



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



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF FULL GOVERNING BODY MEETING
THURSDAY 10 JULY 2014
7.30pm at the School

Present Mark Dennison (Chair), Lisa Bon, Karon Crane, Simone Curry, David Glynn, Judy Green, Francis McGee, Paul Noonan, Clare Sawyer, Father Peter Stodart, Jackie Warren (Head Teacher).

In attendance Sarah Codling (Clerk), Jon Crozier

Start 7.40 pm.

1. Prayer

Father Peter opened the meeting with a prayer.

2. Apologies for absence

Apologies received from Florence Duffield, Mel Gonzales, Carol Mellors and Ann Theobald. Apologies were accepted.

3. Declaration of Business Interests.

None.

4. Governor Matters

- Carol Mellors has become a Foundation Governor from LA. There is, therefore, a vacancy for LA Governor which can be taken by Amber Moth. The Chair has spoken to Mrs Moth to start the process. The Clerk is to check confirmation of Mrs Mellors being Foundation Governor. **Action: Clerk.**
- Thanks were extended to Miss Curry for her work as Governor. There are now 2 vacancies. **Action: Clerk.**
- At the last meeting it was discussed about Guidance on Constitution of Governing Bodies from 2015. The Diocese are doing courses in September. The Chair is to circulate dates. This also covers statutory guidance from Education Committee about what the school will be doing. Governors questioned whether the reconstitution is mandatory. It was confirmed that it is. Also, completing a skills audit sets up a pattern of need and allows the Governing Body to meet requirements when recruiting new Governors. Mr Glynn advised he attended a Governor Briefing which talked about reconstitution. There were models of the Governing Body. The training advised that reconstituting does not need to impact the Governing Body, provided the necessary skills are in place. However, St Augustine's has a regulation that the number of Foundation Governors exceed other Governors by 1. Therefore, any appointments need to be under the correct title. Mr Glynn is to circulate the notes he has. **Action: DG.**

5. Minutes of Previous Meetings – 21 May 2014 & Matters Arising

The minutes of the meeting 21 May were signed as a true and accurate record.

Matters Arising

- Mrs Warren asked whether a non-teaching member of staff could stand as Governor. The Chair is to clarify – Yes, a non-teaching member of staff can be a Governor.
- An update is currently awaited from the IT Consultant as to how money should be spent. The Chair is to speak to the Chair of St Gregory's for this action to be brought forward – Miss Curry advised that the school are trying hard to move this matter forward. Mrs Warren has asked Mrs Sargeant to contact the Bursar at St Gregory's to come back with costing. Mrs Warren is to follow this up. **Action: JW.**
- The Chair circulated spotlights.
- Report on discussion with staff and TA's – still outstanding. **Action: MD.**



6. Budget

- It was reported that the end of the period showed savings in a few areas, the biggest being teaching staff. The forecast deficit has now improved from £21,537 to £8,126.
- The main reduction is the Acting Deputy hours. One member of staff is going to a lower grade for 3 days instead of 5 and 1 day has been taken out of 1:1 vulnerable groups. These changes have caused the saving. There is also to be a saving on supply teaching as the anticipated teacher is no longer required.
- There has been a reduction in the cost for TAs. Although the hours have gone up slightly due to a reduced lunch hour, costs have decreased as recent recruitment is on lower grades.
- There is no additional income anticipated.
- Governors thanked Mrs Sargeant and Mr Glynn for their work regarding the budget.

Review June monitoring

The June monitoring was reviewed and signed.

To review Asset Register

This is progressing and being put on the computer. As it is not finished the paper system is still being operated. It is anticipated to stop the paper system by October.

7. Head Teacher's Report

Attainment and Progress

- Mrs Warren shared data for Yr 2 and Yr 6. There are more assessments taking place this week. The data shared will be published on RAISEonline.
- Mrs Warren explained the colour coding; amber – requires improvement, pink – cause for concern, green – expected, dark green – better than expected.

