



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



**ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS**  
**MINUTES OF FULL GOVERNING BODY MEETING**  
**TUESDAY 18 MARCH 2014**  
**7.30pm at the School**

Present Mark Dennison (Chair), Lisa Bon, Karon Crane, Simone Curry, Florence Duffield, David Glynn, Judy Green, Francis McGee, Carol Mellors, Paul Noonan, Clare Sawyer, Ann Theobald, Father Ed Tomlinson, Jackie Warren (Head Teacher).

In attendance Sarah Codling (Acting Clerk), Jon Crozier

Start 7.30 pm.

**1. Prayer**

The meeting opened with a prayer.

**2. Apologies for absence**

Apologies received from Father Peter Stodart. Apologies were accepted.

**3. Declaration of Business Interests.**

None.

**4. Minutes of Previous Meetings – 11 December 2013 & Matters Arising**

Some amendments are to be made to the financial section which clarifies numbers and dates. David Glynn is to forward the Clerk the amendments. It was noted that the context of the text does not change. The Chair has already reviewed the amendments.

Page 4, item 8 states 'September 2014' for the Headteacher appraisal review. This is to be amended to 'September 2013'.

The Clerk is to make the necessary amendments. Following this, the Chair will sign the minutes as a true and accurate record of the meeting 11 December 2013.

Governors Actions:

- The Full Governing Body Terms of Reference to be signed by the Chair - completed.
- The Full Governing Body Standing Orders to be signed by the Chair - completed.
- The Procedure regarding the election of Chair and Vice Chair to be signed by the Chair - completed.
- Chair to amend website to reflect Father Ed Tomlinson as Governor - carry forward. **Action: MD.**
- Governor Committees, responsibilities and details of Governors to be circulated by Chair - completed.
- SWOT dashboard just published - to be reviewed.
- The Chair is to write a letter to staff to show Governor appreciation regarding work during teacher assessments - completed.
- The next meeting of SDT should review the Curriculum Committee minutes as it shows good evidence of looking at data - completed.
- Chair to sign policies - completed.
- RE Inspection Preparation report is to be distributed to Governors - completed.
- Simone Curry is to look into how Governors can send information easily and access email addresses on KLZ - completed. Jon Crozier is to set up an account for the Clerk. **Action: JC.**
- To review Parentview - ongoing. **Action: CS & MG to research.**

Matters Arising

None.

Signed

Date

Page 1 of 9



## 5. Head Teacher's Report

### Staffing

- The report was circulated prior to the meeting.
- Mrs Warren reported that 2 teachers have been appointed. One teacher is completing a 2 day job share for 3 St Andrew, starting at the beginning of Term 5. In the meantime, an additional teacher has been employed to support Years 4 and 6 and to cover the absence of the job share in 3 St Andrew until Term 5.
- Some Teaching Assistants have left and replacements have been made on a fixed term contract. Both TAs are in Year 6, one supporting a statemented child.
- Li San Yeun has handed in her resignation to work at another school. A resignation has also been received from a Midday Supervisor who was completing SEN work by working with a child with Downs Syndrome. A Midday Supervisor replacement has been found but the 2 days support for Year 4 is still vacant. An advertisement is to be published shortly.

- Governors questioned why the Midday Supervisor resigned. Mrs Warren advised that the child in question needed a lot of personal care which did not suit her. The replacement is very aware of the needs of the role.

