



CRANBROOK CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING

Held at School on Wednesday, 17th May 2017 at 6.00 pm

Present: John Furminger (Vice Chair), Rosie Piper (Headteacher), Nicola Lock, Liz Formby, Candice Goodchild, Christopher Stead, Lesley Atkins.

Attending: Maxine Salter – Agenda items 1-3.
 Tracey Surmon – In part.

Clerk: Jane Phillips

The meeting commenced at 6.00 pm and was quorate.

ITEM	PROCEDURAL	ACTION
	<p><u>WELCOME AND PRAYER</u></p> <p>The meeting was opened with a prayer.</p> <p>Given the Chair of governors was unable to attend on this occasion, the Vice Chair took the meeting.</p>	
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received and accepted for Marcus Bell (Chair) and Rev'd Ann Pollington.</p>	
2.	<p><u>DECLARATION OF BUSINESS INTERESTS</u></p> <p>Nicola Lock declared she was the spouse of the Associate Member, Matthew Lock.</p> <p>There were no other declarations of business interests made against any agenda item.</p>	
3.	<p><u>PRESENTATION TO GOVERNORS BY THE ATTENDANCE LEADER</u></p> <p>Following the recent inspection, Ofsted identified within their report the need to further improve pupil attendance and punctuality, particularly for disadvantaged pupils.</p> <p>The Attendance Leader (AL) provided governors with an overview of attendance and punctuality at the school.</p> <ul style="list-style-type: none"> • Persistent absentees were monitored closely and assessments made as to their emotional wellbeing. • The children who were considered persistently absent were generally under referral, under Early Help or had a medical condition. • Those children who had a medical condition were required to provide evidence if absent for prolonged periods of time. Staff were sympathetic to such absences. • Wellbeing meetings took place when attendance was discussed together with the reasons as to why a particular child wasn't at school. • To improve punctuality, it was now necessary for parents to sign in if they arrived late either at the beginning or end of the day. A letter was sent home to the parent if they were late on three occasions. <p>A governor asked if the letter home had proven to have a positive impact on pupil punctuality. The AL said it was not yet possible to determine the impact given the procedure was new.</p> <p>A governor asked if there were any pupils who walked to school alone. The AL said the school was aware of the children to which this applied and that</p>	

	<p>such situations would be addressed through Early Help.</p> <ul style="list-style-type: none"> The AL gave governors a selection of the reasons provided by parents as to why their children had been late. <p>A governor asked if there had been an impact following the issuance of a penalty notice to a parent for unauthorised absence. The AL thought there had been no discernible difference. However, parents were thinking more about the implications of requesting holidays during term time. The HT thought the possibility of a fine now deterred parents.</p> <ul style="list-style-type: none"> Whilst persistent absentees and the GRT community impacted negatively on overall attendance, there were some pupils whose attendance fell within the 91-94% band due to illness. The percentage of illness absenteeism in Kent was above the National average and was an issue which all Kent schools needed to focus on. Parents were provided with a copy of the KCC booklet on sickness together with general guidance on those conditions which would not necessarily preclude a child from attending school. The school had previously provided the facility for parents to use a texting app or to email the school if their child was going to be absent through sickness. This facility had been withdrawn necessitating the need for parents to speak to a member of staff. Parents were offered an appointment with the school's nurse if this was thought helpful. <p>A governor acknowledged that attendance and punctuality had improved following initiatives put in place. What was the key priority going forward. The AL said the focus would be on pupils whose attendance fell within the 91-95% band.</p> <p>A governor asked how many days of absence this band represented. The AL said it was one day's absence per fortnight. A governor queried whether parents were aware of this. The AL said an attendance board would be placed in a prominent position where details of attendance and punctuality would be displayed.</p> <p>A governor was concerned that there could be a perceived level of acceptable absence.</p> <p>The HT commented that it was possible to create a sliding scale of what absent days equated to as a percentage.</p> <p>The AL said assemblies had taken place linked to attendance. A future assembly would focus on illness. Consideration was being given to a Sickness policy which would be linked to Early Years.</p> <p>The HT reported on the cumulative totals for attendance to term 5 (2015/16) as 92.4% which compared to 94% for 2016/17. Attendance for term 5 only (2015/16) had been 92.7% which compared to 96.2% for 2016/17.</p> <p>A governor asked how these percentages compared to schools of similar profile. The HT said the school's attendance percentage for 2015/16 had not compared well. A comparison would be made for 2016/17 in due course which would show an improvement.</p> <p>The Attendance Leader was thanked for her presentation.</p>	
<p>4. 4.1</p>	<p><u>GOVERNANCE</u></p> <p><u>Membership / Any Matters Arising</u></p> <p>The Vice Chair reported that SGOSS had submitted the details of two possible candidates for two governing body vacancies (co-opted and LA). The Chair was in the process of meeting both candidates prior to next steps being taken.</p> <p>It was noted that Leigh Gardiner (DHT) had been appointed as a staff governor. Her</p>	