Pupil Attendance

- Two tables of data were given to Governors, one including Reception and another excluding Reception. Both sets of data need to be reported. The attendance is 96.5% including Reception and 96.7% excluding Reception. This is good attendance. The level of attendance should be above 97% to be outstanding.
- All classes show attendance above 90%, some with outstanding attendance.
- All unauthorised absence is reviewed. All unauthorised absences are below 1%, but are still higher than they should be.
- There have been a number of unauthorised absences for weddings abroad. In these instances, children are allowed 2 days for travel and 1 day for the wedding. Any further absence is unauthorised.
- Melanie Martin has taken monitoring attendance really well. Mrs Warren and Mrs Martin write letters to parents who regularly take their children out of school. If absence falls below 95% then a conversation takes place and a letter sent.
- Governors extended thanks to Mrs Martin.

Pupil Numbers

- At the time of writing the report, there were 310 pupils on the school roll. Mrs Warren reported there is now 45 expected for Reception in September. There are no appeals to date but one letter has just been signed saying the pupil would be added to the waiting list.
- Following a question from Governors, Mrs Warren advised that 29 were first preference. Also, all siblings are attending.
- Some children have moved from the school this term to go and join their brother or sister at another school. Some children have left so they are at a school closer to home.



- Further to questions, out of the 29 first preferences 27 are Catholic. It is thought the rest of the cohort are not Catholic. Therefore, 2/3 of the group are Catholic and 1/3 are not.
- Governors asked about financial implications. Mr Glynn advised that the 3 year report is based on 309-310 children. If the school roll rises to 315 it would have a great financial implication.
- It was noted that a family, potentially in a closed community, has moved to St James School. It will be monitored whether other families move.
- It is known that some children are on the waiting list for St John's.
- It was noted that the extra class at St James has now reached the Junior School. This could allow more children to come in due to extra spaces.
- Governors recognised the fact that the 16 non first choice pupils in Reception could be on a waiting list elsewhere. Mrs Warren advised that some in the cohort have a brother or sister at another school.
- Governors asked whether requests are tracked and whether those on the waiting list are contacted when there is a space. Mrs Warren confirmed that the office is very quick to contact people on the waiting list to get them into the school. That process continues after the term starts and is completed every day. Families are also contacted to check they still wish to be on the waiting list.
- Governors noted that in recent years the 45 children intake was taken up by first choices which were 100% Catholic. It was questioned why the number of first preferences have dropped and what has happened to the Catholic intake. Mrs Warren was unsure about this. Once the children have started at the school, details can be reviewed.
- It is believed the number of EAL children is a smaller proportion than previous years. It was proposed to research people moving in and leaving.
- It was noted from the Community Committee that 5-6 years ago 96% were Catholic with 4% from other religions. However, there has been a sudden drop. It was suggested that distance plays a significant factor as it is difficult to get to the school by bus. There have been families who do not send siblings due to the distance.
- Governors suggested the Ofsted report may have had an effect. Mrs Warren advised no-one has mentioned it and those visiting the school have not seemed overly concerned.
- Governors asked if there was a financial tipping point. Mr Glynn said if the number reaches 306-305 there is a linear scale. This amounts to £4,000 per pupil, which is a lot of TA hours. The budget is under review due to constant change. The way SEN is being completed is going to be changed dramatically which will prompt a budget review.

Performance Management – Nothing to report.

Religious Education – All Yr 4 attended mass at Aylesford to celebrate Catholic Education. There was a big group from Margaret Clitherow. Quite a few attendees dropped out due to industrial action.

Safeguarding – No issues reported to Children Services so far this year.

Racist Incidents – One incident will be reported. The matter has been dealt with and resolved in school.

Exclusions – None.

Managed Moves – There have been no managed move meetings.

- Mrs Warren advised that today saw industrial action on behalf of public sector unions. There were 2 members of staff that took industrial action so their classes were closed. A letter was sent to parents.
- Thanks were extended to Mrs Bon and Mrs Crane for feedback related to the letter advising parents of the mixed 5/6 classes. The letter was distributed to Governors.