### Attainment and Progress

- As a Requiring Improvement school, St Augustine has the support of the Local Authority who come in once a term to go over pupil progress and the impact of what the school is doing. This meeting is attended by the Chair and SLT. Mrs Green attended the last meeting.
- The pupil progress meetings talk about the Post Ofsted Action Plan and how the progress is being achieved. The meetings are both supportive and challenging.
- The national floor target is 65% of the cohort to achieve L4+ combined reading, writing and maths. St Augustine is on track for 83% of the cohort to achieve L4+.
- Currently, pupils are on track to achieve the national floor target to make 2 points progress between KS1 to KS2 for reading (92%) and maths (90%). However, the floor target of 92% for writing is not expected to be met. The figure increased slightly for writing since the last pupil progress meeting but there is a great deal of progress to be made for some children.
- Governors questioned what is being done to close the gap.
- Governors questioned what is being done to close the gap. Mrs Warren advised that part of the intervention work is the additional teacher employed to work with children not on track to make 2 levels of progress. Also, teachers are tailoring work to the children's needs. There is intensive intervention support for specific children and where additional TA support is available it is given. There are also lessons before school for those who can attend. Lesson planning has been carefully differentiated for children not on track. Parents have also been contacted to ask if they could provide additional support. All these initiatives have been offered through the year but are being intensified at present.
- The Year 6 attainment depicts the attainment of children at the end of Term 3. The national average is to achieve L4B and it can be seen that a number of St Augustine children are in line to achieve that standard. There are also many children at L4+ and any children at L5 are being pushed to achieve L6 by the time they leave. Teachers are doing similar intervention work to raise L5 children to L6, but not so intensive. Children have been registered to do L6 tests but they do not have to complete it on the day if they do not wish to. The national tests are to be sat in May.
- Governors asked how many children, on average, would be at L6 in any school. Mrs Warren advised that L6 is generally exceptional and there is no average as L5 is very good. It could be expected to have 25-30% of children at L5 so having children already at that level is very good.
- When questioned, Mrs Warren advised that it is estimated that all Level 3A, 3+ and 3B should get Level 4.
- Children are measured in combined reading, writing and maths so they have to get the grade in all subjects.
- KS2 attainment shows the average Year 2 expectation is 2B, with children already achieving that level. Children at 2C should achieve 2B. The figures show good grades and, should maturity allow, children at Level 2A should achieve Level 3.



- Reviewing the progress data is difficult for pupil premium as there are only 3 children. Kent advises that 5 and above is a big enough group to measure. It is expected, at this point, for all children to achieve 3 points progress. The data shows this has been met by all pupils.
- The expectation for progress from Year 1 to the end of Year 2 is to make 9 points progress. The data shows there are some problems for maths and pupil premium pupils. The children's journey through Year 1 was discussed at length and Simone Curry advised that the situation is in hand and maths is receiving more emphasis.
- Simone Curry was questioned about what is being done to close the gap. Governors were advised that the work relates to the change of the school day as changing the length of the lunch hour allows more maths sessions to be added into the extra time. Also, particular groups have been identified who could have support on a daily basis outside of the maths timetable and they are on the core provision map. There are more plans but they need more reviewing before they come into fruition. Mrs Warren advised that the patterns for KS1 used to make sure children are making progress for reading and writing are to be mirrored for maths. Mrs Curry also advised that marking is being used to push children forward.
- Governors were advised that class teachers assess the children on a termly basis. It is aimed to be completed as late in the term as possible.
- Pupil progress meetings are getting sharper each time they happen. Staff are getting better at showing impact and what is happening next. Teachers have transformed the meetings over the last 6 months which is also having a good impact on pupil progress.

#### Performance Management

- The school is currently in the last cycle of the outgoing performance management policy. Targets are to be set according to the new policy, due to start 1 April 2014.
- Most teachers have had their appraisals.
- The new policy for TAs is to be very helpful in raising standards and pupil progress.

#### Religious Education

- Last week, Christine Edwards visited the school. Mrs Edwards is a Pioneer Advisor for Catholic Education. She completed an audit during the day looking at books, marking, talking with children and subject leaders, looking at displays and giving action points for the SEF. Her actions are very helpful and are being reviewed with the staff team. Regina Manso de Zuniga and Marcela Pitt Palourti are to give a report at the next committee meeting.
- Governors expressed their thanks to Regina Manso de Zuniga and Marcela Pitt Palourti for their hard work.

