



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



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF FULL GOVERNING BODY MEETING
TUESDAY 21 OCTOBER 2014
7.30pm at the School

Present Mark Dennison (Chair), Karon Crane (Co Vice Chair), David Glynn, Mel Gonzales, Judy Green (Co Vice Chair), Francis McGee, Carol Mellors, Paul Noonan, Clare Sawyer, Father Ed Tomlinson, Jackie Warren (Head Teacher).

In attendance: Sarah Codling (Clerk), Jon Crozier

Start 7.30 pm.

Text in italics depict questions by Governors.

1. Prayer

Father Peter opened the meeting with a prayer.

2. Apologies for absence

Apologies received from Ann Theobald (holiday). Francis McGee advised he may arrive late. All apologies were accepted.

3. Declaration of Business Interests.

None.

The Register of Business Interest forms were distributed and signed by Governors.

4. Governor Matters

Vacancies

There are some Governor vacancies; one for LA Governor and 2 staff vacancies. Mr Dennison is trying to contact the appropriate person at County in order for Amber Moth to be elected LA Governor.

The procedure for electing staff Governors has been distributed. However, it may be that only 1 staff Governor is sought due to reconstituting this year. It was agreed that the Headteacher, Clerk and a member of staff will complete the count following the election.

Francis McGee arrived 7.39pm

Mrs Duffield has handed in her resignation so there is a vacancy for parent Governor. Again, it is to be decided whether it is necessary to elect a replacement.

To review the Terms of Reference of Committees

Each Committees are reviewing and adopting their Terms of Reference

To review the Standing Orders

- Mrs Warren has found a copy of the Standing Orders and Terms of Reference.
- The Terms of Reference have not been amended and were last adopted 2013. After being read to the Governing Body all Governors voted in favour of adopting the Terms of Reference which were, then, signed by the Chair.
- The Standing Orders were, again, read out to the Governing Body. All Governors voted in favour of adopting the Standing Orders which were signed by the Chair.

To discuss reconstitution from September 2015

- Papers from the Archdiocese were distributed prior to the last Full Governing Body meeting.
- The Governing Body currently has 18 Governors. It has been recommended to reduce this to 12-15 Governors. However, this is to be decided by the Governing Body, following completion of the skills audit.
- The Clerk advised that the rationale behind reconstituting is to ensure that all Governors have roles to complete and are making a difference/contribution to the Governing Body.



- Mrs Crane advised that KCC are saying that all Governors need to complete their role. Reconstituting is trying to make it as easy as possible for working Governors to stay connected. Governors questioned whether meetings can be completed over the telephone or whether they have to be physically present. This information was unknown but assumed that Governors have to be physically attending the meeting.
- Governors noted that the role of the Governing Body is becoming more business-like and that this is the first step towards Ofsted 'employing' Governors. However, it was agreed that it is healthy to look at the Governing Body and make the most of the available resources.

Subject links and responsibilities

- A power point presentation (**Appendix 1**), created by Mrs Crane, was distributed prior to the meeting which has information regarding Governor responsibilities.
- Each Governor has been allocated a position. The Chair has spoken to each individual Governor to ensure they are happy with their role.
- ICT currently does not have an associated Governor. However, Amber Moth has expressed interest.
- The spotlights talk about subject and phase leaders so Governors will link into that. This is to be reviewed at the Post Ofsted Action Plan meetings.

To review retention of paperwork and committee papers

- There has been an issue regarding where paperwork has been going after it has been signed. It was agreed that the Clerk is to take all papers and file them, after meetings, in Mrs Sargeant's office. **Action: Clerk.**
- Mrs Crane advised that when SFVS was completed, she had to go through all the paperwork. Files have been provided and labelled so that it should be easy to add the necessary paperwork after meetings. It is also the responsibility of the Chairs of Committees to ensure all the relevant paperwork is available.
- Policies are also to be kept with signed minutes and Terms of Reference.
- It was noted that, following from SFVS, there could be a checklist of everything that is in the minutes to ensure all paperwork is in the folder.

5. Minutes of Previous Meetings – 23 September 2014 & Matters Arising

Amendment: Item 6 to be amended to: 'Mrs Theobald advised her *absence* as she would be on holiday.'

Following the amendment, the minutes of the meeting 23 September were signed as a true and accurate record.