- Governors asked how staff felt when advised about the mixed 5/6 classes. Mrs Warren said the teachers of phase 5/6 were very positive. Governors asked about the rationale behind grouping according to age. Mrs Warren advised that is the policy which has been adopted as it suited the cohort best. The spread of children was reviewed across SEN, mixed ability, those more able, personalities, strengths and weaknesses. However, the classes worked out beneficially according to age. Both Mrs Warren and Judith Taylor have looked at the spread of children. Also, the new curriculum lends itself to a split according to age. It was noted that having a straight Yr 6 class with a 5/6 class can mean the Yr 6 in the mixed class do not feel they are considered as Yr 6.
- When Robin XXX first walked around the school there were frank discussions that the school should mix age from Yr 1. Mrs Warren has visited other schools to review the benefits and drawbacks. It has been felt to be too big a shift to complete schoolwide at the present time.

8. Post Ofsted Action Plan

- A School Development Team meeting was held at the beginning of July. It was a very positive meeting where phase leaders gave a presentation about how their phase was going, what they have done, what training they have been on, their plans and impact. It was presented in a professional manner. This gave experience to get Ofsted ready.
- One of the Ofsted weaknesses was Middle Managers. This meeting would show that they have improved and are supporting the school. Governors should be confident in the Middle Managers.
- The Chair has written to the staff to thank them.
- Many challenging questions were asked and answered succinctly. It was great that they knew the information without needing to research.
- Spotlights are working well and providing a focus.
- There was a Scoping Meeting where Mrs Warren and Mr Dennison were summoned to County by Simon Webb. It was a robust meeting which lasted 2 hours. Simon Webb asked some challenging questions about what the school is doing. Mr Webb was impressed with Mrs Warren. Mr Dennison read the report to Governors.
- One of the questions asked was whether the school should be doing anything differently. Mr Webb advised that there was not. Governors should be encouraged.
- Another meeting is planned, but not before November.
- There was a telephone conversation with HMI with another taking place next week. There was a very helpful discussion, mainly about mixed age teaching, staffing and staffing for next year. The Post Ofsted Plan was sent which HMI is pleased with. The data has also been sent. The only concern was Yr 4 which was already highlighted.

9. Pupil Progress

- The data in the Headteacher report was reviewed. The information was split into columns for Term 2, Term 4, Term 5 and Term 6.
- For Yr 6, the top line indicated the banding for age related expectation according to each term. Therefore, by the end of Term 6 it would be expected for children to be band 4c-4a.
- The data, reading across, depicted reading, writing and maths. There is 61% exceeding expectations for reading and writing and 46% for maths.
- Conversely, there is a small group of children not achieving. There are 3 pupils below expectations in reading, 4 in writing and 5 in maths.
- Maths is the subject to focus on this year.
- Looking at KS2 trends, the next table, shows the percentage achieving different levels. 86.4% achieved reading, writing and maths L4+ with a national floor target of 65%. However, the school was aiming for 93%.
- L5 combined has no national floor target. 40.9% achieved this year which was much better than previous years.



- It was noted that maths achieved 46% this year opposed to 65.9% the previous year. However, it was also noted that 26% achieved L6 maths versus 11.4% the previous year. Also, some converted from L2 to L6 – this can be linked to setting in maths.
- The most able have done well in comparison to previous years. However, the least able have struggled. Teachers are still working on how to manage and educate children who are L3 and L4 and those who did not make 2 levels progress.
- Governors asked whether the low attainers are also the low progressers. Mrs Warren advised this is not necessarily the case as they could have a low baseline so there is not far to go.
- Governors asked whether any high achievers did not make 2 levels of progress. Mrs Warren advised this did not happen this year but would usually under perform.
- Maths classes are held before school. Following questions, Governors were advised that the L6 provision was streaming so delivered through quality first teaching and taught by the most experienced and qualified teacher.
- Governors asked if any L3 attended the maths classes and what was the impact. Mrs Warren advised that they did attend and impact was made but not enough.
- The National floor target for reading was 92% which was met. The floor target for writing was 92% which was just missed but results were better than expected. Maths floor target was 90% but 83% was achieved.
- It was known that the progress/attainment would not be made for maths and forewarned County as too much progress was to be made in too short a time.
- L4 is secondary ready. Teachers are still working to get children secondary ready.
- Governors questioned whether there is a targeting reflection to do as if it is possible to convert L2 children to L6, what can be learnt from the transformed children to apply to the legacy group? Governors were told that the children who are vulnerable to not making progress are the pupils in groups with Mr Crozier. Those with similar traits have already tried to change the trend. This will be done with L3 and L4 children who will be monitored closely. It was noted they tend to be children who have been at the school since Reception. Teachers need to work at engaging boys and parents may need to be involved for numeracy and literacy skills.
- Pupil progress is focussing more on underachieving children.
- Some are making more than expected progress. Yr 6 writing saw 30.5% making more than expected progress which is a great achievement since last year.
- The Year 2 attainment data shows direct attainment and comparisons across different groups.
- Boys and EAL are key priorities for focus, especially writing and speaking and listening.
- Another table showed expected progress. Additional needs pupils and pupil premium are underperforming. It is a cause for concern that they made more progress this year than last. Output is the result of raising expectation and the groups getting the teaching they need in the year. This progress is not expected where they do not make 12 points progress over the key stage.
- Pupil premium children stand out the most. However, there are only 3 children with one falling behind.

