



*St Nicholas provides a welcoming and inclusive learning environment at the heart of its community. We nurture, encourage and support all children, adults and their families to be the best as God intended. Following God's example of love and trust, we develop resilience and creativity in all we do.*

*Learning, loving and encouraging through Christ.*

## St Nicholas CE Primary Academy

### Non-Confidential Minutes of the Governing Body Thursday, 12<sup>th</sup> December 2019 at 10am.

Governors Present: Mr. Brian Sullivan: Chair  
Mr. Chris Dale (HT)  
Mrs. Karen Gunn (KG),  
Dr. Racheal Stone (SG),  
Mrs. Julie Brown (JB),  
Dr. Richard Webster (RW),  
Mrs. Kerri Miller (KM),  
Mrs. Hilary Andrews (School Business Manager),  
Mrs. Victoria Turner (Deputy Head).

Additional Attendees: Mr. Nick Morgan, Head of Governance & Estates Aquila Trust

Clerk: Mrs. Lorraine Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	<b>Welcome, Apologies and Prayer</b>	The Chair welcomed all attendees to the meeting. NM led the Governing Body through prayer. VT and HA were welcomed as advisors to the Governing Body and will be attending as associate members in future meetings. No apologies were received. On behalf of the Trust and the school, NM thanked RW for his support and dedication to the work of the LGB and SLT over the last couple of years. Governors also thanked him for his support. Today will be his last meeting.	
2	<b>Declarations of Interest</b>	The following declaration is relevant to today's meeting: <ul style="list-style-type: none"> <li>BS: Chair of the Governing Body for John Mayne Church of England Primary School Biddenden, and for Greatstone Primary School.</li> </ul>	
3	<b>Minutes of the Previous Meeting</b>	The minutes of the previous meeting held on 16 <sup>th</sup> October 2019 were accepted as a true and accurate reflection of the meetings.	
4	<b>Matters Arising</b>	Governors reviewed the actions from the previous meeting: <ul style="list-style-type: none"> <li>The SIP was circulated at today's meeting. <b>ACTION: the monitoring plan is deferred to the next meeting.</b></li> <li>Membership – the parent governor will be standing down. The meeting with the PCC in January has been cancelled and another will not take place until April. Therefore, ensuring a representative from the church is included in the LGB is further delayed. <b>ACTION: Staff and parent election required in Term 3.</b></li> <li>Confirmation was provided that the Pay Committee had met and Governors are satisfied the school is following the right processes and the judgements are fair.</li> </ul>	CHAIR  HT



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		<ul style="list-style-type: none"> <li>• Training: KM has completed safer recruitment training. KG has had some difficulty accessing the safeguarding training on the NGA website but this should be resolved before the next meeting.</li> <li>• Safeguarding Governor: KG appointed.</li> </ul>	
SCHOOL DEVELOPMENT			ACTIONS
5	<b>Head Teacher Report</b>	<p>The report was circulated at the meeting. The census data in January (which generates funding for the following year) is expected to increase by 14 compared to October's data of 348. This is as a result of an additional 10 pupils joining and the school expects another 4 to start in Term 3. Most of these pupils are new to the area as a result of moving caravan parks. There is a noticeable increase in Free School Meals (FSM), with a third of the school now eligible. There has been a marginal increase in SEN. The number of pupils with an EHCP will go up by another 3 by the end of the academic year. 4 recent applications for High Needs Funding (HNF) have been successful. The school's deprivation score is in line with Pupil Premium figures.</p> <p>There have been no exclusions.</p>	
5.1	<b>School Targets</b>	<p>Targets have been agreed with the Chair and the School Improvement Partner. Fischer Family Trust Data (FFTD) provides information of the school's performance with other comparable schools. This outlines what results should be achieved for this type of school. The school is pushing very hard to achieve national trends and FFTD targets. The current year 6 is aiming for 65% combined, which will be very challenging as only 49% of them achieved the required standard at Year 2.</p>	
5.2	<b>Attendance</b>	<p>Currently, attendance is 95.6%. Attendance has suffered recently as a result of a bug and general un-wellness. It was noted that other local schools have suffered from norovirus and this school had 25 families off on Monday of this week. Year R and 1 are below 95%. The school follow the guidelines from Public Health England and children are to stay at home for 48 hours for cases of D&amp;V. This information is available for parents on the school website.</p> <p><b>Q1: There appears to be a high level of authorised absences?</b>  R1: If evidence is provided that a child was ill, such as a prescription, then they will be recorded as authorised to attend a doctor's appointment or if a child is off school representing the county / school for a sport or team event.</p>	
5.3	<b>Training</b>	<p>Staff have completed PROACT-SCIPr-UK training for restraining children in order to de-escalate challenging behaviour in children. Safeguarding training has been completed by all staff and there is no further action required.</p>	
5.4	<b>Associate Social Worker</b>	<p>The Trust reviewed the possibility of securing the support of an associate social worker in order to attend referral meetings on behalf of the school but they would not have any authority and this would stop them from being effective. The vast number of meetings have previously been discussed with the Governing</p>	



