



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



**ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS**  
**MINUTES OF FULL GOVERNING BODY MEETING**  
**THURSDAY JULY 16<sup>TH</sup> 2015**  
**7.30pm at the School**

Present Mark Dennison (Chair), David Glynn, Francis McGee, Father Peter Stodart, Jackie Warren (Headteacher).

In attendance: Amanda Barlow (Clerk)

Start 7.30 pm.

*Text in **bold 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), David Glynn, Mel Gonzales, Judy Green, Clare Sawyer Mel Gonzales, Judy Green (Co Vice Chair),

All apologies were accepted.

**3. Declaration of Business Interests.**

None.

**4. Governor Matters**

New Instrument of Governors – The Chairman advised that there is a new Instrument of Government (IOG). The Chairman agreed to send a copy by email to all Governors. ***In response to questions the Chairman confirmed that there will always be more Foundation Governors.***

Paul advised that he will be stepping down as a Parent Governor after a four year term. He hoped the school have benefited from his input as a Governor. The Chairman on behalf of the Governors thanked Paul for his contribution to the GB and the school.

Francis also advised that he will be stepping down as a Parent Governor. He advised that regretfully due to work commitments he is unable to give enough time to the school. The Chairman on behalf of the Governors thanked Paul for his contribution to the GB and the school.

Both Governors agreed to continue into September should they be required for an Ofsted Inspection.

Amber Moth arrived at the meeting.

To review any Governor Vacancies – It was agreed that the Headteacher would advise parents that there will be a parent governor vacancy. There is one staff vacancy.

Governor Section of School Website –The school website is still needs to be updated with all the changes.

Governor Communication – Newsletter and Notice Board – The notice board is up and the Governor questionnaire and letter the Chairman sent to parents is also displayed. Clare is working on a Governor's newsletter. Governors commented that the newsletter to go out this term would just be an introductory newsletter. There will be fuller newsletter in September. There were 2 issues to be addressed on bullying and complaints.



Governor Questionnaire – Governors confirmed they had seen the

Governor Awards - these Awards will be presented at the end of term. Clare is getting 6 awards in the areas of Sporting Achievement, Academic Endeavour and Contribution to School for boys and girls. The Headteacher confirmed that there is a ballot box in the staff room.

Any Other Governor Matters

There were no other matters.

**5. Minutes of Previous Meetings – 23 June 2015**

The Chairman apologised for the delay in circulating minutes. The Chairman reported that he needs to make some corrections and David Glynn has made some changes to the financial discussions.

Francis reported that he felt one section should be confidential. It was agreed to move this section to the confidential minutes.

Matters Arising

The Clerk has not done the Governor Handbook. The Chairman will speak to the new Clerk about the handbook.
Clare has done the notice board.
Newsletter – already discussed.
Governors Skills Set – Committee to be formed in Term 1 2015/16.
Chairman agree to do decision planner during the holidays.
Ann Theobald has send the Chairman a monitoring report.
The Chairman will send an email about the SFVS.
The document has been sent regarding Key Issues.
Governor information file for Ofsted has been done.
Letter regarding Academy has been sent.

**6. Budget**

To Review Asset Register

This item was included in error.

**7. Headteacher's Report**

- The report has been distributed prior to the meeting. Questions were invited.

Staffing

Governors asked what the Headteacher will do regarding the Year 1 teacher vacancy. The Headteacher advised that the school will need to appoint a temporary teacher. Father Peter asked if the vacancy has been put in the Parish Newsletter. The Headteacher felt it had been put in but agreed to confirm.



**Governors asked why the candidates were not appointed.** The Headteacher advised that quality of the candidate was simply not good enough. The Headteacher advised that the caretaker interviews will take place next week. The Chairman confirmed he would be able to attend the interview with the Headteacher on Thursday July 23 in the morning.

**Governors asked where the temporary teacher will come from. Governors also asked if the teacher was allocated to them from the agency or do the school get to interview the candidate.** The Headteacher advised that for a long term placement she would be able to interview the candidates. **Governors asked that if the supply teacher was not good enough could the school terminate the contract.** The Headteacher confirmed that this was the case.

