

**SEVENOAKS PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY/ MEETING**  
**HELD ON THURSDAY 10<sup>th</sup> JULY 2014 AT 6.30PM**

**PRESENT**

Steven Collins – Chairman (from 6.45pm)

Peter Davies, Alan Duffy, Natalie Fitz-Gerald, , Victoria Kerton (from 8.00pm), Anja Lehmann (from 7.30pm), Simon Leigh, Amanda Manuel, Melanie McInerney, Rod McLay, Ali Menzies, Michelle Nash (from 7pm) , Trevor Thake, Jo Wildman, Bri Wood and Kath Baillache (Clerk)

ACTION

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Ian Harby, Mark Hutcheon and Victoria Quijada . In Steve Collins's absence at the start of the meeting Melanie McInerney chaired the meeting. No changes in business interests were declared.

**Membership issues**

- Bianca Duell confirmed in June that she would be standing down as LA governor due to work commitments.
- Mark Hutcheon had informed the chair that he would be standing down from his community governor role at the end of this term.
- Alison Menzies confirmed that she would be standing down as a staff governor at the end of her term of office on 14th October.
- Steve Collins - community membership extended at the Resources meeting to 19.7.14 due to changed date of FGB. All governors present agreed unanimously to reappoint Steve for a further 4 year term.
- Trevor Thake - his reappointment as an authority governors was reconfirmed at the end of June for a further 4 year term. He was presented with a certificate in recognition of his services to the governing body over the previous 8 years and thanked in particular with his support with numerous building projects during this time.

**Governing Body Reconstitution**

All maintained schools governing Bodies are required to reconstitute by September 2015 under 2012 regulations. This will involve changes to existing structure of SPS governing body over the course of the year. From September 2014 all governors are to be selected upon skills it has therefore been decided not to refill the vacant LA, community and staff positions at this time. A full paper will be prepared over the summer for a full discussion on the required changes in the next academic year.

SC/KB

2. **ELECTION OF CHAIR AND VICE CHAIR**

Both posts were due for annual appointment. Prior to the meeting nominations were sought for both positions in line with the standing orders for election. Only one candidate was nominated for each position: Steve Collins as Chair and Melanie McInerney as Vice Chair. Both candidates had indicated their willingness to restand prior to the meeting and were duly re-elected unanimously for a further year.

3. **MINUTES OF THE PREVIOUS FGB MEETING ON 22<sup>nd</sup> MAY 2014**

Actions within the minutes were reviewed.

Catering / Parent council - Simon had drawn up a statement as requested this will be included within the parent council's terms of reference which Jo is looking at revising over the summer.

JW

Bri informed the governors that the school cook is leaving. A new cook has been found and they are overlapping until the end of term. Confirmed that the change was not related to parental feedback on catering.

*Previous minutes were approved with amendment requested to spelling of Kevin Powley's name on page 2.*

4. **REVIEW OF MINUTES OF COMMITTEE MEETINGS**

**Learning & Development Team meeting (16<sup>th</sup> June 2014)**

Child Protection policy - confirmed that Mark in his capacity as child protection governor had been through the updated policy post meeting. As Mark is leaving the governing body a governor will be required to take on this important role from September.

Pupil Data - Amanda has met with Karl Newman. Karl has recently been on a SIMs course and is now implementing the investigation of trends from the system.

Staff Welfare - with Jane Cunnington absent for several weeks noted that the running of the nurture group had been disrupted. Her absence highlighted the quality of support provided by this individual who is now on a phased return. Discussed how absence of key staff members could be dealt with better in the future.

*Committee minutes were approved unchanged.*

### **Resources Team meeting (18<sup>th</sup> June 2014)**

Financial accounts - monitoring report as at end May 2014 showed a surplus rollover of £85,304. Post meeting the report as at June 2014 was circulated this showed a rollover surplus of £67,969. The key difference between the reports is the adjustments to projected income and a rise in support staff costs following required provision of 20 hours of support for a child with a statement. Governors were reminded that no additional funding is received for support unless support required is in excess of 25 hours. There are currently two pupils in school who receive 20 hours of support and the Senco is currently appealing for full time support for a child in foundation stage. Adjusted staffing costs also include the costs of providing maternity cover. Bri confirmed that she had no other concerns.