#### Pupil Attendance

- Last year the attendance was very low, mainly due to 2 children who were not at school for the whole year. Attendance is now improving greatly. Ofsted indicate that 96.4% attendance is good and anything below 95% is RI.
- Kent Education Authority recommended to schools that anything below 95% is unacceptable. The school now sends letters to parents periodically quoting their child's attendance percentage. This is common practice amongst good school. Mrs Warren advised that the letters are only being sent out this week so will report back at a future meeting. However, some complaints are expected.
- It was noted that the school should review unauthorised absence to see where they occur.

#### Pupil Numbers

- The school roll is currently 309 with some vacancies, especially in Year 2. It was noted that numbers need to increase as it impacts the school financially.
- Governors asked if the school is proactive in increasing numbers. Mrs Warren advised that the school does have a waiting list. When a space occurs the school office contacts the person on the waiting list. However, advertising is not completed as this may give the impression that there is a problem. There is a limited amount that can be done actively.



- Mrs Warren reminded Governors that it has been agreed that if a child joins the school and has a sibling who also wishes to join the school but their year is 'full' then Mrs Warren has the discretion whether they would be allowed to join the school. However, the PAN may only be increased by 1 for each year group.
- Governors questioned whether funding is withdrawn if a child leaves the school or whether funding is received from the previous school when a child comes to St Augustine. Governors were advised that there are certain census dates through the year where funding is calculated. It is no longer the case that if a child comes at a certain time of the year the school is penalised.
- Governors questioned whether children leaving and joining the school are fairly equal. Mrs Warren confirmed that it was and that not many left since the last report. Governors asked if the report had an impact but this is unknown until Septembers figures.
- Governors asked regarding admissions for September. Mrs Warren advised that there are 29 first preferences which is lower than it has been for first preferences. Governors noted that Year R is lower than 45 this year. This is due to some leavers who left for valid reasons. The September roll will be known at the end of April. Last year there were not enough places for children across Tunbridge Wells. This year there is a surplus of 35-60 places. All schools may find their numbers are down. It is unknown how this will impact the school. Teachers visit the homes of new starters and hold meetings at the school. Governors requested a report about what Year R will look like which is to be provided at the FGB in July. Any specific needs should be advised to the school by nurseries. It looks like many people will get their first preference.

#### Safeguarding, Racism and Exclusions

- No safeguarding issues were reported to children services.
- There have been no racist incidents.
- There have been no exclusions since the last report.
- The local protocol in Tunbridge Wells is that 4 schools are chosen to be involved in a managed move. St Augustine was recently invited to accept a child but another school agreed to take them in this instance.

#### Newsletter

- Mrs Warren advised that a number of items that she would report on are in the school newsletter. Governors were urged to read the newsletter to avoid duplication.

### **6. Post Ofsted Action Plan**

- This is due to be updated again at the end of this week. There are new spotlights for Term 4.
- Mr Crozier and Mrs Warren have nearly completed the spotlights for Term 5.
- The impacts for Term 3 spotlights have been distributed. Many of the Term 4 spotlights are the same as Term 3 as it takes longer for the impact to be made.
- Governors thanked Mrs Warren for her work and the report.
- Mrs Warren confirmed that Term 5 spotlights will be sent to parents when they are finalised. Parents were sent a letter at the beginning of the year with the spotlights, updating the parents with what is happening and advising regarding the post ofsted plan.

### **7. School Improvement**

This is currently the Post Ofsted Action Plan. The subcommittees of the FGB are working on some items of the SIP, mainly related to safeguarding.

### **8. RE Inspection**

This was covered under the Headteacher Report, item 5.

### **9. Pupil Progress**

- The main funding intervention is an additional teacher. Impact is yet to be measured. She is working well, especially with those needing to make 2 points progress in Year 6. Positive reports have been heard from staff.



