



St Augustine Primary School,
Wilman Road, Tunbridge Wells,
TN4 9AL



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF FULL GOVERNING BODY MEETING
TUESDAY 9 DECEMBER 2014
7.30pm at the School

Present Mark Dennison (Chair), David Glynn, Judy Green (Co Vice Chair), Clare Sawyer, Ann Theobald, Jackie Warren (Head Teacher).

In attendance: Sarah Codling (Clerk), Jon Crozier

Start 7.45 pm.

*Text in **bold italics** depict questions by Governors.*

The meeting was not quorate. A quorum is 8 Governors. Therefore, there were no decision making powers but the meeting could continue at the level of discussion only, as per the Arch Diocese Regulations.

1. Prayer

Mr Dennison opened the meeting with a prayer.

2. Apologies for absence

Apologies received from Lisa Bon (family), Karon Crane (family), Mel Gonzales (health), Francis McGee (work), Amber Moth (prior engagement) Paul Noonan (work), Father Peter Stodart (work). All apologies were accepted.

3. Declaration of Business Interests.

None. Mrs Theobald advised that she has not signed her Register of Interest form for this academic year.

4. Governor Matters

Vacancies

Mrs Amber Moth has now been appointed as LA Governor. County were hesitant to appoint her as she works at another school in the County. However, Mr Dennison advised that her skills were needed so she has been appointed.

The Clerk is to publish a Governor Handbook which will contain all Governor contact details. **Action: Clerk.**

The papers are being prepared for the staff election. Mrs Warren is to email the letter to staff. **Action: JW.**

To discuss reconstitution from September 2015

The current Instrument advises that there should be 18 Governors on the FGB. Currently there are 2 staff vacancies and 1 parent vacancy. The suggestion for the reconstituted Governing Body is 12 but this can be reviewed. The skills of Governors need to be reviewed. Mrs Crane is completing the skills audit January/February to bring to the March FGB meeting.

The Chair advised that there are currently 15 Governors elected. It may be possible to have 15 Governors in the new constitution if it is enough to manage the committees. However, according to the Arch Diocese regulations there must be 2 more Foundation Governors than the sum of all other Governors.

Concern was voiced that there may be more responsibility placed on fewer people. ***Are we setting a top limit that we do not have to have?*** Ofsted would frown upon having vacancies. It may need to be justified.

The suggested reconstituted body was:

- 1 Headteacher
- 1 staff
- 1 LA
- 2 parent
- 3 co-opted
- 10 foundation

This is to be discussed at a future meeting.



To approve Terms of Reference

The Terms of Reference cannot be approved at this meeting. Thanks were extended to each committee for distributing.

5. Minutes of Previous Meetings – 10 July and 21 October 2014 & Matters Arising

The minutes cannot be approved as the meeting is not quorate. An electronic copy of the 10 July minutes is to be distributed to Governors. **Action: Clerk.**

Matters Arising

- It was agreed that the Clerk is to take all papers and file them, after meetings, in Mrs Sargeant's office – ongoing.
- Mrs Warren, Mrs Mellors and Mrs Theobald to discuss the new Admission Policy – completed.
- It was noted that the minutes of the meeting 10 July have not been ratified – they have been distributed at this meeting. An electronic copy is to be sent.
- Mrs Warren is to review and comment to the Pay and Staffing Committee regarding TA pay – carried forward as a committee meeting has not been held. **Action: JW.**
- EAL – Mrs Warren advised that we do not have dual language material. We do buy into the Kent Service. However, Mrs Warren is to ask Mrs Taylor if the Kent Service has anything to support. **Action: JW.**
- The Chair has written out some action points which will be distributed once they are clarified with SDT – distributed mid November.
- All Governors to consider whether they will complete SFVS – ongoing
- Mr Dennison is writing a letter to parents thanking them for their participation and advising the implementations – completed
- Mr Dennison is to discuss the decision planner with Mrs Bon regarding the Curriculum Committee – completed. The Clerk is to check if there is an electronic copy and send to the Chair.
- It was believed that the Capability Policy was approved in July. This is to be checked – it was approved in July.
- It was decided to include signing up for parent view in the letter about the homework survey – completed.

