



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



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF FULL GOVERNING BODY MEETING
TUESDAY 23 JUNE 2015
7.30pm at the School

Present Mark Dennison (Chair), David Glynn, Mel Gonzales, Judy Green (Co Vice Chair), Francis McGee, Amber Moth, Clare Sawyer, Father Peter Stodart, Ann Theobald, Jackie Warren (Head Teacher).

In attendance: Sarah Codling (Clerk), Jon Crozier

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 Lisa Bon (family), Karon Crane (family) and Paul Noonan (work). All apologies were accepted.

3. Declaration of Business Interests.

None.

4. Governor Matters

To review any Governor Vacancies – this is deferred to the July meeting.

Governor Section of School Website – this is being updated. Mrs Crane is responsible for this matter. Mrs Barclay has also completed some updating but needs to wait for the webmaster, Simon Brain, to do some work.

Governor Communication – Newsletter and Notice Board – The notice board has been put up next to the PTA and School board. Thanks were extended to Mrs Barclay for sorting it out.

There is a sign stating 'coming soon'. It is hoped to have a newsletter on the board by the next FGB meeting.

Thanks were extended to Mrs Sawyer for her work.

Governor Questionnaire – Mr Dennison has not yet gone back to parents with the results but aims to within the next week. **Action: MD.**

Any Other Governor Matters – Mr Crane sadly passed away. Mr Dennison has written to Mrs Crane on behalf of the Governors. The funeral was held yesterday.

5. Minutes of Previous Meetings – 10 March 2015

Amendment – Page 7 should have a heading of 'Child Protection' for one of the points.

Subject to the amendment, the minutes of the meeting 10 March 2015 were signed as a true and accurate record.

Actions

- The Clerk is to publish a Governor Handbook which will contain all Governor contact details – ongoing.
- Mrs Crane has been reviewing and updating the Governor section of the website. Governors were asked to review the section and send any comments to Mrs Crane – completed.
- It was proposed to have a notice board outside to display Governor communications. Mrs Sawyer is to send details of the cost to the Chair – completed.
- The newsletter is to be either quarterly or termly, focussing on news from Governors. Mrs Sawyer is write draft ideas of what is to be included in the newsletter and Governors are to provide feedback – completed.
- Governor skillset is to be reviewed in order to form a subcommittee who will collate the newsletter – carried forward.
- ***What other training have all staff been on?*** This is to be advised at future meetings as this is specific to subject leaders. – Mrs Warren is to provide a list of training under subject headings. There are weekly professional training meetings which are internal. A list of external training accessed is also to be completed.

Signed

Date

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The list is also to show how the training has been cascaded to other staff and who has benefitted. This is to start in September.

- The information from the Governor questionnaire responses are to be sent to Governors. Mr Dennison is to write a letter to parents – carried forward. **Action: MD.**
- A date is to be set for the maths workshop. Mrs Warren is to review – The Maths workshop has taken place and was of great benefit to those who attended.
- Mr Dennison has updated the decision planner and will circulate once completed – the Decision Planner has been completed but not circulated. **Action: MD**
- Mrs Theobald has completed a monitoring visit, details to be sent to Mr Dennison. The report is to be reviewed to see if there are any themes that need addressing – carried forward. **Action: MD**
- Father Peter Stodart has met with one of the RE subject leaders but felt it best to go through the SEF questions. Father Peter is to write to Mr Dennison – completed.

Matters Arising - None.

6. Budget

To Approve Best Value Statement

- This has been reviewed by the Finance and Premises Committee and is recommended for approval. Comments about developing the Best Value Statement have been circulated.
- There has been a minor change to reflect Maths (third section, second bullet point).
- The school was encouraged to write about ‘continuous’ improvement of standards (section 2, item 3)
- Governors approved the document.