- There have not been any further funded interventions except for TA work.
- The school is rethinking how to work with pupil premium children and having staff training regarding how to think about it.
- Fiona Broffey raised earlier in the year that a new teacher would be helpful. The Chair has discussed finances with David Glynn. At that time there was a surplus of £65,000 to the end of the year and it was felt that funds should be spent for a jobshare in Mr Crozier's class. In such instances it is common practice to request a business case but the need was immediate. However, if the teacher is to continue beyond July a business case will have to be submitted for consideration. The FGB were given delegated authority to approve if it received prior to the meeting. Mrs Warren is to work in conjunction with the Inclusion Manager.
- The data dashboard information was distributed today. The Chair highlighted the great improvement in comparison to last year. Governors congratulated Simone Curry and her team for KS1 for the fantastic results.
- KS2 results see most quintiles going up.
- Governors questioned how to publicise the results. The results are to be put on the website and in the weekly newsletter.
- Governors discussed how to publicise the school improving following the Ofsted report. It was noted to have a report in the parish newsletter. Also, the Reception area was marked as excellent and that needs to be marketed to parents. The Chair is to compose a letter to send out to parents and carers saying how the Governing Body are pleased with the results, dedication from staff and to encourage people to look at the data dashboard. The letter is also to be available at St Augustine Church entrance and sent to other churches. The Chair is also to write a letter of thanks to staff. **Action: MD.**

#### 10. HMI Visit

- An informal visit took place 6 February 2014. A letter outlining the visit has been sent out to parents, carers and staff with a copy to Governors.
- It was noted that Governors received more information than staff.
- Everything that has been said at the HMI visit has been used in the Post Ofsted Action Plan and has shaped the spotlights.
- Mrs Curry was asked what staff thought about the HMI visit. Mrs Curry advised that staff were pleased it was over and not as intense as expected. The recommendations made are difficult but are being worked on within the staff and within phases.
- Mr Crozier advised that staff were surprised how informal the visit was but know that it will be more formal next time. It was obvious that the staff wanted to shine.
- It is unknown when the next visit will be.
- The LA are pleased with the results and expectations. It is believed the school will be inspected earlier than later, possibly early next year, as the school is seen to be in a good place.
- Governors congratulated staff for their work.

#### 11. SFVS

- Thanks were extended to Mrs Crane, Mrs Sawyer and Mrs Sargeant for their work.
- Mrs Crane advised that committee minutes were reviewed to see how the questions work. The draft documents were sent to the Chair, Mrs Warren and Mrs Sargeant initially to obtain feedback. The documents were then sent to the Finance and Premises Committee Chairs.
- The initial draft was subsequently sent to FGB 10 March. Amendments have been received and the final draft distributed. There has been one small amendment since then in relation to question 14 where there has been an improvement in the BCM.
- The Chair questioned about item 7 about reviewing the staffing structure regularly. The response is that the Governing Body does review the staffing structure regularly but in part. This is due to the decision planner



not being in place. It is known that there has been a lot of work on it but it has not been seen to be completed and should be worked on to the next FGB meeting.

- Question 8 is also responded in part as training is still to be completed, set for 12 June. The training is to embed the financial strategy and link more closely with the budget.
- At the finance meeting yesterday question 8 was considered regarding monitoring expenditure. It was proposed by the Chair to do slightly different through the school's development team monitoring the impact. The Curriculum committee is looking a lot at data and does not have so much time on curriculum and whether money is being used wisely in terms of curriculum. Finance felt that it could not concentrate on curriculum aspects. Therefore, it was proposed someone in the middle should look at that aspect. The SDT should review this. It was proposed that the SDT would run the working party in the short term to be reviewed at a later date.
- The Governing Body approved the SFVS, following the amendment to item 8. All voted in favour.

## 12. Committee Reports

### Community

- The minutes were distributed prior to the meeting.
- Amber Moth has resigned from the committee as she has left the staff. However, she has expressed interest in coming back to the Governing Body as LEA Governor. The Chair is reviewing this matter. Carol Mellors is the only LEA Governor at present. Mrs Moth is not Catholic so cannot be a Foundation Governor. The Chair is reviewing with Father Peter. **Action: MD.**
- The main focus of the committee, post Ofsted, is to concentrate on safeguarding, e-safety and child protection.
- An e-safety meeting is to be held with parents. Mrs Curry is organising.
- More Governors are to be trained in safeguarding.