6. Budget

Monitoring

A lot of time was spent monitoring at the last FGB meeting. No further monitoring has taken place as it is next due end of December.

Originally there was an in year deficit forecast of £21,537. This has now been significantly reduced, even with the revised Post Ofsted Action Plan that Mrs Warren proposed in the last week. There will be a comfortable rollover in excess of £74,000.

The Finance Committee will next monitor at the January meeting, looking at the end of December figures, to present to FGB in March. Provisional end of year figures may also be available.

Some additional funds have come in this year. Also, the school has not been spending all the money, for good reasons. Things have changed in many areas which have generated some savings. The new figures also include the expenditure for the guided reading books approved at the last meeting.

Benchmarking

The benchmarking report will not be completed until 16th January by the Finance and Premises Committee. It will be discussed at the FGB meeting in March.

The Governing Body extended their thanks to Mrs Sargeant for the work she does for the school.

7. Headteacher's Report

There is no data to share yet. Staff data is being analysed next week.

Staffing

- Regina de Manso resigned from her post. There is some trouble recruiting for her replacement. Two interviews were planned for this week but the candidates accepted posts elsewhere prior to the interviews.



The posts are being readvertised. SLT are looking for a supply for the jobshare in the short term. Mrs Warren is to communicate with parents when there are more details.

- Mrs de Manso's last day of term is Friday next week. There will be a Christmas celebration for KS2 in the morning. Governors were invited to mark her leaving, Mrs Green agreed to say something. Mrs de Manso has been at the school for 19 years and has taught in every phase. At the end of the day there will be a short assembly for her where the children will present a card.
- Elaine Gill resigned from her post as 1:1 support for a child with additional needs. Supply cover has been organised and the post has been advertised.
- Kirsty Allen, 1:1 support midday supervisor, has resigned. An appointment has been made but another midday supervisor needs to be appointed.
- A new support TA, Hannah XXX, has been appointed. She has started and has been well received from the KS1 team. Mrs Warren proposed her post to SDT which was supported and, following FGB approval, the post was advertised. The Governing Body have shown they are supporting the hard work for the dedicated team here.
- There is a TA off on long term sick. It has been very expensive to cover on supply. The school has advertised for a temporary contract whilst the TA is off sick. **Do we have a date she might be back?** It is believed end February/beginning March but may not be full time.
- **Is Catherine Spain due to come back?** Yes, it was hoped she would be back in January but that is not going to happen. A return date is unknown. Governors noted that they want to see her back but only when fully able to do so.
- Thanks were extended to Governors, especially Mrs Mellors and Mrs Theobald, for recruiting new members of staff. All Governors contributed in different ways.

Attainment/Progress

- Termly pupil impact meetings are still taking place. The next meeting is taking place on Wednesday.
- Data is still being analysed.
- Assessments took place this term. SLT are looking forward to seeing positive progress.
- In school progress meetings are due to take place over the next few weeks, based on recent assessment.
- Performance management – nothing to report since the last meeting.

Pupil Attendance

This has improved since the last report to 97%.

Safeguarding

There was one issue reported to children's services.

Pupil Numbers

- This has decreased by 2 since the last report. **Why did they leave?** It has not just been 2 children leaving as there have been some children arriving and some leaving. Some have moved out of the area. There are some children on waiting lists for other schools. One child moved to Tonbridge and one went to Margaret Clitheroe. Another child went to St James due to childcare arrangements. Children now attending the school have moved into the area or into the Country.
- **Have we got a waiting list?** Yes, for some classes. **Have any children left because of the RI rating?** No. There are 2 children anticipated to start in January in class 1 and 4.
- Mrs Warren advised that it has been helpful since the Governing Body agreement that if a child is accepted into Class R or 1 then she can approve the sibling to attend to keep pupil numbers up.

Racism

There have been no racist incidents reported to the Local Education Authority

Exclusions

None.

The school was invited to a Managed Move meeting but the child was not appointed to St Augustine. **How many schools attend?** About 4 or 5. When the school is stronger it will be able to support the wider community. However, currently it is important to concentrate on getting out of Requires Improvement.