	term of office would commence on 19 th May 2017 for a period of four years.	
5.	<u>MINUTES OF THE FGB MEETING HELD ON 22ND MARCH 2017</u> The minutes of the previous meeting were agreed as an accurate account and were signed by the Vice Chair. The Clerk would file at school.	Chair CoG/HT CG/AP
5.1	<u>Action Points Arising</u> Item 2. LA confirmed that she had completed the NSPCC module on Safer Recruitment. Action: The Chair to advise if he had also completed the NSPCC module. Item 4. Action: To agree a meeting date during term 6 to review the SIAMS self-evaluation and Action Plan. Item 6. The minutes noted that the Chair had submitted the SFVS to the Local Authority prior to 31st March 2017. All other actions had been completed or would be discussed during the meeting.	
SCHOOL IMPROVEMENT		
6.	<u>OFSTED/SEF/SCHOOL PLAN 2016-17 (INCORPORATING THE HT'S REPORT)</u> The updated SEF/SIP/HT Report for 2016/17 had been circulated to governors as a supporting paper for the meeting (filed with the minutes).	
6.1	<u>Ofsted Inspection – 25th and 26th April 2017</u> The Chair wished to extend his thanks to all members of staff who had contributed towards the excellent outcome of the recent Ofsted inspection. The school was judged as "good" overall with a grading of "outstanding" for the Early Years provision. Governors were pleased to note the positive comments which had since appeared in several articles in the local press. Governors discussed the priorities following the inspection. Ofsted had identified two key areas where the school needed to improve further: <ul style="list-style-type: none"> • Raise achievement still further by ensuring that teaching: <ul style="list-style-type: none"> ➢ appropriately challenges the most able pupils, including the most able disadvantaged pupils, so they reach the highest standards of which they are capable ➢ provides effective support to those pupils who underachieved previously so that they achieve age-related expectations in reading, writing and mathematics at the end of KS2. • Further improve punctuality, especially for disadvantaged pupils The Vice Chair said the school had previously concentrated its efforts on the bigger issues. Were there now other issues which should come to the fore? The HT said a very significant number of areas had been covered within the SIP priorities for 2016/17. The intention was to home in on this more for 2017/18. The school would consolidate and build on what it had achieved so far.	
6.2	<u>SIP 2016/17 - Termly Milestones</u> The HT provided governors with a summary report for term 5.	
6.2.1	<u>Priority 2</u> The HT expected that much of this priority would be carried forward to the following academic year. Governors reviewed the milestones for terms 4 and 5. The HT explained that one teacher had been discounted from those teachers judged as good or better due to long term sick leave. It had not been possible to conduct lesson observations. The HT was pleased to report that this person would return to work on Monday, 22 nd May	

2017.

A governor asked if this had necessitated the need for supply. The HT said whilst it would have been preferable for the children to have the consistency of their class teacher, the children had been fortunately taught by three very capable and strong supply teachers. The hours of TA support had also been increased. The staff governor commented that the lessons continued to be planned by the teacher whilst on sick leave.

A governor referenced that 86% of teaching was good or better and asked if this included an assessment of data. The HT explained the judgement was based on lesson observations, book scrutinies together with the Maths, reading and writing data. The milestone was considered to have been met.

6.2.2 Priority 3 (Vulnerable Groups)

The HT advised that no further data was available since last the SIP was reviewed. Based on the term 4 data, milestones had been met in some but not in all areas.

