 3 data collection points per year.</b></p> <p><b>A governor had been asked by a member of the TA staff if governors could be available to talk to support staff. Governors had a lengthy discussion about this with the HT. They agreed that as a GB they could be more visible and supportive to all staff but they would have to be mindful of their statutory duties rather than any operational ones.</b></p> <p><b><u>NOV from SIP</u></b> - A copy of the NOV from the SIP visit is stored with Part 2 confidential items of these minutes.</p>	HT
12	<p><b><u>School Improvement Plan</u></b> Governors discussed how beneficial it had been to review the SIP and evaluate their own targets as a Governing body.</p> <p><b><u>Talk for Teaching</u></b> A governor talked of the positive outcomes from the Talk for Teachers that had been observed on a governor visit. They noted that it was good for professional development for staff and how it enabled them to share good practice. The DHT invited governors to attend future sessions of Talk for Teachers that will be taking place in terms 3&amp;4 and 5&amp;6 to see for themselves examples of best practice.</p>	
13	<p><b><u>SAFEGUARDING</u></b> - The Annual Safeguarding Report had been reviewed by the Head Teacher and Chair and was agreed and signed. A copy is stored with these minutes.</p>	
14.	<p><b><u>SEND</u></b> No further discussion was required on SEND.</p>	
15.	<p><b><u>STAFF WELLBEING</u></b> – No further discussion was held</p>	
16.	<p><b><u>PE</u></b> – In the absence of the monitoring governor for PE, this will form an agenda item for the next meeting.</p> <p><b><u>Action</u></b> – Clerk to add PE to next FGB meeting 20.03.19</p>	Clerk
17	<p><b><u>PPG</u></b> - Please refer to notes from HT to presentation on PPG prior to the start of this meeting. Copy stored with these minutes.</p>	
<b><u>OTHER</u></b>		
18	<p><b><u>IMPACT OF MEETING</u></b></p> <ul style="list-style-type: none"> <li>• PPG – governors received presentation from HT</li> <li>• New Clerk was welcomed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 9 monthly monitoring report from SBM</li> <li>• Terms of Reference for Pay Committee approved and signed.</li> <li>• Governor Away Day confirmed – Friday 15 March</li> <li>• Academisation reviewed – to be reviewed annually</li> <li>• Monitoring visits discussed</li> <li>• SEND arrangements reviewed and governors are assured the school will continue to meet its statutory requirements with the SENCO going on maternity leave</li> <li>• Premises – The GB agreed a long term strategy will be developed.</li> <li>• The Early years team have been transformational and governors are assured it is delivering an outstanding education.</li> <li>• Policies – Governor Visit, Education Visit and Emergency and business continuity plan, all signed and approved</li> <li>• School Improvement Plan – recent governor visit discussed</li> <li>• School Improvement Partner – NOV November 2018 discussed</li> <li>• Safeguarding – Annual Safeguarding Policy reviewed, agreed and signed.</li> <li>• HTPM Team reported back to FGB.</li> </ul>	
19.	<p><b><u>CONFIDENTIALTY</u></b></p> <ul style="list-style-type: none"> <li>• Item 6 PDBW</li> <li>• Item 10 Update from HTPM Team</li> </ul>	
20.	<p><b><u>URGENT AOB</u></b> - Nil of note</p>	
21.	<p><b><u>UPCOMING DATES</u></b> Governors discussed the details of the upcoming dates listed on the agenda. It was agreed that governors would attend as many as possible, with a particular focus on ensuring that there were governors present for the Parent Partnership Meeting on the 26 February.</p> <p><b>Action – Governors to support as many events as possible with particular reference to the PPM group on 27.02.19.</b></p> <p>The CoG asked for a governor to take on the role of writing for the next edition of Governors Corner for the HT newsletter and LC kindly agreed to do this.</p> <p><b>LC to write next edition of Governors’ corner for the HT newsletter.</b></p>	<p><b>All governors</b></p> <p><b>LC</b></p>
22.	<p><b><u>UPCOMING IMPACT MONITORING VISITS</u></b> No further discussion.</p>	
23.	<p><b><u>FGB PHOTOGRAPH</u></b> To be taken at FGB 20.03.19.</p> <p><b>Action – FGB Photograph for agenda 20.03.19</b></p>	<p><b>Clerk</b></p>

Signed ..... Dated .....Chair/Vice Chair

Date .....

## ACTION SUMMARY

<b>CLERK</b>	Clerk to obtain outstanding Register of Business Interests Form.
<b>CLERK</b>	Leave of Absence Policy for FGB agenda 20.03.19.
<b>CLERK &amp; HT</b>	Clerk and HT to meet to discuss Policy Review Cycle document.
<b>CLERK</b>	Academisation to be added to first agenda of 2020.
<b>CHAIR/ CLERK</b>	Clerk & Chair to review Governor monitoring folder.
<b>TL&amp;O monitoring pair</b>	Next TL&O monitoring report to focus on KS2
<b>HT/CoG</b>	HT and CoG to write letter to Parish Council
<b>DW</b>	DW to raise topic of road markings/zebra crossings with Parish Council
<b>Premises monitoring pair</b>	Premises monitoring governors to discuss possibility of long-term strategy for premises with SBM.
<b>TI</b>	TI to investigate defibrillator and user training and if able to deliver EpiPen training. To attend Medicine Management Review
<b>All</b>	Policies outstanding from these minutes to be reviewed and approved at FGB 20.03.19 <ul style="list-style-type: none"> <li>• Evacuation and emergency lockdown procedures</li> <li>• Governor allowance</li> <li>• Leave of absence Policy</li> </ul>
<b>HT</b>	HT to report back to governors on pupils taking holiday during school term and the impact on imposing fees has had.
<b>HT</b>	HT to add 'Formal Complaints' and 'Celebrations' to future HT reports. HT to add pupil numbers against each category within attendance report HT to add children missing education in future HT reports
<b>PE Monitoring pair</b>	PE monitoring report to form an agenda item for the next meeting.
<b>Clerk</b>	Clerk to add PE to next FGB meeting 20.03.19
<b>All</b>	Governors to support as many events as possible with particular reference to the PPG group on 27.02.19.
<b>LC</b>	LC to write next edition of Governors' corner for the HT newsletter
<b>ALL</b>	FGB Photograph to be taken at FGB 20.03.19