8. Post Ofsted Action Plan

- SDT met 21 November.
- HMI visit took place 13 November.
- A mock Ofsted is planned 15 January 2015.

HMI Visit

- The notes made by Mr Crozier have been distributed to the Governing Body. Mr Crozier to distribute to the Clerk. **Action: JC.**
- Robin Hammerton has said the school has improved since the initial visit a year before.
- Areas previously of concern:
 - There is now evidence regarding a consistent approach to marking.
 - Pupil's learning and standards of work have greatly improved.
 - Quality of maths is now appropriate.
 - Cross phase teaching of maths and English has become a unifying feature of phases.

Leadership

- The Governing Body is being more active in the role of monitoring.
- The role of subject leadership has been developed this year and needs to be maintained. It is on the spotlights that Governor visits will link with subject leaders. These will be taking place this year.
- Mr McGee completed a note to the Chair which will be distributed. **Action: MD.** The note repeated the items in the notes from Mr Crozier about the school having improved. There is advice to Governors about being tight in questioning about groups (boys v girls, SEN). Governors are to be proud of the school but need to show a realistic assessment of the school. Governors are to have advance questions on pupil premium and performance management, showing that questions are asked beyond maths and English. Support to the Headteacher is to be shown through these questions.
- Robin Hammerton met with teachers covering the same areas.
- In summary, the message was
 - consistency is important in marking and teaching
 - the 3 strong phase teams are a strength but staff need to constantly work to ensure children get a consistent experience
 - set high expectations for staff and children
- classrooms look good but some work is needed on some displays. It was remarked that could Governors say what the children were learning by looking at the displays.
- Mr Hammerton advised that he cannot indicate the grade the school would get in the future as inspectors would have more access to information. Also, the date of the inspection is unknown. Mr Hammerton could not recommend that the school is ready and he cannot trigger the visit. However, it will happen between now and the end of July in his opinion.
- **When the last meeting took place with Penny XXX and Keith XXX the impression was given that HMI could precipitate an inspection?** That has changed and is not the case anymore.
- **What would happen if the school was in a position that was less than good?** In that instance special measures would come in 6 weeks. The school has made good inroads in the last 6 months and it was thought that would prompt an inspection. **If the school was in a worse position would that give more time?** No, Ofsted would come when they want. Mr Hammerton's performance management is based on how well the school is doing. Therefore, he would step up support if the school wasn't doing so well.
- **In your opinion, if Ofsted came tomorrow, do you think we would be 'good'?** No, the school is not yet ready. We need to embed and make some things across the school more consistent. The school is still on the cusp so it could go either way. **What areas are there to particularly improve?** Need to improve on outcomes for children in KS1 in writing, some for maths. It is also to do with achieving levels and being secondary ready. Thinking of Yr 5, they are making accelerated progress but are still not secondary ready. If Ofsted talked to middle leaders about embedding the curriculum, Ofsted may say the school is still in the infancy and needs to



do more embedding. That is why the mock Ofsted is taking place to see where the gaps are. Subject leaders also need to practice talking to inspectors.

- There has not been a significant change for pupil attainment.
- **What is the school doing, having identified the areas?** The middle level leaders are being supported within the school. Leadership skills are rapidly being built up. It will take almost a year for leaders to be where they should be. There has been an inset day and other shorter staff meetings regarding this and the Post Ofsted Action Plan places more emphasis on their role. The main school focus is to send staff on training. Teachers are now talking as subject leaders but it is still very new and unpractised for some.
- **Can you give a brief outline of the inset day, 3 November?** We talked about what it is to be a subject leader, the expectations of what is required and the levels of subject leadership, according to performance management, the activities expected to be completed over the year and subject leader folders were shared with each other. All subject leaders ensured they had the minimum content for the period of time and ideas were shared. Staff shared what should be involved in an action plan and how they may arrange to finance and budget their subject. Leaders also met in the last week to finalise the assessment and moderation cycle for the rest of the year. Events have been strategically planned in terms 3, 4, 5 and 6.
- **How have staff responded?** The staff have enthusiasm to move the school forward. However, there is a slight level of bewilderment about why there is so much detail in their role. This is because it has not been 'the norm' so mind sets need to be changed and workloads increased.
- **There is a lot of talk about improving consistency of teaching. Is it because there is inconsistency how a teacher is in a class, inconsistency within a phase or inconsistency through the years? Where is the inconsistency to fix?** The inconsistency is across the phase so there may be a strong teacher in one phase whereas another class does not have such a strong teacher. A teacher might go off plan so the children's experience differs across the phase, even though there would be good quality teaching the same curriculum may not necessarily be delivered. The inconsistencies of a teacher over time may be that a teacher delivers good marking and feedback but not strong teaching, or vice versa. There is a whole school consistency of an expectation of behaviour and how we work and live as a community. That is the most consistent thing across the school. There are different strengths from teachers but there is an expectation that there are certain aspects which must be satisfied. Also, staff need to share their practice with peers to make sure that everyone is benefitting and working together. Teachers should not be working alone but collaboratively, for the good of the school. The best practice should be identified and shared between staff.

