



MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 18th JULY 2022
This meeting was held virtually via Teams

PRESENT

- Miss Tina Gobell (Head Teacher)
- Mrs Annabel Cornall (Chair and Co-opted governor)
- Mrs Catriona Stringer (Vice Chair and Co-opted governor)
- Mrs June Budd (Co-opted governor)
- Mrs Louise Connelly (Parent governor)
- Mrs Katy Steele (Parent governor)
- Mr David Waller (LA governor)
- Mr Louis Westlake (Co-opted governor)
- Ms Kelly Dey – (Staff governor)

Apologies Jenny Baker DHT

Governance Professional - Mrs J Roe

AGENDA NUMBER	ITEM FOR DISCUSSION	ACTION
1.	<p><u>Welcome and Apologies for absence</u> The Chair welcomed all to the meeting. Apologies were received and accepted from Miss Baker, DHT. The meeting was quorate.</p> <p>The Chair welcomed Louis Westlake, newly appointed Co-opted governor to the Board.</p> <p>The Governance Professional confirmed that the LA panel had approved Mr Waller’s application for a second term of office as LA governor. The Board thanked DW for standing for a further term of office. It was noted that all the statutory requirements for his re-appointment had been followed and the necessary paperwork completed.</p>	
2.	<p><u>Register of Business Interests and other declarations</u> No updates were made. The Governance Professional confirmed that LW had completed his declaration of business interests on Governorhub, so the register was up to date. Governors were reminded by the Governance</p>	

	Professional of their duty to update their interests annually and if there were any changes to their circumstances.	
3.	<u>Consideration of AOUB items</u> Nil	
4.	<p><u>Minutes of the last meeting 23.05.2022</u> These had been circulated prior to the meeting and were agreed to be a true reflection of the business of the meeting. The CoG will sign the minutes when next in school.</p> <p><u>Actions from the minutes of the meeting 23.05.2022.</u></p> <ul style="list-style-type: none"> • <u>Fire Risk Assessors</u> – HT will report back at the next FPP meeting. • The document linked to the Equality Policy had been circulated and a copy stored with these minutes. • SEND monitoring will continue to review the higher needs funding with the SENDCo. • 3 year budget had been submitted to KCC – to discuss under item 9 of the agenda. • The Governance Professional had submitted all the relevant paperwork for DW’s LA re-appointment and as discussed this had been approved. • The Governance Professional had liaised with LW to ensure that his paperwork was complete for his appointment as Co-opted governor. • The skills audit had been circulated. The Governance Professional was still awaiting a couple of audits and would then complete the dashboard and liaise with the CoG to review missing skills to enable effective training and recruitment. • All governors had completed the Peer-on-Peer abuse training. • The evaluated SIP had been sent to all governors and a copy stored as an appendix to these minutes. • Holiday absence – The HT was able to inform the Board that there had not been an increase from families taking holidays during term time. The HT was reviewing the Attendance Policy. Governors agreed that it was important to get attendance up to pre-covid levels and supported the head teacher with the re-introduction of fixed penalty notices. They discussed that whilst families had taken holidays since the ending of the restrictions, many of these had been moved due to the pandemic and were out of families control but agreed that from September this should no longer be an acceptable reason. 	<p>HT to report at FPP. Mtg re Fire Risk Assessors credentials.</p> <p>Clerk and CoG to review skills audit dashboard</p>

	<p>Attendance was still lower than pre-pandemic levels, with Covid once again affecting overall attendance, but the HT said that if she disaggregated Covid from attendance the level was 96.5%.</p>	
5	<p>Membership update The CoG had met with the Governance Professional to review the current vacancies. The parent governor vacancy would be advertised at the start of Term 1 when the new cohort have joined the school. The staff governor vacancy would also be advertised at the start of Term 1.</p> <p>At their catch up meeting the CoG and HT had discussed the vacancies. The HT said that she had someone in mind for the Co-opted governor role with considerable educational experience and would keep the Board informed.</p>	<p>Governor vacancies update for Sept housekeeping mtg.</p>
6.	<p>School Improvement Plan – & monitoring visit reports. The CoG commented that there had been several monitoring visits made over the past term. Verbal accounts were given, and full written reports will be circulated by monitoring governors.</p> <p>Jubilee celebrations Several of the FGB had attended the Jubilee celebrations at the school and commented on how they captured so much of the school's ethos, values, and community. The CoG thanked all staff for their hard work. A governor asked for her thanks to be passed to Miss Wilce for her hard work in developing music, not only at the jubilee celebrations but throughout the school year. Governors commented that after the pandemic it was lovely to see all the children back together again.</p> <p>The HT said that she had been reviewing some of the pupil's school reports and many had commented that the jubilee celebrations had been the highlight of their school year.</p> <p>SEND parent meeting The SEND governor had attended the recent SEND parent coffee morning which had been arranged by the SENDCo. The coffee morning had been on the action plan for SEN support. The coffee morning had been attended by a SLT and this enabled parents to ask any questions that they may have had. The coffee morning consolidated all the hard work that the school have been putting into developing parental engagement and was highly valued by all the attendees. The SENDCo has arranged for the Kent LA Roadshow to visit the school which will enable parents to</p>	<p>Written evidence of monitoring reports to be circulated</p>