10. SFVS

- The finance training took place in June. The feedback stated it was useful, especially for when the school is out of Requires Improvement. Mrs Crane advised she will meet with the trainer in future to ensure the training is more bespoke.
- Training plans were discussed in a meeting between Mrs Crane and Mr Dennison.
- The School Development Team are monitoring the impact of expenditure.
- Mrs Crane attended a Governor meeting at Lamberhurst. Future meeting dates for networking events are to be distributed. **Action: KC.**
- A Governor needs to volunteer to complete spot checking on invoices. The Governor does not need to be on the Finance Committee. Anyone interested is to speak to Mrs Sargeant. **Action: Governors.**



- The asset registration is being updated. Mrs Crane has spoken to Mrs Sargeant several times and it is an ongoing process.

11. Committee Reports

Community Committee

- The minutes from the May meeting were distributed.
- In terms of the Post Ofsted Action Plan and the role of the Community Committee, the Committee is to centre on child protection, safeguarding and e-safety (which is an ongoing process).
- During Term 6 there was an e-safety meeting. Miss Curry was thanked for organising the meeting. The number of parents who attended was disappointing with only 12 attending, including Governors and staff. Governors asked whether parent feedback was obtained. It was noted they found it useful.
- Discussions took place regarding parent involvement. Parentview is not well used. The most recent update that Mr Dennison gave was not well attended. Other local schools are to be consulted as to their parent involvement.
- Mrs Sawyer and Mrs Bon and the Curriculum Committee have been discussing the homework questionnaire to be put to parents. It was believed this came from the parent Post Ofsted meeting where there were queries about homework and it then became an action point for Governors. Mrs Bon talked Governors through the questionnaire where there are some specific questions and a section for further comments should anyone wish to make them. The questionnaire will be available both at the transition evening and online. It will also be advertised in the newsletter. Thanks were extended to Mrs Bon, Mrs Sawyer and the Committee.
- Mrs Bon, Mrs Crane, Mr Dennison, Mrs Green and Mrs Sawyer are to attend the transition evening on Tuesday. Mr Glynn advised that it was mentioned at the Finance meeting whether there should be a table advertising direct debits for the Governor fund. However, a goal is needed advertising what the money is for. It was noted to remind parents on a yearly basis to contribute.
- It was agreed to have a piece of paper to hand out about parentview with the questionnaire. **Action: LB.**
- At the beginning of the academic year there was an idea of a greater celebration of Yr 6. Mrs Sawyer has reviewed this. Mrs Sawyer spoke of a Governor award, as discussed at the Curriculum Committee, and has liaised with Mrs Gallie and Mrs Warren. There are to be 3 awards for contribution to the school, academic endeavour and sports. Each category is to have a trophy for both a boy and girl with a shield for the school to be engraved with names. Mrs Green and Mrs Sawyer are to choose the awards. **Action: JG & CS.** Staff are to decide about who to be awarded the trophies. All staff, including catering staff can vote on the children. The awards are to be given an assembly at 2pm on the last day of term. Parents can be contacted in advance to give them the option of attending.
- Governors are to provide refreshments at the Celebration Evening. It was reiterated that this evening should be special for teachers to show support.

