



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



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF EXTRAORDINARY FULL GOVERNING BODY MEETING
FRIDAY 16 JANUARY 2015
9.30am at the School

Present Mark Dennison (Chair), David Glynn, Mel Gonzales, Judy Green (Co Vice Chair), Francis McGee, Carol Mellors, Clare Sawyer, Ann Theobald, Jackie Warren (Head Teacher).

In attendance: Sarah Codling (Clerk)

Start 9.35 am.

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

1. Prayer

Mr Dennison opened the meeting with a prayer.

2. Apologies for absence

Apologies received from Lisa Bon (work). 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, Terms of Reference

Performance Management of Headteacher.

Recommended to the FGB, following review at Pay and Staffing meeting, 23 October 2014. Approved by FGB.

Pay and Staffing.

Recommended to the FGB, following review at Pay and Staffing meeting, 23 October 2014. Approved by FGB. ***Where is the remit for succession planning?*** For the Headteacher it is the responsibility of SLT to work out what to do in different scenarios. It could also be in the Pay and Staffing Terms of Reference to have a succession action plan, for example if the Headteacher is off for long term sick. This is to be added to the decision planner and to the Terms of Reference for next year. The decision planner is to be put on the agenda for 10 March. **Action: Clerk.**

Curriculum.

Recommended to the FGB, following review at the Curriculum meeting, 27 November 2014. Approved. Governors noted that ensuring that children have a balanced and exciting curriculum is not in the Terms of Reference. However, this is mentioned when reviewing pupil attainment and progress and Governor strategy for the curriculum and how it is delivered. It is to be in the policy which Governors monitor, not the curriculum. It is not the role of the Governors to ensure the curriculum is exciting but to monitor the implementation of the policy.

Community.

Recommended to the FGB, following review at the Community meeting, 18 November 2014. Approved by FGB.

5. Policies

Managing Allegations against Staff

Reviewed by Pay and Staffing, 23 October 2014, and recommended for adoption. Governors noted that the policy has been used and the policy stood up to scrutiny. Governors approved the policy.



Fairness at Work

Reviewed at Pay and Staffing, 23 October 2014, and recommended for adoption. It is from the Kent model document and has been used in the past.

Governors approved the policy.

Pay & Reward for Support Staff

Reviewed at Pay and Staffing, 23 October 2014, and recommended for adoption. The policy is new to the school so is being continually reviewed. It is based on the Kent model document.

Governors approved the policy.

Performance Management for Support Staff

Reviewed at Pay and Staffing, 23 October 2014, and recommended for adoption.

Governors approved the policy.

Pay & Performance for Teachers

Reviewed at Pay and Staffing, 23 October 2014, and recommended for adoption. There have only been minor amendments.

Governors approved the policy.

Admissions Policy

Reviewed at the Community committee, 18 November 2014, and recommended for adoption. Once the policy has been approved it is to go to the Diocese.

Governors approved the policy.

6. Minutes

FGB, 10 July 2014

The minutes of the meeting 10 July 2014 were signed as a true and accurate record.

FGB, 21 October 2014

The minutes of the meeting 21 October 2014 were signed as a true and accurate record.

7. Chair's Actions/Correspondence

None.

8. Any Other Urgent Business

- The Mock Ofsted, school review, took place yesterday. The school commissioned an inspector to review how far the school has progress since the last Ofsted inspection. It was a full day and there will be a note of visit as a result, similar to a monitoring visit.

The Inspector advised that the school is very close to good with some aspects being rated good. There is a 'snag list' which has been compiled. There is nothing unachievable.

Governors congratulated Mrs Warren and the staff team, recognising the hard work that went into the day.

The day was managed in a similar format to Ofsted. Mr McGee attended the day and advised that he was interviewed for 45 minutes about pupil progress and achievement, things that are going well at the school, challenges, how the Governing Body works. One area which would have received more of a focus at an Ofsted Inspection would be safeguarding. Safer recruitment is a current focus.

Mr McGee noted that ***as we do not know when the Ofsted Inspection will take place, it will not be known who will be available to complete the Governor meeting. Therefore, there may be the need to have key information available for the designated Governor. Reviewing HT reports is a good place to start.***



Mr Dennison advised that he has been sent a report from the December HMI visit. Mr Dennison is to review and highlight areas to Governors. **Action: MD.**

It was noted that there are not enough responses on Parentview to generate statistics. Governors, therefore, need to be able to talk around that.

The Clerk advised that it is possible to create an Ofsted 'grab file' which contains information that can be used in Ofsted Inspections. This is to be reviewed in each committee and at the Full Governing Body meeting. **Action: Clerk.**

Stacey Hyland McCabe joined the review for the last 5 minutes. She delivered a very positive message about the way the Governing Body is working. She advised about work the Governing Body is completing, the rigour and involvement and that the Governing Body are doing a great many things that a number of outstanding schools are not doing.

Are there any notes from the meeting? Mr McGee advised that he made some notes which can be distributed. **Action: FM.**

Thanks were extended to those who attended the review.

How are staff feeling? There has not been the opportunity to speak to them since the review. Mr Dennison advised that he thanked staff that he met. Some were disappointed that the school is 'just good' not a 'solid good'. However, Mr Dennison recognised the improvement and also congratulated Mrs Warren for her knowledge of the school and self-evaluation. This gives a strong message to teachers and there is the evidence to show what needs to be done to improve. Mrs Warren was asked to distribute the Governor section of the snag list. **Action: JW.**

- An appointment has been made to cover a long term sickness of a TA in Yr 1-2 rather than use supply.
- Interviews are taking place next week for Mrs Manso's replacement. In the meantime, Kate Sanderson is being used as a regular supply teacher. Mrs Warren has reviewed her quality of teaching.

9. Confidentiality

One item of Any Other Business was deemed confidential.

10. Dates of Future Meetings

Kent have a new scheme which is coming out which may be more complicated for budget preparation requirements. Therefore, schools are not obliged to submit their 3 year budget until 26 June. It was, therefore, proposed to move the FGB meeting from 21 May to 23 June.

FGB – 7:30pm 10 March 2015, 23 June 2015, 16 July 2015, 22 September 2015, 20 October 2015.

Mr Dennison closed the meeting with prayer.

End 10.10am.

Action Points

The decision planner is to be put on the agenda for 10 March.	Clerk
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The Clerk advised that it is possible to create an Ofsted 'grab file' which contains information that can be used in Ofsted Inspections. This is to be reviewed in each committee and at the Full Governing Body meeting.	Clerk
Mr McGee advised that he made some notes of the self review which can be distributed.	FM
Mrs Warren was asked to distribute the Governor section of the snag list.	JW



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Any Other Urgent Business.

The Caretaker, Ziggy Raffelt, has resigned. Therefore, the school will be without a Caretaker from 12 February. SLT are to work out how to fill the gap and who to appoint and what the role will include. Thanks were extended to Mr Raffelt for his work.