Matters Arising

- Mrs Warren has located the Register of Business interests and they were signed earlier this meeting.
- Reconstitution is to be discussed in more detail at this meeting. However, the current Instrument of Governance has not been located. Mrs Crane advised that she has contacted Governor Services for help regarding training. Unfortunately, Lee Round was not available to attend the meeting tonight but was able to give some initial advice about reconstitution. It is necessary for the Governing Body to review the skills of Governors in order to decide how big the Governing Body should be. The process is not difficult but may be time consuming. The audit should be completed in December to then have time to reconstitute. It was noted that every Governor must return the documents. *Why does a new skills audit need to be completed if it was only completed last year?* Governors should have thought throughout the last year about their role as Governor and any training they need, what they have completed and what they have learnt. *Where is the training going to fit in?* Mr Round has said that the process of reconstituting is not difficult and the hardest part is the skills audit. The Clerk advised that she would be attending training on 17 November. Governors were welcome to book on the training otherwise the Clerk would advise any information.
- Mrs Warren to provide a list of staff responsibilities – completed.
- Mrs Warren, Mrs Mellors and Mrs Theobald to discuss the new Admission Policy – a meeting has taken place. The matter is in hand. **Action: JW, CM, AT.**



- It was noted that the minutes of the meeting 10 July have not been ratified. This is to be added to the next agenda. **Action: Clerk.**

6. Finance

Monitoring to 30th September (Appendix 2)

- Originally an in year deficit of £21,537 was forecast. This has now changed to a deficit of £2,122. There has been an additional receipt of £5,190 income for looked after children.
- The rollover is currently forecast at £83,874.
- The main underspend is in E03, Education support staff. This is due to an underspend of £11,600 relating to Teaching Assistants. However, following the visit from the Inspector and Improvement Officer, more interventions may be used so the expenditure may increase. There has been some reluctance to put in new interventions until after these visits. Feedback is awaited on this matter. However, any increased expenditure is unlikely to be higher than £10,000 so should stay within the year's budget.
- *Why is the rollover high in relation to the BCM?* The Balance Control Mechanism is a percentage of the allowed income. If the rollover is within the BCM it will not be clawed back by KCC. The last 18 month-2 year period has not made any inroads into the surplus. *Is this due to extra money being received?* When money is received during the year it is difficult to know how to spend it in a cost effective way. Last year, £18,000 was received in SEN funding but it did not get allocated in the year so a surplus was created, despite forecasting a deficit. The school ensures that the money is kept within the BCM so that it is not clawed back.
- *An observer may ask why we have not spend any money. The year ending March 2012 had a surplus of £67,000, Ofsted took place in July 2013 and the surplus went up to £86,000. There is now a forecast surplus of £84,000. It may look as no interventions have been put into place to come out of RI.* The school has put in many interventions and they have generally been cost effective.
- *Provided they are cost effective, supportive and sensible, can Governors come up with ideas to spend the money?* Yes, however historically boxes of books were purchased which were never used. Governors must ensure that resources are helpful to the school. The initiative for the expenditure should ideally be coming from the subject leaders who should be aware of all the current resources available.
- At the SDT meeting last week, some staff put forward some suggestions which were agreed. The Chair strongly advised that the surplus should be used if the actions improve the standards. HMI mentioned the surplus so the school should be seen to be proactive in spending. *Have we got a record of what has been spent?* Yes, and the additional expenditure is broken down into years. So long as the expenditure is sustainable it would be approved. This could include bringing in a new additional teacher who may help with interventions.

3 Year Budget (Appendix 3)

- 2015/16 currently shows a closing rollover of £90,318 which allows for a reduction in the school roll.
- There is also a reduction in staff costs going forward. 2015/16 has an anticipated reduction of £18,000 in the combined costs for TAs and Teachers and a further reduction of £5,000 in admin. Part of the reduction is due to long term sickness absence which should cease. There will be a further reduction of £7,000 in these costs in the third year, 2016/17. All staff associated with this 3 year budget are contained in a spreadsheet going forward for 36 months, all linked and discussed with Mrs Warren. Leadership are trying to ensure that, going forward, all projected costs are correct.
- *Does this mean that there will not be any pay rises?* If any pay rises are awarded they will be built into the model given by Kent. Currently the percentage difference would change according to the money received from Kent.
- *Does that mean less staff?* There may be some reduction in total staff hours but most of the cost reduction is because the cost of staff will be less due to different pay scales when teachers leave and are employed.
- *Is the leverage model of staff changing? Are we employing less qualified staff?* Reviewing the spreadsheet, there are intervention groups for a few days each week. It is anticipated that some of that will change going forward. That has been built into the spreadsheet. However, the plan is subject to change. Kent are anticipating the school income going down from this year by £40,000 for the year 2016/17 but this may not



happen. There is far greater uncertainty in the income forecast from Kent than in the cost control and forecasts of the school.