In KS1, the reading milestone had not been met. Writing and Maths were met in Year 2 but not in Year 1. A Numbers Count intervention teacher had been secured through bid funding to provide interventions to small groups who were below age related in Maths. Research had shown that teacher-led interventions had proven to be more impactful. It was hoped to schedule more time during the day when teachers could provide further booster sessions.

In KS2, the reading and writing milestones had been met. The data showed an improving picture with the exception of Maths. There was a bigger gap in Maths for Year 6. However, this was being judged on the end of year expectations. It was thought the children would do better in the Maths SATs than the data suggested.

A governor asked how the Year 2 SATs would be moderated. The staff governor said the school would be advised on Friday, 19th May if the writing was to be internally or externally moderated.

A governor queried the reduction in the number of children at ARE in Year 3 between terms 2 and 4. The HT explained that the data represented 5 disadvantaged children, each of which represented 20%.

Governors were pleased to note there was evidence of a narrowing of the gap in some areas. Good progress was being made despite not necessarily being at ARE.

6.2.3 Priority 4

The milestones for term 4 had been met. The number of consequences in term 5 had decreased. There had been two fixed term exclusions involving different children. The same vulnerable families continued to receive support from Early Help.

The Vice Chair commented that Ofsted had remarked that the children's behaviour for learning appeared good.

6.2.4 Priority 5

The HT reported that the cumulative attendance for the year currently stood at 94%. If the current level of attendance had been at this level for the entire year and maintained to the end of the year, the school would be above the National average. However, given the term time remaining and the previous terms being below 95%, it was not possible to exceed 95% for the year.

A governor asked the HT what had provided the most impact in driving up pupil attendance. The HT said several persistent absentees had since left the school which had improved attendance figures. More rigorous steps were being taken to write to parents if there was a concern regarding attendance. Attendance now had a much higher profile in the school. It was also thought helpful that Ofsted had noted this in their report as an area requiring improvement.

6.2.5	<u>Priority 6</u>	
	<p>The milestones had been met in KS1 but not in KS2. There were big attainment gaps, particularly in Maths in Year 4. A governor noted that whilst there were children who were not at ARE in Year 4, the progress made between terms 2 and 4 was considered to be good with some evidence of accelerated progress.</p> <p>The HT explained that there were 10 pupils in Year 3 at the time of the last data drop. Two pupils had since joined. A further pupil would join this Year Group in two weeks' time and an additional pupil in September 2017. A further prospective parent would visit the school the following day. Governors were pleased to note the increase in pupil numbers.</p>	
6.3	<u>Headteacher Summary: Term 5</u> <p>A governor referenced priority 3 and asked if the impact of Forest School was measurable. The HT said the pupils' levels of wellbeing were measured using the Leuven Scale. There was evidence of impact that the pupils' behaviour for learning and confidence had improved following participation in Forest School. Next year each Year Group would receive a half day of Forest School each week for a term. There would be a further afternoon when teacher-led booster sessions would be provided.</p> <p>A governor asked what the emphasis would be on the booster sessions. The HT said it would be upon Maths and English. The staff governor explained that these sessions would be tailored to meet the needs of individual children.</p> <p>A governor asked the HT to comment on her plans to challenge the more able following the observations made by Ofsted. The HT said Ofsted had been satisfied with the challenge provided in Maths and English. It was now a case of differentiation and challenge in R.E, Science, and topic matter. It wasn't a case that the activity was inappropriate in level but that the children needed to be quickly moved to the next level.</p> <p>A governor asked if it was possible to address this through staff training. The HT replied that further staff training would take place on the assessment for learning. The HT thought this would take place during term 1 of 2017/18. Internal strategies would be used and would follow a format similar to that of an action research project.</p> <p>A governor asked if there were any plans to celebrate the Ofsted outcome with parents? The HT said a PTA meeting would take place on Friday, 19th May when this would be discussed.</p> <p>The HT took this opportunity to thank the Vine Church for the Prayer Labyrinth which had taken place on the last day of term 4. The children had thoroughly enjoyed this occasion.</p>	
7.	<p><u>GOVERNOR MONITORING</u></p> <p>7.1 <u>Governor Monitoring Visits Undertaken</u></p> <p>All visit reports had previously been circulated to governors.</p> <p>7.2 <u>Governor Monitoring Priorities During Term 6</u></p> <p>The following governor visits had been scheduled to take place and had since been added to the SIP for 2016/17:</p> <ul style="list-style-type: none"> • English monitoring visit (NL: 18.5.17 @ 1.30pm) • Christian Distinctiveness monitoring visit (9.6.17 @ 1.45am) • Behaviour monitoring visit (NL: 14.6.17. @ 9am) • Attendance monitoring visit (JF: 26.6.17@ 9.30am) • Safeguarding monitoring visit (LA: term 6) • Pupil Premium monitoring visit (LA: term 6) 	