Mock Ofsted, 15 January

- Otherwise called a 'commissioned school review'.
- **Do we know the timings?** We only know that we requested it at the beginning of the academic year and it has now been confirmed as 15 January. The school has asked the Improvement Advisor, Stacey Hyland McCabe, for more details.
- **Do Governors have a role to play?** They will on the day, which is why the school is trying to find out more information. The school needs to drive this to make sure the best use is made of the day. Mrs Warren is meeting Mrs Hyland McCabe on Wednesday to get more information.
- **Have Governors seen information about the mock Ofsted?** No, the date has been shared but nothing else as there is no further information.
- **Was this commissioned?** Yes, Local Authorities will do them at the request of the school. The Local Authority finds one of their own inspectors and makes the day as close to an inspection as possible. However, it is only one day instead of two.

9. Pupil Progress

Nothing to report.

10. SFVS

Mrs Crane has asked for Governors to consider completing the SFVS this year. There should be 2-3 Governors who work together. Mrs Crane has previously said she is happy to advise those who take it on. It was proposed



that there could be 2 Governors each year, but staggered so that one Governor completes the SFVS for the first year and then teaches another Governor in the second year.

This is to be ratified at a later date, with the SFVS completed by the FGB meeting, 10 March. The Chair is to send an email reminder for volunteers by the end of term. **Action: MD.**

11. Committee Reports

Community Committee

- Met 18 November.
- The Admissions Policy for 2016 was reviewed in depth and is recommended for approval.
- The homework questionnaire, delivered to parents in July, initiated from the Community Committee. The results have been reviewed both by Community and Curriculum committees. Mrs Warren asked for an update/follow on questionnaire to be completed. Governors are distributing a questionnaire at each of the Christmas celebrations. The questionnaire comprises of 3 simple questions and a place for comments.
- Mrs Warren advised that, in Ofsted eyes, the school is not communicating with stakeholders and seeking their views. This would be a cause for concern. Mrs Green has agreed to instigate a general questionnaire to be put to parents in February during the next set of parent evenings. A draft is to be circulated by the end of the week to the Chair, Mrs Warren and Mrs Crane. The dates of the parent evenings are 3 and 5 March. ***Do all children have a consultation on either of those two dates?*** Yes, so theoretically all parents would attend. The questionnaire is also to be distributed by parentmail or downloaded from the website. This would then be completed annually.
- ***Were parents expecting to be asked some questions today at the Nativity?*** No but some parents remembered the first questionnaire.

Curriculum Committee

No comments.

Finance

- There has not been a meeting since the last FGB. The draft minutes of the last Finance and Premises meeting have been circulated.
- There was an item regarding the fitting of a cooker in the kitchen. This has been fitted on the expected date. FSM should be working as well as possible, according to the resources planned to be required to complete the meals.
- There was a decision to engage EIS in Kent regarding what is required in the school for ICT. There has been a lot of communication between EIS, Kent and the school.

Pay and Staffing

- Mr Dennison, Mrs Crane and an external advisor are meeting 18 December to sign off the Headteacher annual appraisal for the previous academic year and set targets for the forthcoming year. Thanks were extended to Mrs Crane.
- The minutes have been circulated for the meeting held in June. There has also been a meeting in October. Decisions were made on performance management, completed in depth with Mrs Warren.
- Performance management has gone through for teaching staff, taken place with due diligence.

