



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



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS

MINUTES OF FULL GOVERNING BODY MEETING

WEDNESDAY 11 DECEMBER 2013

7.30pm at the School

Present Mark Dennison (Chair), Karon Crane, Simone Curry, Florence Duffield, David Glynn, Mel Gonzales, Judy Green, Francis McGee, Carol Mellors, Amber Moth, Clare Sawyer, Father Peter Stodart, Ann Theobald, Father Ed Tomlinson, Jackie Warren (Head Teacher).

In attendance Sarah Codling (Acting Clerk)

Start 7.30 pm.

1. Prayer

Mark Dennison opened the meeting with a prayer.

2. Apologies for absence

Apologies received from Paul Noonan (away) and Lisa Bon. Father Peter Stodart and Father Ed Tomlinson are to be late. All apologies were accepted.

3. Declaration of Business Interests.

None.

4. Governing Body Issues

- The Full Governing Body Terms of Reference have been distributed. They are the same Terms of Reference as previously agreed. Governors approved the document with no amendments. Chair to sign. **Action: MD.**
- The Full Governing Body Standing Orders were approved with no amendments. Governors noted that the length of meetings should be no longer than 2 hours. The Chair is to sign the document. **Action: MD.**
- The Procedure regarding the election of Chair and Vice Chair was agreed. Governors decided to keep the detail of nominees leaving the room during the vote. The Chair is to sign the document. **Action: MD.**
- Father Ed Tomlinson is now confirmed as a Governor by the Archdiocese. The Chair is to change the website to reflect this. **Action: MD.**
- Leon Morris will not pursue being a Governor due to time commitments. Governors were asked to consider candidates for the post, preferably with Maths knowledge.

5. Minutes of Previous Meetings – 17 September 2013 & Matters Arising

It should be recorded that the FGB approved the structure and responsibilities of the Governors in the meeting 17 September 2013. The subject and class links on the website were agreed at that meeting. Item 6.1 says Francis McGee and the Deputy Head completed training but this did not take place. Their names are to be removed from that sentence. Following the amendments, the minutes were signed as a true and accurate record.

Father Ed Tomlinson arrived 7.41pm

Governors Actions:

- Governor Committees, responsibilities and details of Governors have been approved. A copy of the document is to be circulated by the Chair. **Action: MD.**
- The Clerk to amend minutes - completed.
- The Clerk has added Terms of Reference to the current agenda.
- The Chair and Father Tomlinson to arrange cake and cards for staff. Completed.
- SWOT paper to be amended and circulated. This is to be carried forward as results are awaited. **Action: MD.**

Signed

Date

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- 20-20 Vision - to be discussed under agenda item 13.
- Monitoring visit pro forma - completed by Mrs Green.
- Decision planner is still to be completed as the Chair does not have a copy of the document. The document may need to be started again. **Action: MD.**
- SFVS to be added to the agenda - completed.
- Clerk to email skills audit - completed.

Matters Arising

None.

6. Head Teacher's Report

- A copy of the report was circulated prior to the meeting.
 - In July teaching assessments saw only 35% judged good or better. This has now increased to 77%. Governors congratulated staff for their hard work. The quality of teaching is a crucial factor to improving the school. The Chair is to write a letter to staff to show Governor appreciation. **Action: MD.**
 - Governors were concerned that staff have been under a lot of pressure but have obviously responded well. It was commented that it is a stressful time but everyone is working together. Results have been moderated from outside.
 - The role of Teaching Assistant within observed lessons has greatly improved.
 - A fit for purpose tracking system has been installed. This will allow subject leaders to do more.
 - More work is to be completed in January focussing on monitoring children's work and planning lessons to show impact to each child's learning and being sensitive to each learning need.
 - The next HMI visit is 6 February 2014. Governors were invited for 5-6pm to discuss progress on the action plan.
 - Attainment and progress is on track for some classes. The positive outcome is that the school knows strengths and weaknesses and are focussing on where to improve. The Curriculum Committee is also helping by being very rigorous.
 - The next set of results are coming out soon for KS1. It is believed there will be significant progress from July to present. Improving the environment and raising the standard of teaching has had a big impact. When questioned by Governors it was noted that the data in the report is from September. Writing and Maths are projected results. Governors questioned what the projection is based on. Mrs Warren advised that expectations are based on results in July and expected progress for each term. This data advised Governors that results are not to be met.
 - Governors questioned why attainments would not be met when teaching has improved. It was explained that the forecast for attainment in July 2014 is based on results in July 2013. The school can say it is moving forward in changing its approach and raising the standard. Although teachers have made improvements it will take some time for the children to catch up. There are interventions in place for those needing more help. Years 2 and 6 need more help in comparison to last year's cohorts.
 - The attendance figure of 96.2% is for 2011/12. Attendance is 96.7% for 2012/2013.
 - The school roll currently stands at 308. Since the end of July 2013 there have been 13 children move away or join another school.
- Father Peter Stodart arrived 8pm*
- Governors were asked whether pupil admission numbers should be raised to 32 from 30. Following an in depth discussion it was agreed that this should only be allowed if it were due to the sibling of a child filling a mid year vacancy. Governors agreed to cap class numbers to 31 and Mrs Warren to have discretion in the exceptional circumstances for mid-year entries.
 - Tammy Dixon has handed in her resignation and is to finish at the end of term. No discussion was needed by FGB as this matter has been to the Pay and Staffing Committee.