Review Year End Figures

- Any significant change in expenditure is reported on the Outturn notes page. 11 of the 25 cost headings are addressed and explained there.
- There has been significant over expenditure on building maintenance of £10,967. There was to be a significant underspend on the total budget towards the end of the year so additional money was spent on building maintenance in order to bring the overall budget in line.
- There has been additional expenditure on E19, learning resources. There is a supporting document which breaks down the expenditure.
- There has been under expenditure in some areas, for example staffing where the school has been unable to recruit the correct person.
- A number of staff movements have impacted E03. The underspend is, in part, offset against overspend on agency staff.
- SDP identified specific items which were discussed at development team, put into the budget and approved. All expenditure happened within the year.
- When the budget was initially written there was a predicted in year deficit of £21,537. The end of year figures show an in year deficit of £7,874 with a rollover of £78,122. The in year deficit was reduced early in the year due to additional income which was received.
- There is greater detail regarding E19 on a separate document. £51,141 was spent this year in comparison to £49,391 last year. There were less trips but extra expenditure on other items.
- ***The document shows that swimming is included in the budget. Do parents not pay for swimming? Is it subsidised by the school? Parents do pay for swimming and the budget includes the parent contributions. There may be small amounts supplemented.***
- Thanks were extended to Mrs Sargeant for her work and keeping excellent records.

Review Outturn Notes

- The outturn notes support the year end figures, providing information as to why and how variances occurred during the year.



- Last year's outturn has already gone to Kent. There is a good track of expenditure by Mrs Warren and Mrs Sargeant.

Discuss and Approve 3 Year Budget 2015-18

KCC forewarned of a new system coming in. However, the training was very poor and there have been glitches in the system. The system should be easier going forward but it has delayed getting the figures input and attending to accuracy.

Year 1

- The Revenue budget now has an in year deficit of £12,543.50. Everything that wished to be in the budget has been included.
- Governors reviewed the comparisons report which compares the outturn last year with the budget prepared for this year. It highlights every item and the significant differences.
- ICT has been boosted for this year rising from £17,774 to £28,632.
- A big commitment has been made to maths this year.
- There is a requirement regarding the computing curriculum to increase expenditure in order to bring ICT up to date.
- Regarding training, the school is continuing to improve teaching in all areas and subjects to achieve better performance. Therefore, more has been invested in training, E09.
- The Early Years Excellence Programme has been approved. It will require a lot of training and supply staff will be needed to cover. All has been included in the budget.
- From the Budget Notes pages it is seen that there has only been a small increase in the income for the coming year (0.66%) whereas there was a 1% increase for all staff which has been included in the figures. Therefore, there effectively is no increase in income from last year.
- There is a projection of a £16,245 income reduction for the subsequent year. Therefore the budget for the second year needs to be monitored closely.
- The Capital budget still receives only £8,037 from Kent. There is an anticipated spend of £4,000 for ICT and £10,000 for building works to repair the playground or replace single glazed windows in 3/4 stairway.
- There is quite a bit of other expenditure in ICT which is going under E20, resources.
- The Capital rollover for 2015/16 is predicted at £5,156. The Revenue rollover for 2015/16 is predicted to be £65,578 with an in year deficit of £12,543.

Year 2

- The second year is to be staffed as previously.
- There are currently good numbers on the school roll. Many pupil vacancies have been filled with a waiting list for some classes. However, the budget forecast income for each of !01, !03 and !05 is decreasing.
- 2016/17 has a predicted in year deficit of £18,786.26. In the context of the amount of surplus funds we have and to get from RI to Good the deficit is not an excessive amount as the school has to invest in training and resources.
- This year subject leaders have made a better go at creating a 3 year financial plan. They have worked hard on completing the plan which is now reflected in the budget.
- 2016/17 forecasts an end of year rollover of £46,792.24. This drops the BCM to 4%.

Year 3

- KCC have advised Mrs Sargeant not to pay much attention to year 3 as no figures are to be included under Pupil Premium/SEN as the figures have not been determined. Therefore, Governors have been told not to spend a long time looking at it.
- More time will be spent reviewing the third year once more advice has been received.
- The school would need to start breaking even from 2017/2018 as there would not be an adequate rollover available.
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- The school has staff insurance now in place so there is no exposure if a member of staff is off long term sick.



- As a Governing Body, the budget is managed and monitored very well. There is confidence in the figures for the first and second years. However, there are so many uncertainties in the third year that the figures cannot be monitored.
- The budget for the second year is a good budget **and** the school is still in a strong **financial** position.
- Thanks were extended to Mr Glynn for his work.
- Mr Glynn proposed the 3 year budget for approval by the Full Governing Body. All Governors voted in favour.