Asbestos Register - Asbestos work to be completed by the end of the summer holidays has been put out to tender. A new register has arrived which adds no restrictions to works, though does allocate a higher risk to the boiler room.

*Committee minutes were approved unchanged.*

### 5. **GOVERNOR MONITORING UPDATE**

Year 5 - Simon has a meeting scheduled for a visit next Friday, report to follow.

Literacy report - Jo to forward in due course.

SL/JW

Chair asked for an update on how governor considered the monitoring to have gone this year. All governors agreed that the pupil progress summaries represented a useful update for year groups and as a general summary for all governors on progress. Finding mutually convenient times to meet with year group managers was still highlighted as a problem. Suggested that a good way forward would be for Jane Durkin as part of her new role to act as a link with teaching staff to arrange visit dates that coincide with progress data and help foster positive relationship between staff and governors.

JD

Queried whether staff still valued the visits to year groups. Ali Menzies (teaching staff governor) confirmed that she found the visits supportive and helpful but thought that a half day visit was sufficient. Michelle suggested that during the course of the year, year group governors visited the class once but met with the teacher outside class twice to discuss data and other concerns

### 6. **HEADTEACHERS REPORT**

Detailed report circulated prior to meeting

Secondary school places - revised list circulated showing pupils going to 12 different secondary schools. This year there were 6 appeals all of which were successful. More pupils passed the 11+ tests this year but more children have chosen a place at a non selective school.

Admissions - Classes for reception in September are full with 90 children having accepted places, there is also a waiting list.

Attendance - report circulated by Alison Potter showing attendance as 97.3% which is the highest figure for several years. Confirmed that Alison Potter adheres closely to the attendance policy and refers queries regarding holidays to the local authority if necessary, referring families to attendance services to issue penalty notices where required. Confirmed that she is also monitoring sickness levels. Authorised absences stand at 2.1% and unauthorised as 0.66% which are both lower than last year.

A parent governor pointed out that the information on attendance on the year 6 leaflet recently issued is not in line with the attendance policy and that Blackland Farm dates were wrong. Alan agreed to check.

AD

### Staffing update

- Maternity cover - Alice Moore is expecting twins and the school have managed to recruit a good replacement to cover her maternity leave who has previously had an association with the school.
- Teaching Assistant (TA) vacancies - both vacancies have been filled. One TA will provide 1:1 support on a child in year 5 and the other will work in year 3.

- Sports Leader - Richard Holliday leaves at the end of term and currently seeking a replacement to continue the additional PE capacity in school.
- Well Being conference in October - intention to attend this. Particularly as two members of staff have had long periods away from school this year. Both are now on partial returns to work and should be back full time for September.

#### Flash SATs results

#### **Foundation Stage**

Good results. 81-82% of pupils making progress. Moderation also carried out across the three classes to validate results.

#### **Key Stage 1**

	Reading	Writing	Mathematics
Level 2c	98%	97%	98%
Level 3+	57%	31%	44%

Phonic Screener - 80% of pupils passed (60% 2013). High levels indicative of work done by staff. Comments from parents have indicated that children are leaving FS with a higher reading level than previously. Ali thought this may be due to changing of reading scheme to more phonic based books.

#### **Key Stage 2**

	Reading	Grammar, Punctuation and Spelling	Writing	Mathematics
Level 4	93%	83	93%	93%
Level 5	67%	62% (Levels 5+6)	52%	68%
Level 6	Appeal in progress		5%	23%

Initial results indicate that maths levels are significantly above last years, writing above and reading lower. One child didn't make expected levels of progress. Karl Newman is in the process of preparing internal data analysis including breakdown of vulnerable groups e.g. pupil premium. Alan agreed to distribute this before the end of term.

AD

### **STRATEGY ITEMS**

#### 7. NEW BUILD

Planned meeting with architects (Mott Macdonald) and EFA didn't take place on 8th July. Bri is still trying to get all parties together. Melanie and Simon attended a meeting today with three representatives from KCC. (Terry Gough (Senior project manager), Richard Dalziel (Area Education Officer) and James Sanderson (Project manager responsible for basic needs). There is currently a discrepancy between KCC and EFA proposals and a lack of communication between the two parties. Main problem is that EFA recognise SPS as a three form entry (3FE) school but KCC can only afford funding for a 2FE school. Outcome of today's meeting seemed positive and KCC appreciated the challenges and seemed to understand school's reasoning for requirements. The challenge discussed is to reach a workable compromise within budgetary constraints.