7. Post Ofsted Action Plan

- Two meetings of the School Development Team have taken place (24 October 2013 and 5 December 2013).
- Action points from December note praise to staff for their impact and dedication of their work. Other matters have been included in the Head Teacher report. A letter is to go out to parents through SLT this Friday detailing all the good things completed since last July.
- HMI is coming back at the beginning of February to talk to teachers and staff regarding coaching, mentoring and the impact made. It was suggested that Governors attend the Inset Day to speak to their subject leaders. Father Ed Tomlinson has created a pro forma and letter for Governors to use.
- Governors are to book a school visit before 6 February. This will ensure that all Governors have completed their 2 visits and asked all relevant questions in time for HMI visit and to improve connections between Governors and staff.

8. Committee Reports

Community

- Simone Curry was asked to complete the e-safety course with parents in February. The Community Committee are responsible for safeguarding and it is felt e-safety is long overdue.
- John Crozier has given a presentation on questions Governors can ask on school visits. However, this has been superseded by the Post Ofsted Action Plan.
- Bespoke training is being organised to prepare governors for school visits relating to their responsibilities.
- It was hoped to present a list of statutory and non statutory policies for the school but this has not happened due to the Clerk being ill.

Curriculum

- A session was completed 19 November about understanding data. A lot of input was given from John, Simone and Jackie. Governors extended their thanks.
- The committee is exploring the school web item and is updating where necessary. A quote is being obtained to upgrade the facility. Governors wish to include the National Curriculum Standards.
- The committee looked at behaviours for learning and lesson planning. Excellence awards are being considered for Year 6 which do not necessarily relate to education.
- Science policies could not be presented to FGB due to not being included on the agenda.
- It was noted that the minutes of 19 November are good evidence of looking at data. It was thought the next meeting of SDT should review the minutes as it shows many items covered in discussion. **Action: MD - to have information from Curriculum Committee for next SDT meeting.**

Finance

- HMI felt that additional requirements would like to see more regarding coaching and mentoring of staff. This has been built into September monitoring which was sent to KCC.
- This forecasts an in-year deficit is £2,221 and the rollover of £65,791.
- The Chair thanked David Glynn for his work.
- SFVS - the action plan completed last March required 14 items to be completed by September. Unfortunately, most have slipped due to other commitments. 6 items have been completed, 7 items are more than 50% complete and 1 has not started.
- The KCC Compliance Visit is due March 2014 but is not related to SFVS. Frances Sarjeant (Bursar) is concerned that the allocation of the school's work associated with the visit is unclear. Frances completes most documents but it is felt other people should look at some other documents. David is to provide a list of documents to be reviewed. **Action: DG.**
- The skills matrix is to be sent out next week. There are 8 main questions and some questions regarding training. Governors were asked to return completed forms by the 3rd week of January. The Committee



wants to show they are pushing forward for HMI but also to encourage Governors and to identify bespoke training requirements.

- The last KCC Compliance Visit was in January 2011 with an assessment of Moderate. One downfall was that the Head Teacher had initialled invoices instead of signing her whole name, and there were also some minor asset register omissions. There are still some items the school may struggle with in the March 2014 Visit.
- The benchmarking document was circulated. Our school's income was a point of concern over the last few years but is no longer an issue.
- The school has a very high pupil/teacher ratio so skews the financial figures. Our teachers cost about £5,000 more than average per year. Our expenditure on TA's is about £4,500 more than average per class per year. Compared with Kent schools', our expenditure on TA's is 38% more than average per teacher and 7% more than average per pupil. The expenditure on teaching staff per pupil is 12% below the average in Kent schools'.
- Governors questioned if there was any way of comparing the benchmarking of other schools that are requiring improvement. It was advised that this information is unavailable. There are many different categories to search and compare under but it is difficult to compare like for like due to many different variances. Requiring Improvement is not a category to search for regarding comparisons.
- Compared to Kent schools', St Augustine's gets 24% less funding for SEN per pupil but compared to England and Wales schools' we get 31% more funding for SEN per pupil.

Pay and Staffing

Governors have seen minutes for May and June. A further meeting was held in October. Governors did not have any questions.