find out what else is available for their children outside of the school. Governors agreed on the importance of harbouring these relationships.

Pupil voice

Governors had visited the school to meet with pupils to test the policy for peer-on-peer abuse. They had looked at the framework of the policy then wanted to see if the comments triangulated between the HT and the pupils.

Governors met with pupils in Years 3 to 6 and to ask age appropriate questions. Children were able to articulate the differences between bullying and falling out with their peers and how to keep safe. They were asked questions on diversity and were able to articulate what was not acceptable immediately.

Governors asked an additional question to Year 6 pupils around being asked to carry out inappropriate behaviour and pupils were able to demonstrate what the right thing would be to do.

The HT had met with pupils in KS1, and the questions were asked at an age appropriate level. The HT said that it was heartening to be able demonstrate the policy working so effectively. The governors agreed that they were confident that children know how to keep safe within school.

School Council

A group of governors had met with School Council to listen to their ideas for improving the school. They had been delighted to hear how passionate they were about their school. They had talked about how they felt the 'buddy bench' was not effective and wanted to introduce a fruit trolley. Governors said that the pupils were very insightful into what they felt needed to be improved.

The governors then met with the play leaders, a group of trained year 5 pupils who play with the pupils in KS1. They were a very pro-active group and governors were impressed with how they were able to articulate their enthusiasm.

Governors agreed that it was testament as to how happy the children were at school as the only things raised to improve were the buddy bench and the introduction of a fruit trolley

The CoG had written to all members of the School Council, Diversity Council and Play Leaders to thank them for meeting with governors.

Leadership & Management

The L&M monitoring governors had met with 2 members of the SLT and another middle leader to question them on how National College qualifications for leadership were going. All had very positive experiences. One member of staff will complete the course later in the year, whilst two members of the SLT have secured headships and will be leaving the school at the end of the school year.

The HT confirmed that two members of staff would begin the second tranche of qualifications set to start in September 2022, one for EYFS and one for SLT.

As a result of feedback from one of the SLT's on the course, the structure of the SLT meetings would be changing from September with meetings on Tuesday afternoon focussing on operational items and the meeting on a Thursday focussing on strategic planning. This would enable the middle leaders to sit in on the meetings and form part of the leadership decision making.

Health & Safety

A governor had met with the SBM to review H&S. The governor reported back on the ongoing issues with the boilers (which had been recorded at previous FPP meetings). There was a discrepancy between KCC and the school as to who should be covering the various costs for these works. There was also a drainage issue that needed attention.

The HT informed the Board that since the H&S monitoring visit, the school had received a DfE compliance check. This had concurred with the independent reports that it was not good value to repair the boilers and they were not suitable to have been installed in the first place, and communication would be sent KCC to confirm this and to advise that KCC would be responsible for financing the replacement of all 3 boilers as 4 boilers were not required. The replacement installation would take place over the half term in October with the school having to pay £7,500 (seven thousand five hundred pounds) towards the costs.