At the meeting 4 scenarios discussed

1. 3FE as laid out in plans. (unlikely with lack of funding)
2. 2FE school built on site. (not viable option for KCC as more children than places)
3. Pull out of new build and don't build. (this would damage reputation of KCC especially as they made a commitment at the public consultation. They also have no funds to refurbish existing buildings)
4. Keep existing modules for key stage 1. Build a 3FE school and with additional space incorporate a bigger hall and additional classroom.
  - 4a. Keep modules and fund IT suite and children's kitchen. Keep the 3FE infrastructure, same size but split site between key stages.

Financial contributions:

- 2FE elements - EFA
- 3FE elements including modules, larger hall and additional accommodation in school - KCC
- Even if EFA and KCC agree school will still be required to fund an additional 204 squared metres at a cost of £374K. (school could raise a £200K loan)

#### Actions so far

- Alan is drawing up a communication piece to wider community with the help of Jo Wildman
- Started preparing a business plan. A version for corporate donors should be prepared by the end of July.
- Alan has spoken to a potential corporate donor who has offered to match fund raising with a donation. Name of donor is confidential at this stage and nothing has been agreed in writing. Alan asked to confirm with the individual how long they would match funding for or whether up to a defined amount.

#### Next steps

- Kevin Powley is coming on 11/7 to go through the standards manuals for the modular classrooms. Bri has today sent him and Terry Gough at KCC an updated list of the school's minimum requirements (including 3FE, 2 halls, ICT suite and children's kitchen).
- EFA will complete their feasibility study by 28/7 and inform KCC of the cost to build a 3FE
- Bri to obtain clear time frame from Kevin Powley.
- Governors asked to share their availability over the summer holidays as it seems likely that decisions will be required from governors.
- Joint decision point required from EFA and KCC.

*Post meeting update - on 24/7 Alan, Melanie and school caretaker had a joint meeting with Kevin Powley and Angela Hopps from EFA and Terry Gough from KCC which was positive and supportive. Both parties are working to achieve feasibility approval of new build that would be acceptable and would involve modular retention. Confirmed that they should be ready to meet in September and reassured that the meeting delay should not impact on the schedule or the start of the design phase. Basic timetable as follows:*

- *Jan- March - design phase*
- *Chosen contractor will have 6 weeks to prepare a design*
- *Planning permission within 6 months*
- *September 2016 - new building ready*

If the compromise position is agreed by KCC and EFA governors discussed ways of meeting the £375K funding shortfall:

- Alan to maintain conversations with potential donor.
- Victoria and Simon to draw up a list of possible corporate sponsors to approach prior to summer holidays.
- Communication pre summer break. SPSA involvement in order that fundraising projects at start of school year can be directed to project e.g. dragon boat race, bonfire night, promises auction, school ball, autumn fair, music event (targeting wider community not just parents), sponsored event to include; parents, staff and children.
- Gift aid - in order to maximise donations suggested that SPSA need to restart gift aid claims.
- Development Fund - many schools ask for a small voluntary donation per family each year. Could start this, if done in conjunction with SPSA can also claim back gift aid.
- Debenture approach (300 club) - Amanda mentioned a scheme whereby individuals donate £100 instalments for a project. Monies are used for project and paid back over time at an inflationary interest rate. If the project doesn't go ahead easy to return. Problem highlighted with this, as not known if as a charity whether school able to borrow apart from via KCC. Would also require careful administration. Amanda agreed to investigate whether this was a possibility.

AMa

#### Communication timetable:

- Prepare a GB positive governing body sound bite and position prior to launch and newsletter
- Mention in end of term newsletter to parents
- Start September - launch of fundraising drive to include local community and Chronicle

*Post meeting update - at meeting held on 24/7 with EFA and KCC representatives stated that there should be no press release or media contact without prior approval of EFA and KCC.*

Agreed that there had been a positive start to discussions. The key point arising was that governors need to be confident by November that the school can raise the £375K financial shortfall before any plans are committed to. If full funds are not raised Peter Davies also highlighted importance of having a prioritised list of requirements.