#### Post Ofsted Action Plan, Spotlights Term 6

- The Headteacher advised that the school have had a whole day review by 2 consultants and it was much more in depth. They were both serving Inspectors. The strengths are the Early Years, learning environment phonics, Senior Leadership team, end of year 6 result. The Inspectors advised that consistency in the quality of feedback and marking in some year groups needs to improve. There needs to be more challenging of the higher abilities in all lessons. It is there for some lessons but not in all lessons.
- The Headteacher advised that the school had worked on an Emergency Action Plan over the weekend so that the school is Ofsted ready.
- The Headteacher advised that although unlikely it was still possible to have an Ofsted Inspection next week.
- The Chairman advised that he had sent an email about the whole school review. He had written to thank the staff and the Headteacher for their hard work this year.

#### Assessment Data

The Headteacher advised that there the year 2 and year 6 data is now available but it is not validated. The school have met all the floor targets. The year 6 data will change as there are some appeals going through.

#### Year 6 Data

The Headteacher advised that the data is going up and up.

The Headteacher commented that the reading data will go up because now the tests are scanned the school are able to review the tests and there are 6 being remarked.

**Governors asked about the school meeting the targets?** The Headteacher advised that these tests are done in May and there will be a few more children meeting the target by the end of July. This is how the targets are set.

Governors noted the extremely good progress in writing. The Headteacher also commented on the very good progress in maths.

Governors commented that attainment is up in all areas but one which was excellent.

**Governors asked if the 3 levels of progress are spread across all ability groups.** The Headteacher confirmed that progress is up across all groups.



## Year 2 Data

The data is good for reading, just about for maths but very disappointing for writing. However the data is up from 2014 and they have made good progress from their starting points. The Headteacher explained that the issue that some of these children have to make a lot of progress to make the floor targets at the end of year 6.

**Governors asked if these results were affected by the children who had English as an Additional Language (EAL).** The Headteacher felt this was a big factor in the writing results.

## Early Years

The Headteacher advised that she has only included the Good Level of Development Scale. The school have achieved 79% which is much better than the previous year.

**Governors asked who assesses the children.** The Headteacher confirmed that the class teachers assess the children and compile the data and it is then moderated by the Local Authority (LA). The Headteacher also advised that the same process takes place in year 2.

## Assessment without Levels

The Headteacher advised that this is in place for all children other than those in year 2 and 6. Next year all children will be assessed on the new scheme of Emerging, Expected or Exceeded. The Headteacher advised that there are standards against the requirement for each category. The Headteacher informed the Governors that at the end of year 6 the children will be required to sit a test.

**Governors asked if the school do not get the Ofsted Inspection till September will the baseline be in the new format.** The Headteacher confirmed that the data will all be in the new format from September. The Headteacher advised that the school have a new tracking system that has been adapted by the Local Authority.

**Governors asked if this system will hold children back.** The Headteacher advised that this should not be the case as the standards have been made much tougher as for example if a child is a 2b now they would be classified as "expected" but if they were a 2a they would also be classified "expected".

**Governors asked when then next test will be under the new system.** The Headteacher advised that this will be in May 2016.

Governors asked if the school have learnt anything from other schools who have already introduced the new systems. The Headteacher advised that the school are ready for the new system and the last INSET day of term will be

## Performance Management

The Headteacher confirmed that most of staff have met with their line manager and set their targets. **Governors asked if all will be completed by the end of term.** The Headteacher confirmed that she hoped that they would all be completed but there was some staff sickness which was holding up the meetings.

## Attendance

Attendance is 96.8% which is very good.



#### Pupil Numbers

The current pupil numbers are 315. The Headteacher confirmed that the reception class is full with 45 children.

#### Racist Incidents

None.

#### Pupil Exclusions

None.

#### Local Managed Moves

There have been no managed moves meetings.

### **8. Post Ofsted Action Plan**

The Chairman advised that when the SDP met in June there were very good presentations from the Subject leaders. Governors asked how they felt the meeting with Governors went. The Headteacher informed Governors that as this followed the mock review they were well prepared. She was very pleased that the staff were more confident and have upgraded the evidence.

The Headteacher agreed to ensure the subject leaders will send the upgraded data to the Governors.