- The Chair noted that the budget is monitored closely through Frances Sargeant and David Glynn. The school has funds which should be used in the right way. In each committee, Governors are to review if there is anything that would improve the education of the children and then liaise with Mrs Warren.
- Cost centres I12, I13 and I18 have not been forecast for years 2 and 3 as they are unknown. However, they have associated expenditure so would not affect the overall budget.
- *Are we planning to do more buildings maintenance and improvement work in years 2 and 3?* Yes, it is currently forecast in those years as £15,000 as that is our usual expenditure per year. This year has a predicted expenditure of only £6-7,000. .

Benchmarking

- The report has not been completed and approved by Finance and Premises. This is to be brought to the Full Governing Body meeting in March for discussion.

6. Headteacher's Report (*Appendix 4*)

Staffing

- One new teacher has been appointed, Mrs Armineh Edwards. She is in a fixed term contract to cover the long term absence of Mrs Spain. Mrs Spain is hoping to be back in January on a staged return. She will not come back to a classroom setting but as an additional teacher until the end of the academic year.
- Mrs Manso reduced her teaching from 5 days to 3 days. One day is used for additional teaching responsibilities for KS2 groups.
- Mrs Fiona Brophy was originally appointed as an additional teacher. She is now a permanent teacher and phase leader for phase 3/4.
- Since the last meeting there have been 4 TA resignations and 3 appointments. Other TAs have left due to fixed term contracts ending. A total of 8 TAs have left. It is hoped to appoint the last TA on Thursday. Leadership have worked hard appointing TAs for many jobs and have readvertised many times. Thanks were extended to Ann Theobald for her work. Mrs Warren asked for Governors to help interview on Thursday.
- *This is a high turnover of TAs. Is there a trend?* No. Exit interviews have been completed. Some are leaving as they started with St Augustine and now want to move to other schools, some are leaving due to childcare issues and one has become a childminder. *Within the Headteacher network, is St Augustine unique or is this similar?* All schools are alike. Governors noted that the pay is lower so there may be childcare cost implications.
- *This was an area that Ofsted picked up on and questioned how many TAs we had and whether we would have more teachers. If the school is struggling to find TAs, could this be revisited?* We have already addressed this. Fixed term contracts have not been replaced and we have increased the number of qualified teachers. Some are not being replaced as they are being replaced by teachers.
- *Is the number of TAs less than when Ofsted visited and the number of teachers increased?* Yes, the number of qualified teachers has increased since Easter. Currently there is no data to support the move. TAs do receive a lower pay. An another reason for some may be that more robust performance management has meant that TAs have more responsibility for pupil outcomes. Some do not want this. Some have left because they need to earn more money. Some TAs really do not want to go but it is a necessity for them. Mrs Warren has investigated as to whether it is a problem at the school but do not believe that is the case.
- Governors advised that there have been scenarios where teacher expectations about the TA role in the classroom does not match when their contract starts and this has caused some issues. Also, school trips include extended hours which TAs are not paid for. Mrs Warren advised that there is a certain amount of goodwill when TAs voluntarily attend trips. Mrs Warren also confirmed that TAs are only paid for contracted hours, not overtime. . It would be true to say that where there is outstanding class room practice there may be an expectation for the TAs to support this standard. To model the professional behaviours of the teacher but without the contractual hours to support this. There is no expectation to give the unpaid hours. This issue has been discussed with Teachers. This matter needs to be reviewed Mrs Warren is to review and comment



to the Pay and Staffing Committee. **Action: JW.** Governors questioned about losing lunch times if a club is run. Some TAs run a club because it is part of their Performance Management Target and may contribute to being awarded additional pay. Mrs Warren advised that clubs are voluntary. Also, some TAs were helping teachers and, therefore, did not get a lunch break and were unpaid. Behaviour was not an expectation but the decision of the TA. Father Ed requested that those on the lower pay scale are not penalised, especially if they are paid on an hourly basis. Father Ed urged on the side of generosity.

