

STOCKS GREEN PRIMARY SCHOOL (SG)
Draft minutes for Full Governing Body Meeting (FGB)
Held on Monday 23 January 2023 at 7.00 pm in Year 6

Item	Minute	Action
	Procedural	
1.	Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), Ruth Dixon (RD), Joe Endersby (JE), Peter Hipkiss (PH) (Headteacher), Becky Mackay (BM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), June Cooke (JC) (vice-chair) minutes recorder. Apologies for absence: Andrea Woollett (AW) Clerk, medical reasons - agreed, Alan McLean (AM)	
2.	Declaration of Business Interests There were no new business interest declarations and no declarations of interest against an agenda item.	
3.	Minutes of the meeting of 17 October 2023 These were agreed as correct. Action: RC will give a signed copy to Andrea Woollett, Clerk to Governors.	RC
4.	Action Points See Appendix 1	
5.	Matters Arising A.O.B There were no matters arising, not covered by the Agenda. A.O.B <ul style="list-style-type: none"> • Strike action • Keys Magazine – Church and Community news. 	
School Improvement		
6.	Headteacher Written Report PH presented his Headteacher's report to Governors, which he had shared beforehand on SharePoint. Successes <ul style="list-style-type: none"> • Progressions of Knowledge and skills for each subject completed. • Staff have a greater understanding of the approach to teaching their subjects. • Teaching of reading - vast improvements shown in initial stages of Reading Deep Dive. • Phonics teaching - teachers reported significant improvement using the Sounds Write programme. Evidenced in observations. • Staff well-being survey – significant improvements in staff satisfaction in all key areas and recognition from SLT. • CPOMS – new system rolled out. Supporting tracking of behaviour and safeguarding across the school. • Recruitment – remaining support staff position filled. • Website has been checked and is now compliant. 	