8.	<p><u>SIAMS/ CHRISTIAN VALUES AND DISTINCTIVENESS</u></p> <p>It had been minuted under agenda item 5.1 (Review of Governor & Clerk's Actions Arising) that there was a need to agree a meeting date during term 6 to review the SIAMS self-evaluation and Action Plan.</p>																									
9.	<p><u>BUDGET CLOSEDOWN 2016/17</u></p> <p>Governors were provided with details of the budget closedown for 2016/17 financial year in advance of the meeting (filed with the minutes).</p> <p>The revenue budget outturn was reported as follows:</p> <table border="1" data-bbox="186 439 1136 640"> <thead> <tr> <th></th> <th>(£)</th> </tr> </thead> <tbody> <tr> <td>Revenue Income</td> <td>905,119</td> </tr> <tr> <td>Revenue Expenditure</td> <td>900,813</td> </tr> <tr> <td>In Year Balance (surplus)</td> <td>4,305</td> </tr> <tr> <td>Revenue Balance B/F 2015/16</td> <td>15,115</td> </tr> <tr> <td>Revenue Balance C/F 2017/18</td> <td>19,421</td> </tr> </tbody> </table> <p>The Capital budget outturn at Year End was reported as follows:</p> <table border="1" data-bbox="186 703 1136 904"> <thead> <tr> <th></th> <th>(£)</th> </tr> </thead> <tbody> <tr> <td>Total Capital Income</td> <td>5,698</td> </tr> <tr> <td>Total Capital Expenditure</td> <td>8,179</td> </tr> <tr> <td>In Year Balance</td> <td>2,480</td> </tr> <tr> <td>Capital Balance B/F 2015/16</td> <td>9,819</td> </tr> <tr> <td>Capital Balance C/F 2017/18</td> <td>7,338</td> </tr> </tbody> </table> <p>The Vice Chair reported the outturn was better than previously expected. The Business Manager (BM) provided a brief explanation as to why this was the case.</p> <ul style="list-style-type: none"> • The school had been in receipt of additional SEN funding which had not been anticipated when the 9-month monitoring had been reviewed. This had impacted positively on overall income. • There had been additional income from successful collaborative bids. • There had been cautious spending on buildings maintenance. <p>The BM made governors aware that of the £19,421 revenue budget roll over, £11,540 was already committed and £3,575 was uncommitted. Of the committed funds, £7,391 of bid funding had been ring-fenced and would be spent on the purpose for which it was intended</p> <p>The Vice Chair thanked the HT and BM for their careful management of the budget during the year.</p>		(£)	Revenue Income	905,119	Revenue Expenditure	900,813	In Year Balance (surplus)	4,305	Revenue Balance B/F 2015/16	15,115	Revenue Balance C/F 2017/18	19,421		(£)	Total Capital Income	5,698	Total Capital Expenditure	8,179	In Year Balance	2,480	Capital Balance B/F 2015/16	9,819	Capital Balance C/F 2017/18	7,338	
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10.	<p><u>3 YEAR BUDGET PLAN 2017-2020</u></p> <p>The Proposed Budget Plan for 2017-2020 had been sent to governors prior to the meeting (filed with the minutes).</p> <p>[Some minutes contained in this section were considered confidential.]</p> <p>The Vice Chair reported that the Resources Team had thoroughly reviewed an earlier draft of the 3YBP during their meeting of Friday, 12th May 2017. Several changes had been requested to ensure that a balanced budget was submitted to the Local Authority. The governing body were reviewing the proposed budget which reflected these changes.</p> <p>The BM commented that Year 1 presented a fairly accurate assessment of the funding the school would receive and was based on a worst-case scenario. The BM had used the KELSI template to generate projections. Various factors were built into the template; the school's IDACI grading, deprivation scale and Census figures for example. Projected pupil numbers/admissions were then incorporated.</p> <p>The BM asked governors to review the comments page for Income which explained the assumptions upon which the Budget Plan was based.</p>																									