To Review Compliance Action Plan

There are 7 items to address out of 105. Action has subsequently been taken on all the points by Mrs Sargeant. The review has been provided for information.

SFVS

At the last Finance and premises meeting it was raised about the SFVS. Thanks were extended to Mrs Sawyer for putting it together. However, it has been learnt that items should be completed throughout the year to enable collating the information. Mr Dennison is to contact the Chairs of Committees about the procedure proposed by the Finance and Premises Committee. **Action: MD.**

It was felt that the Governing Body could be more precise when looking at the questions. Therefore, someone who is familiar with it can collate the information with a separate Governor verifying the information by going through the minutes.

The SFVS should be monitored through the year.

7. Headteacher's Report

- The report has been distributed prior to the meeting. Questions were invited.
- ***Is there any news about a teacher for Class 1?*** The post has been re-advertised twice. The third advert has gone out. The LCT of Headteachers are emailing each other about vacancies and people available. ***Do you advertise in the Parish Newsletter?*** This advert hasn't. ***It may be worth doing as there are some returning teachers.***
- The school is being selective in recruitment, only appointing those who will be Good teachers who can be built up further, not RI teachers. They need to be the right person in order to be recruited.
- Maternity leave for Yr 3-4 has not been appointed so the position has been re-advertised. ***Have we missed the date for people to start in September?*** That depends if they need to resign or are on a contract.
- ***Why do you think the school is not attracting the right candidates?*** It could be any of a number of reasons; they cannot afford to live in the area if newly qualified and the school is being more rigorous with the interview process. It could also be that we are not attracting some candidates as they may not want a faith school. Speaking with other Headteachers they are in similar situations. ***How many candidates are there for the interviews on 2nd July?*** The deadline is Friday so that is currently unknown. ***Are we getting candidates apply?*** There are people to shortlist but would not be called to interview owing to the new method of appointing. Long term cover may be necessary.

Post Ofsted Action Plan, Spotlights Term 5 and 6

Targets.

- Governors were reminded that the judgement is based on a triangulation of information; marking and feedback, planning, child progress, quality of books, behaviour in lesson, lesson observation. Therefore, the judgements are over time and through various mediums.
- At the last Improvement Advisor meeting there was a long discussion regarding this spotlight. It was decided that over the year the teaching is deemed 85% Good or better. Removing issues regarding long term absence the judgement would be 100% Good or better.
- One of the main spotlights this term regarding the more able pupils. Mindsets are changing as to how to engage them. The new Curriculum is instrumental in enabling this. The more able pupils may be doing the same task as other children in the class but would have a different success criteria.
- The pupil progress meetings talk about some of the more able children and whether they are at risk of not reaching their targets.



- Pupil Premium is always on the agenda. There have been some successes but it goes up and down depending on the children involved. The largest number of Pupil Premium children is in Year 5 so it is worth looking at the data. Mrs Taylor takes a lead with Pupil Premium with Mr Noonan supporting her.
- White British boys have picked up at the beginning of the academic year. This target will come off in term 1-2 next year. Those gaps are narrowing very quickly and is now down to individual children. Issues are not considered significant unless it involves a group of 5 or more children. The success is owing to the focus on this matter and having more frequent meetings with parents and changing the expectations of the boys in class. However, some boys also feature in other groups, for example SEN or Pupil Premium.

Curriculum Targets.

- There have been significant improvements since the end of term 2. There are still inconsistencies across the school but best practice is being shared throughout the school.
- There is still some weak points regarding children knowing and understanding their targets.

Subject leaders.

- This has been a huge focus. This has been the first year of more substantial action plans, 3 year budgets, increased professional development and staff meetings about subjects. This is to be developed year on year.
- By in large, subject leadership is improving.
- **When it is stated about the judgement of the standard of teaching over time, is that judged by Ofsted or do they observe lessons?** Ofsted look at the phase, review the data, the classroom, books, Headteacher's documentation, discussion with the Headteacher, reviewing any weaknesses and observing the lesson. Ofsted triangulate all the data and, therefore, is not based solely on one lesson. The school has been compiling information which is based on fact.