Attainment

- The school continues to take part in termly pupil progress meetings. Stacey Highland McCabe is the new Improvement Advisor (IA). The new Senior Improvement Advisor (SIA) is Tel German.
- There have been 3 meetings with the Improvement Advisor, 2 informal and 1 formal. There has been 1 meeting with the Senior Improvement Advisor. The meeting is to challenge and advise and will continue until the school is out of its current Requires Improvement judgement by Ofsted.
- Mrs Warren talked Governors through the data for Yrs 2 and 6. Data depicted in amber highlights a problem, mid green is 'expected' (which, in Ofsted terms, is Requires Improvement) and dark green is 'exceeding' (Ofsted Good rating).
- The data showed the average point scores as the children came in from the previous year and how they have changed 5 weeks into term. The 'Inc' column shows the point scores as the children come in from the previous year. The bands average point scores are where the children need to be. These bands are provided by County.
- The data shows that the children coming into Year 2 are where they should be but have not shown much progress. Yr 2 writing has already shown some 'slippage' but not by a huge amount. The Year 6 data is looking healthy.
- 45% of children are coming into Reception with English as second language (EAL). For many this means that they have poor English. For most children this will mean that that their writing progress will be slow.
- The 'headlines' show the targets for the children. They are aspirational targets, but embraced by the teachers. The biggest challenge is for children to make age related expectation (ARE) for writing in Yr 2.
- *What different strategies are put in place for writing?* From this September staff are struggling to put in place intervention and routines due to staff absence. They are very aware of the need to improve standards in writing and have requested a scheme that will support planning. As yet it would be true to say there is no clear strategy to tackle this underachievement..
- *Regarding some children not doing well as English is not their first language, has it been pointed out to the parents that they need to help?* It has not been mentioned in consultations that this is a problem. The parents would, no doubt, speak the native language when at home. They may need to encourage to speak more English at home. It was noted that families may also purchase TV programmes from their native country. Also, those who have English as an additional language may find it difficult translating grammar and grammar construction to English. It is difficult as some parents do not necessarily have fluent spoken English and the school has the dilemma of children hearing this English as a good model. However, parents should be notified. *Have we got any international material that we can provide that is in their language and English, ie. Dual language books and posters?* We buy into the Kent Service to support EAL. However, this can be reviewed. **Action: JW.**

Year 5 Data

- *Are our Yr 5 class on track to meet secondary readiness?* No. They are predicted at 77.27% to be secondary ready. The target is 85%. Reading, writing and maths combined is to be approximately Level 4b. Level 4b is to be replaced by mastery of the curriculum by Yr 6. There were 60% predicted to be secondary ready when they were in Yr 2 so an improvement has been made. This cohort is being supported by additional teachers and flexible grouping for the teaching of Maths and English
- The Government has increased the end of KS 2 target to be for the current Year 5 from 65% to 85%. The current Year 6 have a target of 65% secondary ready.
- *What does the measure mean? What does the 85% target mean?* A child is considered to be ready for secondary school if they achieve Level 4 in combined Reading, Writing and Maths. The Government are



saying that at least 85% of children are to leave school at that level. The current data is saying that only 77% of the current Yr 5 children will be at Level 4 by the time they leave Yr 6. *Is that despite 97% of children making 2 levels progress? Is that due to a lower baseline?* Yes.

- *We have had these children since Yr 2 so the school would need to say why they have not made more progress.* Due to the size of the cohort, each pupil accounts for 2.5%. *Are all the parents aware their children will not be secondary ready?* That conversation has been had and parents have been asked to help with their children. However, the terminology was that children are not expected to receive a specific level. Parents are to be made fully aware of the information. Mrs Warren advised that teachers would share information with parents if children were not on track to make age related expectation. The performance descriptors for the end of year goals have not been published. We cannot move much further on until we know what these are.
- *Have these children got special needs?* Some have. Some may also have parents with special needs. Some may not be as far behind if they had consistently good teaching through the years. *Will it be possible to show accelerated learning over the last 18 months?* Yes, for some. Some may have started from Level 1 so would have to make 4 levels progress to be secondary ready.
- Governors noted that Mrs Warren has been in post for 2 years in which time good progress has been evidenced. The school can be positive about the progress since the last Ofsted and Mrs Warren's appointment. Therefore, part of the dialogue would be that we would not be where we are now if consistent teaching had happened but children would be further behind if the current interventions had not been put in place. Also, there is a robust tracking system led by Mr Crozier. The progress is above floor standards which was not true this time last year. It is now possible to say that 97% of children are making progress and results can be seen from staff. This is to be maintained in order to progress the school. However, staff need to be very transparent with the children.