Curriculum Committee

- The homework policy was the main point.
- Mrs Bon, Mrs Crane and Father Ed are reviewing the Sex Education policy, liaising with other schools and the diocese.

Miss Curry left 9.50pm

Finance Committee

- The draft minutes were distributed.
- The budget was reviewed.
- The strategy for I.T. was addressed at the meeting and whether any consultant was competent to come up with a 3 year plan.
- There are no building works scheduled for this summer.



- There has been some progress regarding universal infant meals. There may be the need for an oven upgrade.
- The E19 expenditure was circulated for 2013/14. The only figure brought to attention was the PTA general donations which were down from £8,500 to £185 as no money has been spent this year. Money has been raised but not spent.

Pay and Staffing Committee

- Minutes are to be distributed.

RE Report

- As above.

12. Decision Planner

A copy of the planner has been distributed. This is to be discussed at the meeting in September. **Action: Clerk.**

13. Governor Visits Reports/Governor Training Feedback

- Reports were distributed. Thanks were extended to Governors for their visits and reports.
- Thanks were extended to staff for taking Governors round.
- Mrs Green queried whether there were any outstanding reports.

14. Policies

- The Clerk is to create a universal front cover for policies. **Action: Clerk.**
- The following policies were reviewed at committee level and recommended for approval:
 - Health and Safety
 - Governors Allowance
 - Lettings
 - Whistleblowing
 - Capability
 - Finance
- All policies were approved, to be signed by Chairs of Committee and countersigned by the Chair.

15. Safeguarding

- The Annual report of Safeguarding has been completed using a pro forma from Kent.
- All policies have been reviewed. Dates need to be put in place along with the date of the next review.
- The document also states what training needs to be completed.
- Mrs Warren is to distribute the document. **Action: JW.**
- Over the year there have been no children put on the Child Protection Register.
- There are 3 Looked After children.
- There have been 2 allegations against staff by parents. One has been addressed and is no longer deemed as an allegation, the second is current.

16. Chair's Actions/Correspondence

- The Chair has received communication from Skinners School advising they are to sponsor a new primary school at Knights Wood. There will be 30 pupils in Year R and 15 in Yrs 1 and 2.
- The Chair attended a parent briefing with Mrs Warren. Information has been distributed to Governors. The meeting advised action since Ofsted.



- A meeting was held with staff asking how Governors can help. It was felt that a Governor should be responsible for marketing the school and any unique selling points. The Governor would also contact the local newspaper when things happen.
- Mrs Warren had a Headteacher review before this meeting.
- The Chair advised the Governors of the recent passing of Bev van Winkelen, the previous Clerk. Prayers are with her family.

17. Any Other Urgent Business

An afternoon tea is to be provided for staff on the afternoon of Wednesday 23rd July, during Inset, to show appreciation. There is to be half a day about the Post Ofsted Action Plan and an opportunity for Governors to talk to teachers about coaching and mentoring.

18. Confidentiality

Staffing.

19. Dates of Future Meetings

FGB at 7:30pm – Tuesday 23 September 2014, Tuesday 21 October 2014

End 10.10p.m.

Action Points

The Clerk is to check confirmation of Mrs Mellors being Foundation Governor.	Clerk
To complete Staff Governor elections.	Clerk
Mr Glynn is to circulate the notes he has regarding reconstitution	DG
Mrs Warren is to follow up regarding I.T. costings from St Gregory's consultant.	JW
Report on discussion with staff and TA's – still outstanding.	MD
Mrs Crane attended a Governor meeting at Lamberhurst. Future meeting dates for networking events are to be distributed.	KC
A Governor needs to volunteer to complete spot checking on invoices. The Governor does not need to be on the Finance Committee. Anyone interested is to speak to Mrs Sargeant.	All Governors
It was agreed to have a piece of paper to hand out about parentview with the homework questionnaire.	LB
Choose the Governor Awards to be presented to Yr 6 pupils.	JG & CS
The decision planner is to be on the next agenda.	Clerk
The Clerk is to create a universal front cover for policies.	Clerk.
Mrs Warren is to distribute the safeguarding annual report document.	JW