	<p>The HT also said that the drainage issue was likely to cost £15,000 (fifteen thousand pounds) to resolve but there was enough money within the capital grant to cover both costs.</p> <p>There were no planned works scheduled for over the summer break apart from the re-painting to the year 4 classrooms.</p>	
7	<p><u>Head Teacher Report</u></p> <p>The report had been circulated prior to the meeting and a copy is stored with these minutes.</p> <p><u>School Improvement Plan Priorities 2022-2023</u></p> <p>Governors were asked for any questions they had relating to the draft School Improvement Priorities proposed targets (Appendix 1 of the HT report).</p> <p>A governor was mindful that most of the targets were ongoing from the current SIP. The HT commented that the end of year results for KS2 had been excellent this year and clearly showed that the decision taken at the start of the academic year to prioritise years 5&6 as it was their last chance to become secondary ready, had been the correct one.</p> <p>In KS1 the focus had been more on social interaction, resilience, stamina, and concentration as it was important that these building blocks were in place before targeting curriculum work.</p> <p>Stage 2 of the plan would be for the children in years 3&4 to be the next focus to assess any residual gaps from their curriculum learning as there was evidence that nationally these pupils had missed the most from their education during the pandemic.</p> <p>The HT informed the governors that whilst overall behaviour remained very good, since Covid a few children had been exhibiting behaviours that staff have not had to deal with before and this had required a considerable amount of staff training this year. It had taken a lot of groundwork over the school year to implement the correct strategies, but governors were reminded that it would be over the next school year that the impact of these could be measured. The behaviour policy was going to be reviewed to ensure that it remains appropriate for every child.</p>	Behaviour policy for review

The targets for pupils in EYFS had not yet been set as staff needed to identify the needs of the new cohort through baseline assessments and home visits. These would be completed within the first 2 weeks of the new school term.

Leadership & Management

From September Jenny Baker and Jane Wilce will be the school's evidence-based research champions to engage staff to ensure that leadership practice continues to be innovative and impactful. Staff had already been working with Canterbury Christchurch University to gain a deeper understanding of research. Governors were reminded of the importance of the school being able to continually develop leaders of the future, and with 2 members of the SLT securing headships, there was already strong evidence of this.

Following on from the recent Parent Partnership meeting, parents had been asked by Miss Baker for suggestions on how to engage a love of reading with children as this remained a focus of the SIP. All agreed that oracy leads to high quality reading of texts which then impacts into writing. The HT commented that the challenge was to engage pupils in reading at a higher level through more classical texts and there would be a focus on promoting more quality texts to read at home.

The school would be re-establishing culture capital within the Curriculum Guarantee. The staff governor commented that the science leads were already looking at opportunities to develop science and one example was to link with another setting as had been demonstrated by another school who had linked with Kent University. As science lead at a secondary school, KS offered to assist KD with this,

The HT commented that the science team had been working extremely hard on driving the science curriculum forward and subject knowledge within the school was becoming a real strength. Governors referred to the very successful science day that was held last term. Governors learned that in a National Science quiz the school were placed 6th out of 27 schools and were the highest placed state school.

The School Improvement Advisor had said in his Note of Visit (NOV) that his judgements validated the outstanding judgements made by the school.

School Performance

KS2 SAT's Governors referred to the excellent SAT's results achieved by all KS2 pupils with PPG pupils achieving better results than non-PPG children nationally. There had been a 30% increase between 2019 and 2022 due to the phenomenal work of pupils and staff.

Year 4 Multiplication Times Table check

Governors learned that 80% of pupils passed the test using internal data with a threshold of 20/25 as there was no set pass mark. Of the pupils who did not achieve threshold 50% had SEND and the school target had been 75% so the results had been much better than anticipated.

KS1 Compared to previous years, results were lower, but this had been anticipated as research for current years 2 and 3 pupils confirmed that they had been the most disproportionately affected by the school closures.

Writing would be a focus for Year 2 going into Year 3, but staff were confident that these children would be working at a high level at the end of KS2.

Phonics. Results were slightly lower at 88% with 1/5 children not reaching their target. Out of the cohort 8/11 children had SEND or EAL. Governors were mindful that many of these children had not attended an early years setting due to the pandemic so did not have the initial building blocks in place when they started school.

The HT commented that she was extremely proud of all the children.

A governor questioned the head teacher on her thoughts for the new EYFS cohort. She replied that she hoped they would be in a more positive position, but they had also had a disrupted year before this one. She commented that the cohort was changing with pressures on families. There were currently 80 pupils with places for EYFS in September which would enable staff to provide additional support to the children when they are first in school.

Attendance A governor questioned whether the school were still providing on-line learning for pupils not attending. The HT said that DfE guidance was for children to self-isolate for 3 days, with home learning set and to be marked as absent.