Year 6 Data

- The current floor level is 65% to make Level 4+ in Reading, Writing and Maths combined. The current prediction is that 89.13% will make Level 4+ if they make 4 points progress this year, as predicted.
- All are on target to make 2 levels progress.
- All teachers have been asked for their opinion as to whether the combined Yr 5 and 6 classes are successful. All 3 teachers believe it is. Children are grouped across the phase for Maths and Writing. They also have the highest proportion of additional teacher input.
- Many children took the 11+ with mixed results. The results were appealed for 2 children but they were turned down. Across Kent, the pass rate was 45%. However, there is still a waiting list for grammar schools. The pass rate at St Augustine is on par/slightly higher when compared with County.

In school progress meetings.

- Pupil progress meetings are continuing. The meetings talk about the children not on track to make age related expectation. This includes not being on track to pass the phonics test (or resit) or for achieving L4 at Yr 6.

Performance Management.

- TAs are currently going through performance reviews. The review interviews are taking place for the current 2 targets. A new target will be set for March 14/September 15.
- Teachers have taken part in the end of year review and have set new targets based on the Performance Management policy and the Pay and Performance policy.
- Midday Supervisors are part of the performance management review.
- Some Administration and Support staff will not have their performance management review until the end of term 1/beginning term 2.

Absence

- Currently there is 96.9% attendance. This is to be increased as one child never turned up to school and it has just been confirmed that they have gone back to their home country. The figure will then increase to 97%.

Safeguarding - There has been 1 safeguarding issue.

Pupil numbers - The school roll is currently 309. The school is due to gain 3-4 children and lose 3.

Racist Incident Reporting - There have been no reportable incidents.



Exclusions - There have been no exclusions

Managed Moves - There was a Managed Move meeting since the last FGB but the child was taken by another school. Mr Crozier is due to attend a Managed Move meeting next week.

7. Post Ofsted Action Plan

- SDT met 16th October. The Chair has written out some action points which will be distributed once they are clarified with SDT. **Action: MD.**
- There is some money available, as discussed under the budget. A good request has been received from English phase leaders for funding guided reading books and an English scheme. Having spoken to the Chair of Finance, an expenditure of £5,000 has been agreed. There is a clear identifiable benefit to both teachers and children. It is to be purchased before half term, subject to other bids to be published. The Chair wished to ensure that all staff have approached SDT currently with anything else to consider. Mr Crozier advised that it was discussed this morning but nothing was mentioned. Therefore, the money can be spent.
- Mr Glynn advised that staff should review at the beginning of the year to establish what they wish to purchase to ensure that the budget can be set properly and not be impacted by late expenditure.
- The English teachers had thanked Governors for their support. Visualisers have also been requested. This is a machine that enables a teacher to show the class a book, practical experiments or data logger. However, SDT were unsure of the benefit. There are already 2 in the school which are portable and not used extensively.
- Mrs Warren had raised the point that staff morale is down. The Chair noted that the staff room and the furniture are in a poor state. It would be a great benefit if the room could receive a makeover. It was recommended to refurbish the chairs, which has been agreed through Finance. The chairs are to be refurbished as the cost of replacing the chairs is very high and the chairs would be of an inferior quality. The PTA have also been approached to contribute.
The staff toilets also look like they need updating. SDT have felt strongly that the Governors should be seen to help the staff. It was proposed to paint the area. Mrs Warren advised that a professional should come in to make it ready to paint. All Governors were in favour.
The Chair asked for a Governor to project manage. The work is to be completed in the next few weeks.
- SDT also talked about linking Governors with subjects to mirror spotlights. SDT will put together a questionnaire similar to the coaching with class links to prompt what questions to ask. **Action: SDT.**
- *Is there any possibility to spend money on the EAL problem?* Would say no currently. Leadership need to ensure all teachers and TAs are skilled enough to teach large classes with a large proportion of EAL. Staff need to be upskilled.

8. Pupil Progress

Discussed above.

9. SFVS

Mrs Crane and Mrs Sawyer completed it last year. It was proposed that different Governors should complete each year as part of due diligence. Ideally 2 Governors should be involved. Mrs Crane said she would be happy to advise the approach that was taken last year but the other Governors need to complete the audit. All Governors to consider. **Action: Governors.**

10. Committee Reports

Community Committee - The Committee has not met yet this academic year. The meeting is in November.