	<p>Whole school community involvement on establishing and agreeing key values, as part of the Behaviour policy project review, was also commended by Governors. PH reported that pupil retrieval of the values in Assemblies has been encouraging.</p> <p>Challenges</p> <ul style="list-style-type: none"> • Teacher workload. Multiple projects running simultaneously has led to an increase in workload. In the staff survey some staff members found this to be unmanageable. • SIP. Certain projects have been prioritised in order to manage staff workload, well-being. Aiming for success and projects to be embedded. • Safeguarding. CPOMS system has required refinement to ensure its effectiveness and manageability for Key people who oversee specific elements. • Persistent absence. This has been an issue with specific pupils and some school refusals. Work ongoing with families to resolve issues. <p>Key facts</p> <p>Pupil numbers: Currently 2016 on roll. 2 places remaining.</p> <p>Attendance: PH reported that 94.9% is not far off the attendance target (96%) and that there is not a huge amount of absence, Absence has mainly been as a result of funerals and medical appointments.</p> <p>Staff training: CPD courses, Staff meeting focus and proposed training were listed. Collaborative moderating is being organised with local primary schools.</p> <p>Staff Wellbeing; In order to manage the teacher workload and curriculum development staff opted to undertake an additional staff meeting per week in return for disaggregating the final Inset day. PH is offering Supervision sessions to any member of staff who requires it. These take the form of Drop in sessions 11:30 to 1pm on Mondays.</p> <p>Has any member of staff requested this support so far? One member of staff.</p> <p>Finance: PH reported that Revenue is as expected. Forecast Rollover to date, as of end of December 2022, is £52142. In January, school additionally received the amount of £14,000 from KCC as energy efficiency savings. If not required this could assist with fencing costs.</p> <p>Safeguarding training: All staff have been trained on how to use CPOMS. All DSL's have attended updated training this term. Weekly safeguarding updates and training are provided through the Staff memo. Behaviour incidents have been tracked using CPOMS, mainly occurring at Lunchtime. See Priority 2.</p> <p>School Improvement Priorities Update All Governing Body committees are responsible for monitoring areas of the SIP. These areas are discussed at length with PH as agenda items in Committees and reported on in Committee minutes. Monitoring visits are arranged and reports shared.</p>	
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	<p>Priority 1 Quality of Education</p> <p>Curriculum Development: Progressions of knowledge and skills are now in place for each Curriculum area. Staff focusing on creating their individual year group's curriculum maps based on the Progressions.</p> <p>Computing: Bespoke computing scheme has been created and PTA has funded school's purchase of robotics kits. This has been rolled out in Y4 and 6 using Lego Spike Essential kits. Staff have observed PH teaching (Computing SL).</p> <p>Phonics: Sounds Write scheme has been purchased and parent workshops held. Positive feedback especially in Y1. Y5 & 6 teachers are attending training.</p> <p>Assessment/Data: December Data drop has been analysed and highlights the need for a focus on writing provision, assessment and moderation. English Subject Leads to investigate new approaches for teaching writing and this will be a whole school focus in terms 5 and 6.</p> <p>Pupil Premium: Meetings held on termly basis to support the identification of both learning and social needs. Quality First Teaching is a prime requirement for all pupils and this together with interventions is to be put in place and monitored.</p> <p>Priority 2 Behaviour and Attitudes</p> <p>Attendance and Punctuality: The school has recently received an award from FFT (Fisher Family Trust) for being in the top 25% of schools for attendance (out of 10,500) registered nationally).</p> <p>Lunchtime provision. Developing Lunchtime provision is a school focus. Significant number of incidents involving behaviour, 27 in January. GN has been to visit Hildenborough CEP to look at their lunchtime provision and GN and PH will be visiting Ryarsh Primary School to look at OPAL provision.</p> <p>Priority 4 Leadership and Management</p> <p>Safeguarding: Training has been given to all staff over 3 sessions for CPOMS. System currently used to record safeguarding concerns, medical, behaviour and significant contact with parents.</p> <p>Appraisals: Teaching staff appraisals have taken place. TA Appraisals are taking place in the next week.</p> <p>Current Situation on other Matters</p> <p>Contact with local Headteachers: Headteachers to meet to discuss protocols for moderation process. The following collaborations are being planned. Maths Moderation with Hildenborough CEP, Writing moderation with Hildenborough CEP and East Peckham.</p> <p>School Improvement Advisor (SIA): Anthony Cousins previous SIA has been replaced by Mark Rivers, no reason given by the Authority. Mark Rivers was previously (4 years) the Headteacher at East Farleigh Primary School and is a newly qualified Ofsted Inspector. School has paid for two additional visits from Anthony Cousins as part of the support for PH as new Headteacher and an Ofsted preparatory visit. The cost of Reports following AC's visits is additional. PH considered this unnecessary and has declined.</p>	
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	<p>EYFS specialist Polly Sharman will visit in April to help evaluate EYFS provision.</p> <p>Parental Issues: Kent Music School issues now resolved.</p> <p>New Headteacher and Deputy Headteacher Awards: New reward system embedded and well received by the children.</p> <p>British Values: School Council elections held to increase numbers of Councillors. They will help with school developments, for e.g. safeguarding routines and analysis of progress against SIP priorities from a pupil's perspective. Y6 had a very informative visit to the House of Commons and Tower Bridge. Local Conservative MP was unavailable to meet the pupils, however GN will write to him to request a school visit.</p> <p>Safe and Stimulating Environment</p> <p>Boiler - requires major repairs, replacement Boiler system and Hot water tank. An estimate has been obtained is between £65,000 - £70,000. PH has passed the information on to Nick Abrahams Area Education Advisor.</p> <p>When would we like it done by? There are 2 issues, firstly, end of life, the boiler could fail at any time and secondly the heating has to be run at a certain temperature to kill off Legionnaires Disease.</p> <p>Fencing and preschool/after school club gate – Work will be carried out by Securafit hopefully in the Easter holidays.</p> <p>Traffic situation: Complaints from neighbour and member of staff re poor driving outside the school. PH contacted the PSCO who has attended the site for monitoring. Parents advised to report incidents directly to the Police.</p> <p>School Warning Lights: Lights not functioning in the afternoon, this has been remedied as the Site Manager has a fob to turn lights on and off.</p> <p>Special Events for Parents: PTA events were very successful and included the Christmas Fair and film nights. Parent tours for new entrants given by Y6 were excellent, very positive comments from parents. Two successful Parents evenings were held. Parents were appreciative of the warm welcome which included tea and coffee served by the Headteacher which also provided an informal time to chat. School held the following Christmas events, Storytelling and Mince pies, Carol Service at St Johns and school nativities. Many parents have commented on the success of these events and emailed congratulations. Y2's attendance at the Hildenborough Farmers Market was cancelled due to icy conditions.</p> <p>Future Events. School is committed drive and increase parental involvement in school life. It is proposed that parents will be invited to take part in their child's reading lesson. Can Governors be invited to take part too? Yes, Governors would be welcome to attend too.</p> <p>Future Proofing NTP – Staff are currently undertaking training- 1 teacher and 2 TAs. When do tutors teach children? Outside of the school day, 30 mins to an hour.</p>	
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	<p>How many children will this be offered to? Does it have to be PP children and then trickled down? Yes. Small grant of £1500, time dependant. Funding will be clawed back if not used.</p> <p>Policies, Leadership structure, Reading development. Behaviour Policy, Writing, Budget setting, Deep Dives and Uniform policy were also included.</p> <p>Notes of Visit - School Improvement Advisor AC two visits, 1 visit virtually due to transport issues, on the Dartford Bridge. Agreed Actions:</p> <ul style="list-style-type: none"> • Introduce CPOMS, moving away from paper based solutions • Introduce Sounds Write Program across the school ensuring staff receive relevant training and resources • Review Leadership structure <p>2nd visit to support PH with SEF. To complete evaluation of the school to support with SEF writing and judgements. SEF judgments were good. MR- visit earlier in the week. Complimentary re Phonics teaching. Incredibly clear vision for Reading moving across the school. Clear plan of action. Tips shared for driving through improvement. ELS, PH, MR discussed together joint lesson observations. MR commented on how well ELS's had evaluated the lessons having expressed their lack in confidence at the beginning of the year.</p>	
7.	<p>School Improvement Plan 2022 to 2023</p> <ol style="list-style-type: none"> All committees have monitored their priorities and PH has shared Milestone progress. See Committee minutes for further details. SEF: PH has created a new one which has been shared with Governors. 	
8.	<p>IDSR PH and JC have attended ASP and IDSR seminar run by Matt Dixon. It was agreed that PH would lead a IDSR mini briefing session as part of the programme on Governor Day visit on March 20th.</p>	<p>AW PH</p>
9.	<p>March Meeting Governing Body Development Programme outline was discussed. Assembly times have changed to 10:45am. It was agreed that the FGB meeting should begin at 8:30am in order to achieve the proposed timetable. Bespoke training has been organised for the afternoon and, topics are as follows Every Governor a SEND Governor and Ofsted preparation. All staff will be invited to join Governors for tea and cake at the end of the afternoon. Timetable to be agreed and shared.</p>	<p>RC/JC AWPH</p>
10.	<p>British Values/SMSC Please refer to School Improvement/ Item 6 Headteacher Teachers Report Priority 4 Leadership and Management – British Values</p> <p>SMSC policy reviewed and approved by S&C January 11th 2023</p>	
11.	<p>Safeguarding End of term 2, PH shared update re Safeguarding concerns and guidance on Ofsted Safeguarding questions and possible lines of enquiry. These lines of enquiry will be shared and discussed at S&C meeting on 8th March. Child Protection Policy (template 2) was approved, however a small section is repeated and this needs to be deleted. Reference was shared with PH. Governors were made aware of January Child Protection Newsletter and the recommendation to update the Child protection policy based on a 3rd template created by the</p>	<p>JC</p> <p>PH/RC</p>