### Curriculum

- The committee has mainly been looking at changes due to take place in the curriculum in September 2014.
- At the last meeting the maths and literacy co-ordinators attended to ask questions and give an overview of the subjects and target setting. This was very informative.
- KS1 is having a real push on phonics. Across the key stage children are now ability grouped in order to raise standards. There is a phonics evening tomorrow at 7pm.
- The committee talked in length about homework and is planning on carrying out a survey with parents. It is believed there is a lot of positive feedback but wish to have parent's views to see if homework is effective and relative to what children are doing.
- Mr Crozier has written level descriptions for the various national curriculum levels in order to educate parents of the abilities of their children. These can be accessed on the website and make levels and targets more relevant for parents.
- The HMI Inspector said that marking should be developmental, that the comment a teacher makes at the end of the work helps the children to make progress. The committee reviewed marking and the comments made by teachers. There were many examples of good progress and teachers questioning the children and how to progress further. This is to be repeated at the end of term.
- A staff development meeting was held tonight covering marking which was very productive.
- Collaboration schools have been invited to an evening to bring samples of writing which have already been assessed. Teachers can then review the work.

### Finance

- The committee met yesterday and approved the minutes of 147 January 2014.
- There has been a significant improvement in finances over the last 3 months. There has been an additional income of £10,000, partly due to SEN, and there has been lower expenditure. The rollover is currently predicted as £85,000.



- The committee does not feel that expenditure has been halted. Expenditure has always been considered and discussed but not withheld.
- The surplus is now starting to decrease due to the new teacher.
- The Headteacher has more scope to continue any undertakings.
- The finances are considered to be in a good position.
- There will be a detailed report on the outturn, available 21 May, to see where extra money has been received and where it was spent. There is a meeting to discuss the budget.
- Governors questioned the pupil premium money. There has been some extra money, due to one extra child. It can be proved how the money has been spent but does not address the impact.
- The expenditure related to the PE grant/sports funding has to be published on the website, depicting the income and what it was spent on. This is to be completed by 24 April. Mrs Warren explained that there is a rolling programme across the school where a coaching company has been employed to work with teachers in classes. The aim is to increase the amount of sport the children get during the week and to improve teacher skills in teaching PE. The impact has not yet been monitored. It is hoped to make children healthier.
- An audit has been completed on the voluntary fund, completed in January. The Chair of Governors is to sign the audit. Governors approved the Chair to sign the audit. **Action: MD.**

#### Pay and Staffing

- Minutes from the meeting 10 October 2013 were distributed prior to the meeting.
- The meeting 6 March discussed performance management for support staff. There was a long discussion with Mrs Warren regarding the performance of support staff. The pay for support staff is 1 April - 31 March, different to teaching staff. The committee asked many questions and challenged to ensure the figure necessary for performance management was met.

#### Headteacher's Appraisal Review

- The next review is due in May. The cycle is continuing with Mrs Warren's appraisal.

### **13. Governor Visits Reports/Governor Training Feedback**

#### Visits

- Many reports have been sent out regarding visits. Thanks were extended for the review of coaching and mentoring. Thanks were expressed to Father Ed Tomlinson for the analysis and questions Governors should ask.
- Due to the Post Ofsted Action Plan, Governors have not been encouraged to make formal visits except through the visits in January to class teachers to discuss coaching and mentoring. Most Governors had an extreme focus on what they were going to do when they came into the school in January and the visits were very successful.
- Following discussions and training from County, the SDT are going to be asked to look for more aspects for Governors to formulate their visits on in the coming terms. This is to be linked directly with the Post Ofsted Action Plan.
- There have been some visit reports distributed prior to the meeting. Governors all worked towards the requirements of the Post Ofsted Action Plan. All Governors were urged to read the reports to see how to formulate future reports.
- Governors were thanked for their reports.
- Mrs Warren advised there will be an accompanied Governor Learning Walk, 9.45am and 11.10am on 9 May 2014.