The Chairman advised that there was a parent evening on writing. Although the presentation was excellent there were not many attendees.

The Headteacher advised that during the holidays she will be writing a new style School Development Plan.

***Governors asked if the Emergency Action Plan is complete.*** The Headteacher confirmed that the plan was nearly finished.

### **9. Pupil Progress**

This has been covered under the Headteacher's Report.

### **10. Committee reports**

Community Committee Reports – 15.05.15

The minutes of the meeting had been previously circulated and a copy is attached to these minutes.

- The Chairman advised that the Community Committee had agreed on the following questionnaires:
  - Parent/Carer Questionnaire annually in March
  - RE Questionnaire annually in the Autumn – a draft has been sent to the Curriculum Committee for approval
  - Homework Questionnaire every other year
- Governor/Staff Tea Party – Thursday 23 July – 2pm to 4pm – Judy asked for help for set up from 1.15pm



- **Governors asked how they could encourage parents to attend the presentations by the teachers.** Governors felt that teachers do a lot of work and for some reason parents are not attending. **Governors asked about the timings of the events and how it is delivered?** The Chairman advised that there is a power point presentation and some interaction. Governors suggested emailing out the presentation in advance to encourage interest in the event and so the parents have it should they not attend. The Chairman agreed to make a comment in the Governor newsletter.
- The Headteacher advised that the subject leaders will not be decided until after the performance management targets have been set in September.

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

### Training

Father Peter and the Headteacher had undertaken on line training on Identifying and Preventing Radicalisation.

The Headteacher suggested all Governors undertook the training.

### Monitoring visits

Francis advised that he has done the plan with Governors and subject links. Governors agreed to conduct the visits by the end of Term 6.

**Francis asked if the Governors/Headteacher want him to do anything else.** The Headteacher advised that these meetings must happen next year.

The Governors agreed that when the GB decide which Governors are linked to subject leaders it should be stressed the importance of undertaking 3 visits per year, one of which can be remote. It was agreed that the list of Governors/Subject Leaders should be sent to all staff.

It was also agreed to add a standing Agenda Item – Items that require Immediate Attention.

Francis was alarmed to hear that at the last meeting some staff did not know who their subject link Governor was.

## **12. Policies**

There were no policies for approval by the FGB.

## **13. Safeguarding**

No issues.

## **14. Chair's Actions/Correspondence**

The Chairman advised that he has been in communication with KCC Clerking Services as Sarah Codling has resigned.

The Chairman advised he had been asked by the Headteacher if the INSET day on Friday July 24 could be made a focal point. The Headteacher informed that the Governors have done over and above the required INSET training. The Chairman agreed to this request and the Governors unanimously agreed.



The Chairman thanked all the Governors helped with the PTA Summer Fair which was a great success. The Chairman also on behalf of the Governors thanked the PTA for all the

Tuesday July 21 – Year 6 Leavers Service at 7pm

Wednesday July 22 – Father Peter agreed to give out the Governor trophies if the Chairman was unable to attend.

Thursday July 23 – Governors’ tea party – Judy asked for some help with the set up.

**Governors asked if all the teachers are staying in the same year group.** The Headteacher advise that only one teacher is moving to a different phase.

**15. Any Other Urgent Business**

Found a very good scheme that is used in Catholic schools. She has given a copy to the Headteacher and it is hoped to have a meeting in the new year to discuss the scheme in more details. The Headteacher confirmed that this is the scheme used in the Brentwood Diocese.

**16. Confidentiality**

There were no items of confidentiality.

**17. Dates of Future Meetings**

FGB 22 September 2015 – Father Peter advised that he will be unable to attend as he is on retreat.

FGB 20 October 2015

Father Peter closed the meeting with prayer.

End 9.15 pm

**Action Points**

4. Chairman to send IOG to all Governors	MD
4. Headteacher to advise parents there is one parent vacancy	Headteacher
7. Headteacher to check vacancies advertised in the Parish magazine.	Headteacher
11. Governors to undertake on line training on Identifying and Preventing Radicalisation	All Governors
11. Items that require Immediate Attention.	Clerk



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**CONFIDENTIAL ITEM**

Signed

Date

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