Curriculum Committee

The homework survey has been analysed and discussed at the last meeting. Mrs Warren took outcomes away with her and improved systems are being put in place. There is positive feedback that parents have a timetable. It needs to be monitored to make sure the homework books are completed. Mr Dennison is writing a letter to



parents thanking them for their participation and advising the implementations. **Action: MD.** Thanks were extended to Mr Noonan for analysing the data. It was believed this should not be a one off exercise. Governors discussed whether parents think that the work that is set is set at the right levels. It was noted that some research shows that homework does not always promote progress. Governors questioned whether the amount of work needs to be reviewed. However, it was noted that some parents like homework to be set. There were 81 responses to the homework survey. The percentage of responses was unknown due to siblings. 70% of respondents would like to attend a Maths/English workshop. Governors agreed to repeat the survey.

Finance

- Met 14th October.
- There are still issues with the asset register which is not computerised and needs to be changed again. This is part of SFVS and needs resolving. It is an ongoing matter.
- Mrs Sargeant drew attention to a compliance visit which is due in February 2015. All paperwork needs to be in place for then.
- As the project was not progressing, it has been decided to proceed with EIS regarding the consultation for ICT.
- Regarding the kitchen upgrade for the universal free school meals, the school has been trying to get an additional cooker. This is now on order and will be installed in the next few weeks.

Pay and Staffing - Meeting on Thursday.

RE Report

- There has been 1 Whole School Mass with another taking place on Friday.
- There is a new RE subject leader, Mrs Manso de Zuniga.
- Rosary has been held at lunchtimes during October led by staff and at times Deacon Kevin. *Has this proved popular?* There have been 8-9 children regularly. Unfortunately it has been held at 12.50pm when some classes have not yet been called for lunch.

11. Decision Planner

Mr Dennison is to discuss with Mrs Bon regarding the Curriculum Committee. **Action: MD.**

12. Governor Visits Reports/Governor Training Feedback

Last year identified 2 items for training, Safety and Curriculum. Curriculum is to be reviewed later into next year. KCC have been contacted regarding training in Safer Recruitment and Safety. GEL online training has been completed but more Governors need to be trained. The date is to be advised.

13. Policies

It was believed that the Capability Policy was approved in July. This is to be checked. **Action: Clerk.**

14. Safeguarding

There was one issue very recently with a child with a protection order.

15. Chair's Actions/Correspondence

- On behalf of the school, the Chair, Mrs Warren and 2 children went to the Community WW1 Centenary Event hosted by the Royal Victoria Mall on, Monday 6th October.
- A card has been sent to Catherine Spain on behalf of the Governing Body.
- Dates for Governors are in the newsletter. There are various items for next term. The PTA also have the fayre on 29th November. St Gregory and St Augustine are leading the Mass at church on 23rd November.
- Mel Martin has invited Governors to the staff Christmas dinner, 5th December.



16. Any Other Urgent Business

- Governors discussed about sending cakes to staff. Mrs Sawyer is to complete a rota.
- It was decided to include signing up for parent view in the letter about the homework survey. **Action: MD.**

17. Confidentiality

An item from the Headteacher Report was deemed confidential.

18. Dates of Future Meetings

FGB – 7:30pm 9 December 2014, 10 March 2015, 21 May 2015, 16 July 2015, 22 September 2015, 20 October 2015.

Apologies were received for the December meeting from Father Peter (in Cambodia) and Mr Noonan (work).

Father Ed closed the meeting with prayer.

End 9.45p.m.

Action Points

There has been an issue regarding where paperwork has been going after it has been signed. It was agreed that the Clerk is to take all papers and file them, after meetings, in Mrs Sargeant’s office.	Clerk
Mrs Warren, Mrs Mellors and Mrs Theobald to discuss the new Admission Policy – a meeting has taken place. The matter is in hand.	JW, CM, AT
It was noted that the minutes of the meeting 10 July have not been ratified. This is to be added to the next agenda.	Clerk
The matter of TA pay needs to be reviewed and include some flexibility. Mrs Warren is to review and comment to the Pay and Staffing Committee.	JW
<i>Have we got any international material that we can provide that is in their language and English, ie. Dual language books and posters? We buy into the Kent Service to support EAL. However, this can be reviewed.</i>	JW
The Chair has written out some action points which will be distributed once they are clarified with SDT.	MD
All Governors to consider whether they will complete SFVS. Action: Governors.	Governors
Mr Dennison is writing a letter to parents thanking them for their participation and advising the implementations.	MD
Mr Dennison is to discuss the decision planner with Mrs Bon regarding the Curriculum Committee.	MD
It was believed that the Capability Policy was approved in July. This is to be checked.	Clerk
It was decided to include signing up for parent view in the letter about the homework survey.	MD