	<p>The BM explained there were three elements to the budget:</p> <ul style="list-style-type: none"> • Funding received from the Local Authority (generated from the KELSI template). • The staffing structure. • Income and expenditure. <p>A governor understood that 16 pupils would enter Year R in September 2017 and that 21 pupils would leave resulting in a net loss of 5 pupils. The BM commented that the school was currently two-thirds full.</p> <p>The BM said assumptions had been made as to pupil numbers for the following three years. The numbers also took into consideration the positive outcome of the recent Ofsted inspection:</p> <ul style="list-style-type: none"> ➤ Year 1: 157 on roll ➤ Year 2: 168 " ➤ Year 3: 175 " <ul style="list-style-type: none"> • The BM advised that expenditure for staffing attributed to 74% of the overall budget expenditure which was in line with financial benchmarking. • The BM anticipated variances to the budget for Year 1 as time progressed given the challenges of setting a balanced budget. Consideration would need to be given to the priorities for spending. • Health & Safety spending had been allocated to the Capital spend. Two projects had been allocated to Capital; ICT upgrades over a 3-year period and the fire doors during Year 1. <p>Following discussion, governors agreed to ratify the 3 Year Budget Plan for 2017-2020.</p> <p>Action: The Business Manager to submit the agreed 3YBP to the Local Authority prior to 31st May 2017.</p>	BM
11.	<p><u>SAFEGUARDING</u></p> <p>[This item was minuted confidentially.]</p>	
12.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Governors reported on their attendance of the bespoke governor training on Safeguarding. The event had also provided the opportunity to meet governors of other schools in the locality.</p> <p>The T&D governor had previously provided governors with details of the upcoming SEN governor training which would take place on 20th June 2017 at 7pm. However, this coincided with the parent/governor meeting of the same date.</p> <p>The school continued to purchase the Service Level Agreement for governor training. Governors were encouraged to review training opportunities which would address their needs.</p> <p>The HT reported that the school had signed up to an E-Safety training package which was relevant to both staff and governors.</p> <p>Action: The HT to provide governors with the link to the E-Safety training webpage.</p>	HT
OTHER		
13.	<p><u>ANY OTHER BUSINESS</u></p> <p>Action: Governors to attend the staff tea party on Monday, 22nd May 2017 at 3.30 pm.</p> <p>Governors took this opportunity to thank Liz Formby for her contribution whilst a serving member of the governing body. She was wished well for her forthcoming maternity leave.</p>	Govs

14.	<u>CONFIDENTIAL ITEMS</u> Some minutes contained within agenda item 10 (3 Year Budget Plan) and item 11 (Safeguarding) were considered confidential and were minuted accordingly.	
15.	<u>DATE OF NEXT MEETING</u> The governing body Reflection meeting would take place on Friday, 30th June 2017 at 9.30 am. The next full governing body meeting would take place on Wednesday, 19th July 2017 at 6.00 pm.	

The meeting closed at 7.35 pm

Signed:..... Date.....
(Chair)

ACTION SUMMARY

<u>Item</u>	<u>Agenda item</u>	<u>Action Required By</u>	<u>Action</u>
1.	5.1	Chair	To advise governors if he had completed the NSPCC module on Safer Recruitment.
2.	5.1	Chair/HT/CG Rev'd AP	To agree a meeting date during term 6 to review the SIAMS self-evaluation and Action Plan.
3.	10.0	BM	To submit the agreed 3YBP to the Local Authority prior to 31 st May 2017.
4.	12.0	HT	To provide governors with the link to the E-Safety training webpage for staff and governors.
5.	13.0	Governors	To attend the staff tea party on Monday, 22 nd May 2017 at 3.30 pm.