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<p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p>	<p><b>UFSM</b></p> <p><b>Christian Distinctiveness</b></p> <p><b>Staffing</b></p> <p><b>Premises, Health &amp; Safety</b></p>	<p>Body. Each meeting takes a couple of hours; not only taking up vast quantities of the staff's time but also requiring them to listen to a harsh number of challenging experiences in family life.</p> <p>Each meal is funded at £2.30 and the school charge £2.20 for those who have to pay for their meals. The cost to the school is £2.15 and the balance of the money is for maintaining and resourcing kitchen equipment.</p> <p>The inspection window for this school is 2020/21. The vision was circulated in advance of the meeting and has been discussed with the parent council. The vision was unanimously approved by the Governing Body. The Diocese has offered training to schools due for inspection. The HT urges all governors to attend. Recent inspections indicate that some schools have been treated quite harshly. The framework states the process should be "embedded" into the school and it is too soon for it to be so. Governors and parents need to be able to understand and articulate the background of the vision; and be able to quote chapter and verse as part of their discussion. The school's vision is based on the acts of the apostles. It is in keeping with the history of St Nicholas.</p> <p><b>ACTION: The HT will double check the SIAMS training dates and re-circulate to Governors.</b></p> <p>2 NQTs have been appointed and will take the place of Mrs Dunton and Mrs Common, who have recently resigned. The DHT will take over as the Key Stage 2 lead. A member of staff may return from maternity from February onwards.</p> <p>The legionella risk assessment report has identified 24 points of action, some as "preferred" and some as "important" actions. The water tanks urgently need replacing at an estimated cost of £12,500 per tank; at a total cost of £34,500. The school requested funds from the DBE, in relation to rent reimbursement, but was told that this money could not be used for this and it could only be used for a distinctly Christian/RE activity only. This is particularly disappointing as this work would have benefited all the children and is part of maintaining the fabric of the school to ensure it stands within the parish for many years to come. A CIF bid to replace them was unsuccessful. Capital fund income is only £7k a year and must be spent within 3 years so the school would be unable to save enough capital income to cover this cost.</p> <p><b>Q2: Can the GAG funds be used?</b></p> <p>R2: No. The school cannot transfer funds from revenue to capital. The Trust will have SCA funding available next year and 2 schools have already identified needs equating to £200k; the annual fund is only £370k. The distribution of these funds will be allocated on a priority basis and this will be informed from an independent condition survey.</p> <p>Governors noted the frustration of it being increasing difficult to find out why the school does not have access to the funds owed by the Diocese. Every question is answered with a vague response.</p>	<p>HT</p>
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		<p><b>Q3: Do the findings of the report need to be actioned urgently?</b> R3: Yes. It states the actions should be fixed as soon as possible and there will be a review in a year's time.</p> <p><b>Q4: Potentially, would the school have to close if it is not actioned within this time?</b> R4: Yes. If there were any issues, the school would have to make an emergency CIF fund application. This is not currently a significant risk though. Legionella is an issue if it is breathed in, not when it is drunk. Therefore, the school regularly ensure they de-scale the taps and there are no showers being used. A greater problem around school is replacing the valves which mix the hot and cold water together. There is a greater risk that children could burn themselves.</p> <p>Health &amp; Safety Governor: JB appointed.</p> <p><b>Q5: [To the HT] Can you report to the LGB those children how are at risk of exclusion, not just those that have been excluded?</b> R5: Yes. The school already keep KCC informed too.</p>	
6	<b>School Improvement Plan (SIP)</b>	The School Improvement Partner has closely reviewed the SIP and has recommended the addition of some milestones, otherwise it is approved. The milestones are already written in the subject plans and will be copied over to the SIP shortly. She has reviewed the action plans and is happy with them.	
6.1	<b>Staff Development</b>	<p>The school has completed a staff development day for writing. Jamie Thomas attended to discuss writing practices. Staff visited Warren Road Primary School, Orpington, who have 80% EAL. They spoke to staff about standards and the school is looking to implement some of these changes in January. After year on year improvements in reading, it is felt that progress in writing has plateaued. Staff also spent a morning visiting Christ Church school in Folkestone who have a similar level of pupil premium, and their writing results have increased to 97%. Staff have noted that as pupils move through the school, the level of reading+ increases and the amount of time in small group reading decreases. The timetable will be reviewed to ensure additional time is given to small group reading. A library in the den will be developed and the school are keen to increase the profile of reading across the school. Books in classes will be rotated to ensure they are based on topics being studied, and ensure the books in class are new and exciting each term. This should also lead to the better utilisation of topic books.</p> <p>Governors were pleased to see that the school continues to evolve and change each term. The school is not standing still and has clear aspirations to move on for their good judgement.</p> <p><b>Q6: Can more be done to reach out to parents and improve reading at home?</b> R6: There is a new reading reward scheme in place to improve and encourage more reading sessions at home. This is a key focus for the school. A number of</p>	