Assessment

- The Headteacher report outlined assessment levels. This is reviewed in more detail by SDP.
- In Early Years, Foundation Stage, there are many ways of judging. It is often heard about GLD, good level of development. As of May/June, 80% of pupils are to make GLD. This is exceptional progress. Last year was around 60% so this is a big increase, especially considering the starting data of the children.
- **How rigorous is our identifying the starting position of children?** It is very robust. The person taking a lead is an expert in this field and has trained other teachers to complete the work, which has been reviewed by moderators.

In September there is a new baseline coming in. Mary XXX has spent 3 weeks with the children when they came into school completing their baseline. A report is also received from their nursery. The judgement is then moderated. Mary XXX has been completing outreach with the nurseries about completing the data for the transition. Regarding development, from 0 to Early Years is a complex document to get to grips with which is very evidence based. Mary has just had moderation of her end of year results which are good. There were some very low children on entry this year, and last, being well below national levels. However, having someone who is a lead in this area, Mrs Warren expressed confidence that the baseline is sound so their progress is real.

- There are 40 out of 45 predicted to pass the Yr 1 phonics test, unless the threshold has been moved. This is good compared with last year and other schools last year. The result is also one of the top results in the mini collaboration. Of those who did not achieve the result 2 had just moved to Britain with 1 having significant additional needs. Therefore, they have been disapplied from the test so the result would be 40 out of 43.
- **Did children retake the test this year?** Yes and 7 out of 8 are predicted to pass. Some children in Yr 3 took the test in December and passed. The thresholds come through at the end of June.
- Governors reviewed the figures in the Headteachers report for Yrs 2-6.
- **Which was the cohort which needed a lot of catching up?** It was the current Yr 3. Looking from that target they are improving but still have a long way to go in order to reach ARE in Yr 6. **Are they not making the correct level of progress?** That group has weaker literacy skills, a higher proportion of EAL, children new to the country and a lot of boys with additional needs.



- Year 5 are a challenging group to teach but there have been real successes this year. This needs to be sustained for next year. Thinking about the Ofsted inspection, this is the area to draw a direct line between resource decisions taken and the delivery and outcomes. It is a strong story for the school, reviewing the staffing. Pupil progress meetings have been very thorough and challenging.
- **Has the opportunity to split the year group helped?** Yes, the 5-6 classes have had a positive effect on Yr 5 and no detrimental effect on Yr 6. The current Yr 5 have still got to keep up the pace to get where they need to be in Yr 6, similar to Yr 3 needing to continue improving. These are the year groups to receive additional resources without affecting other year groups.
- The school is now targeting closely, therefore this problem should not arise again. However, there will always be the resourcing issue to get children from expected to exceeding.
- There is additional data about Yr 6 children making more than 2 levels progress. **Are there any Level 6 children?** There is a lot of maths Level 6.
- **There was an identified common theme of underachieving. What has been done to address it?** Fairly recently the school bought a new teaching scheme which has been found to be very useful. Teaching on reading has improved which has then impacted on writing. However, children are not having enough opportunities for extended pieces of writing. This practice has changed in the last month with lots of cross-curricular writing being introduced. Another example of identifying areas to improve and changing practice.
- In school progress meetings are taking place. They are very thorough and mainly led by class teachers now.

Performance Management

Nothing to report.

Attendance

- Attendance is 96.7%. In future the report is to have more detailed information, including authorised and unauthorised absence.

Pupil Numbers

- Pupil numbers are extremely healthy.
- There is a waiting list for some year groups. In Yrs 4 and 6 the numbers are slightly over owing to the agreement regarding accepting siblings in younger year groups.
- Year 6 is over by 3 children, the last child at the discretion of the Chair of Governors as it is only for 8 weeks.
- We have 45 children coming into Reception next year with a waiting list. **How many are Catholic?** Approximately 80%. There are 2 appeals.

Racist Incidents

None.

Pupil Exclusions

None.

Local Managed Moves

The school has taken part in 2 meetings. St Augustines agreed to take the 2 pupils but the parents decided on elsewhere.