RE Report

- The school is about to lose the RE subject leader. As yet, there is no replacement. This role will not be filled by the person who replaces Mrs de Manso's job.
- The SEF for RE is out of date. There is a Section 48 SEF expected any day. This is expected to be RI due to lack of evidence and embedding throughout the school.
- ***How long will it take to embed?*** There are some items such as missing data from summer. Information, data and facts and figures will take a long time to locate and review. There is a new style SEF that should be easier



to complete but has not yet been started. **When will it be started?** It was going to be tomorrow but that will not happen now. There is training in January for RE subject leaders and something in April for Headteachers. **Who will be the subject leader?** This has not been decided. RE subject leadership in a school such as St Augustine can be tricky as it is not just the subject but monitoring the Catholic faith within the school. There is an emphasis on the Governing Body to know what RE looks like. Information that has been distributed by Mrs Warren details the role of a Governor in a Catholic school.

- Mrs Warren and Mr Crozier are to review the SEF in January. Mr Dennison advised that he is concerned as a Governor that the school has lost a key trained subject leader. She will be difficult to replace in the short term. The school has spent a whole year training her and handing over the leadership.
- **What can Governors do?** As a Governing Body there needs to be some input. Governors need to help work on the SEF. Mrs Warren has spoken to Father Ed Tomlinson and he has been forewarned of this. **Can the Governing Body have a blank form to review?** Mrs Warren is to distribute. **Action: JW.**

12. Decision Planner

The Clerk is to provide an electronic version to the Chair. **Action: Clerk.**

13. Governor Visits Reports/Governor Training Feedback

- The Chair is to collate some questions for Governors to use when visiting subject leaders. **Action: MD.**
- **Was there an end date by which Governors are to meet subject leaders?** By mid January.

14. Policies

This is to be carried forward as the meeting is not quorate.

15. Safeguarding

No issues. Mrs Crane has organised safeguarding training for 27 January 2015.

16. Chair's Actions/Correspondence

- A report has gone in the newsletter, talking briefly about the end of term plays.
- Governors were asked to look at dates printed in the newsletter. There is also a parentmail inviting Governors to various productions.
- Mrs Warren distributed dates for learning walks today.
- Governors and staff went to a Christmas meal last Friday. It was well organised and enjoyed by all. Thanks were extended to Naomi XXX.
- Mrs Warren and Mr Dennison met with the Clerk covering various items regarding timings. This is to be circulated to all Governors. **Action: MD.**

17. Any Other Urgent Business

None.

18. Confidentiality

None.

19. Dates of Future Meetings

It was decided to have a meeting 9.30am, Friday 16 January to agree Terms of Reference and policies (including Admissions policy).

FGB – 7:30pm 10 March 2015, 21 May 2015, 16 July 2015, 22 September 2015, 20 October 2015.

Mr Dennison closed the meeting with prayer.

End 9.40p.m.



Action Points

The Clerk is to publish a Governor Handbook which will contain all Governor contact details.	Clerk
The papers are being prepared for the staff election. Mrs Warren is to email the letter to staff.	JW
An electronic copy of the 10 July minutes is to be distributed to Governors.	Clerk
Mrs Warren is to review and comment to the Pay and Staffing Committee regarding TA pay	JW
EAL – Mrs Warren advised that we do not have dual language material. We do buy into the Kent Service. However, Mrs Warren is to ask Mrs Taylor if the Kent Service has anything to support.	JW
Mr McGee completed a note following the HMI visit which will be distributed. Action: MD	MD
The Chair is to send an email reminder for volunteers to complete SFVS by the end of term.	MD
A blank SEF form to be sent to Governors	JW
The Clerk is to provide an electronic version of the decision planner to the Chair.	Clerk
The Chair is to collate some questions for Governors to use when visiting subject leaders.	MD
Mrs Warren and Mr Dennison met with the Clerk covering various items regarding timings. This is to be circulated to all Governors.	MD