	Education Service ESS. PH to make changes and policy to be agreed with RC on behalf of FGB and uploaded to website. S&C to review at S&C 8 th March.	S&C
12.	GDPR WM reported that there is a new policy with a few minor changes. The policy was recommended to the FGB and approved.	
13.	Finance and Premises A meeting was held on 10 th January 2023 and detailed minutes circulated. For full details see F & P minutes of 10 th January 2023 i Statutory 9 months budget monitoring (April to Dec) was approved. Forecast rollover as end of December 2022 was £52142, lower than original forecast but within reasonable bounds. School has received an unexpected payment of £14000 as energy efficiency savings payment and therefore budget should be as planned. ii Update on recent expenditure or projects - infant playground and car park replacement/repairs - Trim Trail repairs - Phonics/ Robotics/Security Fencing/Forest School, reference was made to minutes and Headteacher's Report. When is fencing due to be done? Within the next 4 weeks Will there be any impact on the safety of the children? No, work to be completed well away from playground areas, from edge of pond round to Forest School. Security gate to be fitted at a later date iii Agreement of the following policies was shared Anti-Fraud Bribery and Corruption policy, Accessibility Policy and Plan. FGB approved Governors Allowance policy. iv Asset Register check to be completed by RC on Governor Visit day March 20 th v- viiii refer to minutes for Internal Finance Procedures , SIP monitoring, Cyber Security and H & S inspection.	RC
14.	Standards and Curriculum Committee Two meetings were held, 7 th December 2022 and 11 th January 2023. Detailed minutes were circulated i English Subject Leaders report was shared on 7 th December. Reading was the key focus for terms 1 – 4. Sounds Write has been purchased and staff training and rollout well underway. RD/JC were invited to attend Reading Deep Dive debrief on 23/1/23 for monitoring purposes ii Maths Subject leader shared Subject Leader report at 11th January meeting. Data Drop for Y1 – 6 was also shared and discussed. Writing has been highlighted as the key focus for Terms 5&6. Late starters group was discussed and their impact on data as a whole. iii Inclusion report was shared. iv Policies: Several policies were reviewed and amendments agreed. Assessment, EYFS, Anti-Bullying, SMSC, Accessibility Policy and Plan, Presentation and Transition	