8. Post Ofsted Action Plan

- There is a Mock Ofsted on Friday 26 June. Governors are meeting the inspectors at 12.30pm. Mr Dennison and Mrs Green are attending.
- **What were the issues from the last Ofsted inspection?** SDT have met and reviewed the key issues and what has been done to rectify matters. Mr Dennison is to send the document to Governors. **Action: MD.**
- Mr Dennison is working on the Ofsted grab folder. **Action: MD.**

9. Pupil Progress

This has been covered under the Headteacher's Report.

10. Governor Visits Reports/Governor Training Feedback

Training

Signed

Date

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No information to be received.

Monitoring visits

- Mr McGee has sent an email regarding the SDT proposal for the next round of visits and meetings for Governors with subject links. **Over what period should Governors complete the visits with Subject Leader links?** Mrs Warren indicated that visits should be completed by the end of this term, 22 July.
- Some Subject Leaders are still saying they do not know who their Link Governor is. Therefore, the meeting pre-Easter may not have been completed. Governors were encouraged to meet with staff.
- SDT have proposed for Governors to discuss the 3 year plan with their subject links. Some questions have been provided. Governors are to send the list of questions to the teachers when arranging the meeting. The meeting would, then, be more productive as the teacher would be more prepared. Governors were urged to meet face-to-face but email exchanges would be acceptable if this is not possible.
- **Do the subject links change?** This is to be discussed in September.

11. Policies

Finance

- The policy was reviewed and approved at the Finance and Personnel Committee, 12 June 2015.
- There have been a few changes to the document proposed last year.
- The first bullet point, paragraph 2 states an obligation to compare with other schools locally and nationally. It is a requirement that the FGB is aware of consultations to change how Local Authority finances schools. Therefore, if the Finance and Personnel Committee commit to something with the Local Authority the FGB must be aware.
- Other amendments:
 - There has been a change in virements from £5,000 to £8,000.
 - There will be no insurance for cash on premises.
 - A restriction of a maximum of £200 to be held on site.
 - The limit for any one transaction on petty cash is to be £35.

Mr Glynn proposed the policy for adoption. The policy was approved by the Governing Body and signed by the Chair.

12. Safeguarding

No issues.

13. Chair's Actions/Correspondence

- Dates have been sent out:
 - Saturday 11 July, PTA Summer Fair. Governors are to hold a refreshment stall. Help was requested for set up.
 - Tuesday 21 July, Yr 6 Leavers Celebration. Governors welcome.
 - Wednesday 22 July, End of Year Mass. There is an Assembly at 2.30pm where the Governor Awards will be given out.
 - Thursday 23 July, Governor Tea Party for staff and support staff. 2pm-3.45pm.
 - 7 & 8 July, Yr 6 play. If attending as a Governor please email name and date of attendance to the office.
- Clive Webster, Chief Executive of the Catholic Academy Trust has approached Mrs Warren and Mr Dennison regarding the school becoming an Academy. Mr Webster has been advised that the school is interested but not until Ofsted has judged the school Good. Mr Dennison is to circulate the letter from Mr Webster.

Action: MD.

14. Any Other Urgent Business

None.

Signed

Date

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15. Confidentiality

A staffing matter under Headteacher’s report was deemed confidential.

16. Dates of Future Meetings

FGB – 7:30pm 16 July 2015, 22 September 2015, 20 October 2015

Father Peter closed the meeting with prayer.

End 9.37p.m.

Action Points

The information from the Governor questionnaire responses are to be sent to Governors. Mr Dennison is to write a letter to parents – carried forward.	MD
Mr Dennison has updated the decision planner and will circulate once completed – the Decision Planner has been completed but not circulated.	MD
Mrs Theobald has completed a monitoring visit, details to be sent to Mr Dennison. The report is to be reviewed to see if there are any themes that need addressing – carried forward.	MD
Mr Dennison is to contact the Chairs of Committees about the procedure proposed by the Finance and Premises Committee re SFVS.	MD
To send the document regarding key issues and improvements following Ofsted	MD
Mr Dennison is working on the Ofsted grab folder.	MD
Mr Dennison is to circulate the letter from Mr Webster regarding Academy.	MD