	<p>The HT informed the governors of the latest guidelines for schools regarding Covid absence.</p> <p><u>School Uniform consultation</u> Parents had responded positively to the first stage of the consultation. There had been no objections, but some further suggestions to amending the uniform had been made. These had include removing plimsolls and the PE bag and ensuring affordability by not having only blue dresses as an option. There had been strong support for making the uniform more affordable and moving away from branding. The HT would be compiling all the suggestions into a document to send to parents for the final part of the consultation. She was mindful that this needed to be done quickly and asked for governor support. It was agreed that governors able to assist will email the Governance Professional. It was noted that there would be a transition of a year to enable parents to obtain new uniform.</p> <p>Governors were mindful of the urgency to get the consultation document out to parents so that they had adequate notice to purchase uniform. The HT wanted to get the document to parents before the end of July.</p> <p><u>Staffing</u> The school was fully staffed from September with the appointment of a SEND assistant with considerable experience. The Sports Lead had resigned at short notice, but the school had liaised with current sport providers to put in interim support to cover until Christmas to enable the school to recruit the right person going forward.</p>	<p>Governors to let Governance Professional know re school uniform consultation doc</p> <p>HT to send final uniform consultation to parents by end July</p>
8.	<p><u>Chair's report</u> The chair reported back to governors on her attendance at the Parent Partnership meeting as one of the action points to engage with all stakeholders. The meeting had enabled some helpful and productive conversations with parents appreciating the opportunity to come in to discuss all aspects of the school. There had also been discussion about engagement with reading and school uniform which the CoG did not repeat as it had previously been discussed.</p> <p>The CoG commented on the SIA's Note of Visit and how this added depth to overnor monitoring. She stressed the importance of student voice and how this formed a very important part of governor monitoring.</p>	
9.	<p><u>Finance, Health & Safety update</u> Governors learned that the new proposed 3 year budget plan had been submitted to KCC and had been approved.</p>	

	<p>The HT commented that 82.3% of the budget in year 1 was attributable to staffing with subsequent years being 8.15% for year 2 and 79.7% for year 3.</p> <p>Governors were pleased to learn that the DfE had approved the claim in full for £23,113.43 (twenty three thousand, one hundred and thirteen pounds and forty three pence) for the workforce funding costs.</p> <p>The pupil outcomes demonstrate effective spending of the covid catch up funding.</p>	
10	<u>Policies</u> There were no policies to review.	
11	<u>Governor training and development</u> A governor had attended the HT PM training. It was noted that the members of the Pay Committee should not be the same as those on the HT PM committee. The Governance Professional commented that due to governors leaving through the year and vacancies this had been difficult this year but moving forward she asked for governors to complete the finance training and the HT PM training as part of the succession planning for the GB.	
12.	<u>Correspondence</u> Nil	
13.	<p><u>Any Other Urgent Business</u></p> <p>Before the conclusion of the meeting the Chair thanked Mrs Catriona Stringer for all her dedication over a considerable period of time to the Governing Body. Mrs Stringer had been a parent governor, Chair and Vice Chair and the HT thanked her for all her support as well as appropriate challenge and thanked her for always having the interests of the children at heart.</p> <p>The CoG thanked all governors for their time and commitment over the previous year. All agreed that it had been good to get back into school to meet the children.</p>	
14.	<p><u>Impact of meeting</u></p> <ul style="list-style-type: none"> • Welcome to Louise Westlake – Co-opted governor • Re-appointment of Mr David Waller as LA governor • Positive Parent Partnership meeting with focus on parents to provide means of engaging pupils to read higher quality texts at home • SEND parent coffee morning provided opportunity for parents to meet with SLT. • Jubilee celebrations provided opportunity to capture school values • Safeguarding visit – student voice. Governors able to question pupils on peer-on-peer abuse policy which 	

	<p>demonstrated highly effective implementation and understanding throughout the whole school</p> <ul style="list-style-type: none"> • Governor visit with School Council and Play Leaders evidenced children happy in school. • Leadership & Management monitoring able to evidence strong succession planning from National College qualifications • H&S – DfE compliance visit recommended removal of 4 boilers and installation of 3 new boilers at a cost to KCC • Draft School Plan Priorities discussed with governors • School Performance – Excellent KS2 results with PPG pupils achieving better than non-PPG pupils nationally. • NOV – SIA agreement with SLT’s outstanding judgements. • Finance – 3 year budget approved by KCC • Finance – Workforce funding costs approved by DfE. • Pupil outcomes demonstrate effective spending of the covid catch up funding. • Thanks to Mrs Catriona Stringer for her dedication to the Governing Body 	
15	<u>Date and time of next meeting to be confirmed.</u>	

Signed..... Dated