	Statutory policies - Admissions, Attendance and Child Protection (ESS template 2) were ratified and approved by the FGB	
15.	<p>Pay & Performance A meeting was held on 17th January 2023 and detailed minutes circulated.</p> <p>i Headteacher appraisal review date set for 13th March 2023</p> <p>ii Staff Survey. This has been successfully completed. Report circulated by BS. Governors were pleased as improvement was shown in every area surveyed. Staff wellbeing was 100%</p> <p>iii Website compliance. RD and PH had met and spent a day working on the website and were satisfied that it is now compliant.</p> <p>iv Policies reviewed were Single Equality Policy; Whistle blowing Uniform deferred to next meeting.</p> <p>Governors were very pleased with the improvement of staff morale and well-being and the impact that this had had on working practices and commitment. PH was thanked for his encouragement and support for staff which has contributed to this improvement.</p>	Appraisal Panel
16.	<p>Training and Development RD has circulated details of suitable NGA and Education People training courses for Governors. It was agreed that training courses attended should be minuted. RD is not able to see governor courses attended, as previously was the case. It was agreed that once Courses were completed Governors would email RD and these would be recorded in FGB minutes.</p>	ALL
17.	<p>Monthly Update and NGA JC mentioned that the NGA had produced guidance for governance on Strike action. NGA Guidance on Strike Action: advice for Governors to be shared</p>	JC
18.	<p>IMPACT Governors are assured that safeguarding within the school is well managed to ensure the safety of all the children. The investment in CPOMS is showing a more consistent way of being able to report and track safeguarding concerns. The roll out of CPOMS has taken place with all staff receiving training. It has already had a considerable impact as it serves to record behaviour and medical incidents issues.</p> <p>Review and robust challenge of policies by governors ensures that whilst the school may adopt KCC policies, they are fit for purpose for SG school. Robust challenge by governors on recent data has shown that the school have strategies in place to address any concerns. Training for staff in moderation in both KS1 and KS2 will enable more effective moderating across the school. Review by English leads to embed new reading strategies will raise reading standards which in turn will enrich writing.</p> <p>Results from the Staff survey have shown a marked improvement in Staff well-being from the beginning of September 2022, in particular the regular acknowledgment and appreciation shown to staff by PH.</p> <p>Whole school community involvement on establishing and agreeing key values, as part of the Behaviour policy project review will enable all stakeholders to invest in the policy principles.</p>	

	Investment in a new MIS with one platform would enable the school to work more efficiently in terms of pupil assessment, communication to parents and recording of other data. Having a general declutter and painting project day will enhance wellbeing of staff through the team building aspect of the day.	
Other		
19.	Chair's Actions/correspondence For consideration Schools response to the Tonbridge & Malling Borough Council Parking Proposals for Hildenborough Village. This has been circulated by the Council for comment. Both Stocks Green and Hildenborough schools are mentioned in the proposals. The Parish Council have replied and have mentioned Hildenborough CEP school in their reply. RM said that the biggest concern re parking near to school was the danger of yellow lining certain areas. A decrease in cars would result in increased speeding and therefore dangerous for the Stocks Green School community. The consultation ends on 5 th February. Schools postcode is TN11 9AE. RM has agreed to produce an article for inclusion in the Schools newsletter. This should hopefully encourage parents to respond.	RM
20.	A.O.B. i. Strike Action – PH confirmed that to the best of his knowledge there would be no member of staff taking strike action. Staff are not obliged to share this information with Headteacher. PH will send a message to Parents to inform them of the current situation in order to reassure them of the situation. ii. KEYS magazine. With a view to extending news to the wider community, articles from Hildenborough CEP School were shared. Although the school has only 2 places available on roll it was agreed that submitting an article to the magazine would be good PR for the school, when time allows. This could be from a staff member or pupil.	PH TBC
21.	Next Meeting: Monday 20 th March 2023 at 8:30am (all day meeting) Next year equivalent: Monday 18 th March 2024	
22.	Confidentiality See Confidential Minutes.	