#### Training

- Mel Gonzales, Karon Crane and Florence Duffield attended training 27 January at Lamberhurst school. This was a Governor update meeting which is held each quarter. Governance issues were discussed and it was a useful session to meet other Governors. Mrs Gonzales has written a report for Governors to read. An idea has been put forward to complete a skills audit and to look at individual training needs. Another matter that



was discussed was about making committees smaller and ensuring all the relevant skills are on the committee.

- There was training in February with Bob Worth regarding Governor visits. The training detailed that each visit needs a focus and should triangulate data through observations, talks with children and reviewing data. Governors noted that the SDT is to review the focus for each visit.
- A learning walk was completed at St Marks, attended by Judy Green and the Chair. A report has been distributed. The training discussed developmental marking. Attendees were taken into infant classes, lower KS1, lower KS2 and upper KS2 where examples of developmental marking were reviewed. This has fed into the learning walks at St Augustine. Knowledge and understanding increased greatly through the time at St Marks. There was also the possibility of speaking to Year 6 pupils to ask how they understand their marking and progress.

#### 14. Teaching and Learning Committee

This has already been discussed.

#### 15. Policy

- This item is to be carried forward.
- Governors questioned the policy about lunches which parents do not pay for. Should there be a fund available for children in need? Mrs Warren advised that if a meal has not been paid for the parent is contacted to bring in a packed lunch as their child will not have a school lunch provided for them.
- Governors noted there is no facility to check online the prepaid balance available for lunches so parents have to keep a record of how much they have spent. It was also discussed whether some parents are too proud to be in the free school meal category.
- Governors agreed that no child should be refused a meal but a discussion should take place with persistent offenders. This is to be put on future agendas for the Community committee to discuss how to 'police' and whether money is to be put aside for a 'back up' fund.

#### 16. Safeguarding

No issues

#### 17. Chair's Actions/Correspondence

- Extra teacher employed.
- An email has been sent to Governors regarding a car parking incident.
- There is a vacancy for Foundation Governor
- There is a vacancy for Staff Governor. The Clerk is to liaise with the office. **Action: Clerk.**
- A new Clerk has been employed.
- Extra children have come into the school mid year. At the December FGB there was the discussion that a class could be more than 45 if a sibling joins the school. This has been agreed on 2 occasions by the Chair.
- The 2020 vision has been reviewed by Clare Sawyer and Carol Mellors. Governors are to review the document and submit comments. Initial discussion asked how the vision relates to growing. The mission statement may need to be revisited as it should focus on the day to day. Staff are to be asked for comments. The vision is to be finalised at the next FGB. **Action: MD & all Governors.**

#### 18. Governor Skills Audit Result

- A report was prepared by Karon Crane and distributed prior to the meeting.
- Governors discussed the document which described courses attended, courses Governors wish to attend, strengths and weaknesses.
- The document was discussed in detail. It was noted that future Governor appointments may need to focus on skills needed within the Governing Body.



- The next steps included areas for training, safety of pupils and evidencing training completed. All Governors are to complete the online course regarding safeguarding. Judy Green advised that all Governors on the Community committee should complete the training as it is one of the main responsibilities of the committee.
- Governors were urged to attend the update session on 12 May in Lamberhurst as it covers the issue of governance.
- Understanding school data and school curriculum will be a challenge for all Governors. This is for FGB to review.
- Governors were thanked for filling in their surveys. It was suggested to revisit this in December to compare how the Governing Body has moved on.
- Governors thanked Mrs Crane for her work completing the document.

#### **19. Any Other Urgent Business**

Mrs Warren, Mrs Mellors, Father Peter Stodart and Mrs Green are to complete a self review on safeguarding on Friday. There is an expectation that all Governors have undertaken training. Governors are to advise Mrs Crane when they have completed the online training.

#### **20. Confidentiality**

None.

#### **21. Dates of Future Meetings**

FGB at 7:30pm – Wednesday 21 May 2014, Thursday 10 July 2014 and Tuesday 23 September 2014

End 9.50 p.m.