Simon thanked for his helpful grid of stages of discussion and action in different research areas. Governors agreed to continue to exchange ideas via Basecamp over the summer for capturing thoughts. Governors asked to add comments even if just reciprocation so that the table is populated by a majority rather than a minority view. Governors were asked to check Basecamp and emails throughout the summer to remain informed and able to make quick decisions if required.

ALL

Given the amount of research and discussions still required Alan highlighted the need to ensure that different groups had right skill sets and capacity. Also need to ensure that involve wider community including staff and SPSA members, particularly those with specialised knowledge. Also stressed that if an individual takes on a task that they complete it fully and communicate quickly. Need to be particularly organised as governing body will still have ordinary business to perform.

Group	Group Leader	Team
<b>PROJECT COORDINATOR</b> Project timeframes	Steve Collins	Alan Duffy, Simon Leigh
<b>FUNDRAISING &amp; WORKS</b>	Alan Duffy	Amanda Manuel, Melanie McInerney, Victoria Kerton, Trevor Thake
<b>COMMUNICATION &amp; MARKETING</b> Identify stakeholders, feedback to stakeholders, press releases	Jo Wildman	Simon Leigh, Alan Duffy
<b>IDENTIFYING COSTINGS &amp; PRIORITISING</b>	Bri Wood	Peter Davies, Ian Harby, Natalie FitzGerald, Juliet Hook, SPSA rep. Amanda Manuel and Anja Lehman (teaching and learning aspects)
<b>FINANCIAL, LEGAL &amp; OTHER</b>	Victoria Kerton & Melanie	Bri Wood,

IT - Bri has uploaded that IT piece to the website regarding the staffs views on the importance of the ICT suite. Need to find a solution objectively. Bri thought that it would help if a governor would engage with the staff in the issue as staff are passionate that this is the best way of delivering the new curriculum. Steve agreed to ask Ian if he had time commitment to do this. Melanie and Amanda were also keen to be involved. (post meeting Ian confirmed that he did not have capacity currently)

AMa/MM

#### 8. AOB

School were congratulated on the summer fair and the professional quality of the year 6 production of the Wizard of Oz. This was put together by staff and children in 5 weeks and governors asked that congratulations were passed on to staff.

Governors timetable - draft timetable for following year circulated. Dates were confirmed for term 1 but some alterations will be required to term 5 as the Blackland Farm visit date is still to be confirmed. Clerk agreed to circulate year planner and revised timetable with the minutes.

Governor responsibilities update - with a number of governors leaving there are a number of responsibilities that will need to be covered:

- Security and Health & Safety - Rod Mclay
- Child Protection - Michelle Nash
- PSHE - Victoria Quijada

There are also vacancies for year group governors for years 1 and 5 which Steve agreed to consider. All governors were asked to consider their existing capacity and roles.

ALL

Thank you - The chair passed on the thanks to Alan, all staff and SPSA for all the hard work during the course of the course of another busy year. Steve was also thanked for another good year as chair and coming up for 12 years of service to the school and the governing body.

Meeting closed 9.25pm

#### Meeting dates for next term

Term1 starts Wednesday 3<sup>rd</sup> Sept and ends Friday 24<sup>th</sup> October (Development days 3<sup>rd</sup> Sept)

Monday 22<sup>nd</sup> September 7.45pm Learning & Development Team

Wednesday 24<sup>th</sup> September 7.45pm Resources Team

Thursday 16<sup>th</sup> October 7.45pm Full Governing Body

	Main GB Meeting	Learning & Development Team	Resources Team
<b>Standing Items</b>	Headteacher's Report School Roll SIP H & S update Child protection Training & Development Bullying: terms 2,4 & 6	SIP Review Curriculum spend Staff welfare & attendance Parent Council Chgs in Business Interests	Review expenditure and Forecast H&S update Staff update – teaching standards, PM timescales New Build Chgs in Business Interests
<b>September Term 1</b>	Confirm meetings dates GB  Review GB constitution  FGB review through T of R	Appoint committee Chair Review terms of reference  SATs results analysis Priorities for SIP based upon SATs data Review staff wellbeing CP audit update  Review: Curriculum policy c/f SRE c/f RE policy SEN policy (new code of practice)	Appoint committee Chair Review terms of reference  <b>Premises</b> New Build update Review premises plan priorities for 2014-15 Asbestos update (RM)  Review: Charging policy - school visits Finance policy (annual review)