Signed

Date

Questions/comments

Answers

Impact

Appendix 1

Completed or ongoing actions from the meeting of 17th October, 2022

Item	Action	Action by
1.	RC to write to Chair and Head of Slade Primary School to thank them for the support they are giving PH and Stocks Green School. Completed.	RC
2.	YB will discuss Mainstream Core Standard training for governors at next S & C meeting. Deferred to next S&C meeting, 8TH March.	YB
3.	RD and PH to meet to look through website and ensure compliant. Completed.	RD
4.	PH to meet with RC, RD, JC and AW to review and update policies. Date to be arranged.	PH/RD/JC/AW
5.	PH to liaise with JC and S & C over music curriculum and resources. Reading is the curriculum focus. PH to liaise with JC and S&C when Music curriculum has been reviewed.	PH
6.	IDSR to be added to FGB agenda in January 2023. Completed. Mini IDSR briefing session for Governors to be led by PH on March 20th - Governor visit day.	AW
7.	Cyber Security (NGA resource) to be reviewed in January 2023 F & P. Discussed at F&P, PH updated.	AW
8.	PH to review Uniform list and Policy for P & P January 2023 meeting. PH awaiting Google format and will share at next P&P meeting.	PH
9.	RC to contact Julie Carson regarding her application for governorship. Completed. Julie Carson declined to be a Governor. Work in progress – 4 possibles. 2 accepted other schools, 1 waiting for a reply and 1 contacted to arrange a visit, no reply received as yet.	RC
10.	PH to report in January on SIA visit on 18 th October. Completed and uploaded to SharePoint	PH
11.	PH to create new SEF for January FGB. Completed and shared with Governors.	PH
12.	RD and DW to liaise to organise training for 'Every governor is a governor of SEND' and Ofsted training for 20 th March FGB all day meeting. Completed, and Governors have received training invitations.	RD/DW
13.	AW to put Educational Visits Policy on January FGB agenda. <ul style="list-style-type: none"> F&P to include Policy in committees remit as RC approves Risk Assessments. AW to put Educational Visits Policy on F&P 7th February agenda. SLT to review and share policy in preparation for F&P meeting. 	AW
14.	AW to put Cyber Security on F & P agenda. Completed.	AW

Appendix 2

Actions from the meeting of 23rd January 2023 to be completed ASAP or by March 20th FGB meeting.

Item	Action	Action by
	YB will discuss Mainstream Core Standard training for governors at next S & C meeting on March 8 th 2023.	YB
	PH to meet with RC, RD, JC and AW to review and update policies.	PH/RD/JC/AW
	PH to liaise with JC and S & C over music curriculum and resources.	PH
	Mini IDSR briefing session, led by PH, to be included in the Governor Development Day programme, March 20 th 2023.	PH/AW
	PH to review Uniform list and Policy for P & P May 2023 meeting. This may need to be shared earlier. Agenda item .	PH/AW
	AW to include Educational Visits Policy on F&P 7 th February meeting agenda.	AW
	SLT to review Educational Visits Policy and post on SharePoint in preparation for F&P 7 th February meeting.	SLT
	RC will give a signed copy of Minutes of the meeting of 17 October 2023 to Andrea Woollett, Clerk to Governors.	RC
	Invitation to Children's reading lessons to include Governors.	PH
	PH to lead an IDSR mini briefing session on Governor Development Day visit on March 20 th .	PH
	Programme to be agreed and shared for Governor Development Day meeting 20 th March 2023.	RC/JC/AW/PH
	Safeguarding concerns and guidance on Ofsted Safeguarding questions and possible lines of enquiry to be added to S&C Agenda March 8 th 2023.	JC/AW
	Child Protection Policy (template 2) - duplicate bullet points to be deleted. Policy amended on school website.	PH
	Child protection policy updated based on ESS template 3, shared with RC & JC for approval. Policy to be uploaded to website.	PH
	Asset Register check to be completed by RC on Governor Visit day March 20 th 2023.	RC
	Headteacher appraisal review 13 th March 2023	Appraisal Panel
	Governors to email RD when training courses are completed.	ALL
	NGA Guidance on Strike Action: advice for Governors to be shared	JC
	Article on Tonbridge & Malling Borough Council Parking Proposals for Hildenborough Village, for inclusion in the School's newsletter.	RM
	Strike Action. PH will send a message to Parents to inform them of the current situation.	PH
	School article for KEYS magazine.	tbc