Head Teacher's Appraisal Review

There were 3 Governors in the Review Body - Carol Mellors, Karon Crane and Mark Dennison. The objectives were discussed for the year to September 2013. A performance review was then held for the 9 month period with Penny Bowles. Following discussion, the review panel made recommendations to the Pay and Staffing Committee for the year to September 2014.

All recommendations were approved.

9. Policy Review

The following policies have gone through the relevant committees:

- Charging and remission
- Governor allowances
- Lettings
- Whistleblowing
- Finance
- Health and Safety
- Finance TOR
- Performance Management
- Pay Policy for Support Staff
- Management of absence
- Head Teachers Appraisal TOR
- Pay and Staffing TOR

All policies were approved. The Chair is to sign. **Action: MD.**

10. RE Inspection Preparation

- A comprehensive review has been completed.



- The RE Work Scrutiny is next week and will hopefully move to a good rating. Some areas in self evaluation are less than good but are now moving on. Thanks to Marcella and Regina for their hard work.
- For the Work Scrutiny a selection of books have been taken from across the school. Assessed are the quality of learning, assessing objectives, quality of writing in RE compared to other subjects and marking.
- Marcella feels the work at St Augustine's is going well.
- The report is to be distributed to Governors. **Action: MD.**

11. Governors' Training

- Clare Sawyer, Mel Gonzales and Karon Crane attended New Governor training at Hugh Christie. The training taught the role of the Governor and gave attendees the opportunity to see how other schools approach matters. One aspect taken from the training was the use of a projector in FGB meetings to aid Governors to easily follow the meeting and view documents. The Chair is to ensure this happens in future. **Action: MD.**
- Mark Dennison, Karon Crane and Carol Mellors attended the Head Teacher Appraisal training course. This explained the changes in pay progression which affirmed that St Augustine's completing this accurately.
- There is the opportunity for bespoke training. Nick Morgan, KCC, has availability late February/early March. Governors approved seeking training regarding Governor visits.
- It was noted that any Governor attending training should send reports to Karon Crane.
- Thanks were extended to Simone Curry for organising training on KLZ. Governors were asked to advise John or Simone of any problems. The crossover will take place 1 January 2014. Simone is to look into how Governors can send information easily and access email addresses. **Action: SC.**

12. Visits

Judy Green thanked Governors who had sent documents regarding visits. Governors were advised to complete reports for any visit to the school to show involvement in a variety of areas.

Governors were advised more training would be beneficial regarding formal visits and how to make them relevant following the post Ofsted action plan. Procedures to be followed were emphasised and Governors should advise staff of a visit and not arrive unannounced to avoid additional stress to staff. Also, the purpose of the visit should be sent to the Head Teacher for approval. Following approval, the relevant staff can be approached to arrange the visit. Governors should record their visit in the visitors book as a further method of documentation. The resulting report should be sent to Jackie for approval before being sent to the relevant member of staff and, subsequently, the FGB. Judy is to collate all reports.

13. Chair's Actions/Correspondence

- A letter has been received from the Archbishop encouraging the school to think closely about becoming an Academy. Governors discussed the matter but agreed that this would not be beneficial until the school moves from Requires Improvement to Good. Once this has been achieved becoming an Academy can be considered.
- Simon Gray is completing an updated website. It was suggested to have a calendar embedded in the website. All Governors were in favour. The PTA are to be approached to help towards costs.
- 2020 Vision - the Chair has spoken to all parents and carers at the end of September. Clare Sawyer advised that she felt the 2020 vision is quite wordy and it may be beneficial for some words to be highlighted to catch the eye and be more vision. Clare is to put some thoughts together. **Action: CS & CM.**

14. Safeguarding

No issues.

15. Any Other Urgent Business

- Clare Sawyer is the only subject leader for Maths. Maths is discussed at the Community Committee as a preference but not on the curriculum Committee. The Maths teacher has supported by saying they will



attend the Curriculum Committee with Clare. It was agreed the Clare should also be on the Curriculum Committee. It was also agreed that there should be another Maths leader.

- Thanks were extended to Clare Sawyer and Mel Gonzales for running a Parentview session at the Christmas Fair. It was discussed that some people are having problems if they have a gmail account. There have been some limitations due to time but the profile has been raised and parents have been helped to log onto Parentview and receive some training. There was a proposal to get a stamp to put periodically into pupil's homework books to remind parents to log onto Parentview. **Action: CS & MG to research.**
- Parentview is to be on the next Community Committee agenda. This will then be fed back to the Full Governing Body.

16. Confidentiality

None.

17. Dates of Future Meetings

FGB at 7:30pm – Tuesday 18 March, Wednesday 21 May 2014, Thursday 10 July 2014 and Tuesday 23 September
Inset Day – 6 January 2014 3pm

End 9.25 p.m.