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6.2	<b>Monitoring the SIP</b>	<p>parents are not engaged in reading at home and this makes the activities within school all the more important. Recently a questionnaire was sent home to parents and there were 59 replies, of which only 1 or 2 parents asked for more personalised information regarding their child(ren) and all the others felt the school was providing helpful information.</p> <p>Governors are reminded of the need to co-ordinate their visits with SLT to ensure the timetable does not overload or burden the staff in any particular week.</p> <p><b>ACTION: Create a SIP monitoring plan for the next FGB meeting.</b></p>	CHAIR
7	<b>Governance Matters</b>	<p>The Governing Body discussed the following governance matters:</p> <p><b>7.1 HT PMR</b> The Chair confirmed the Performance Management Review for the HT has been completed since the last meeting.</p> <p><b>7.2 Monitoring Reports</b> Governors were reminded to write monitoring reports in a timely manner so that they can be reviewed by all Governors at the next available meeting.</p> <p><b>7.3 Training</b> Panel Hearing training and The Use of Sports Premium Funding training has been completed by BS since the last meeting.</p> <p><b>ACTION: BS to provide the main points from the training to the clerk for circulation on GovernorHub.</b></p> <p>The Head of Governance and Estates reminded Governors of his recent training message on GovernorHub which outline the following available Aquila training sessions:</p> <ul style="list-style-type: none"> <li>• Understanding the New Ofsted Framework - 7th January 6-8pm at Charing CE Primary</li> <li>• Meet the Lead Inspector - 21st January 6-8pm at Charing CE Primary</li> <li>• School Exclusions - 30th January 6-8pm at Kingsnorth CE Primary</li> <li>• Understanding School Data – 6th February 6-8pm at Charing CE Primary</li> </ul>	BS
8	<b>Finance</b>	<p><b>8.1 Budget Monitoring</b></p> <p>The SBM provided a briefing to Governors. The master budget was set in May and the working budget from September onwards is in column 2 of the report. The final column provides a year end forecast which currently predicts an outturn of £102,979. At the time of setting the budget there was no assurance that funding for teacher's pensions and salary increases would be received from the government but now that confirmation has been received, this has been added to the budget. It was noted that the Trust had double accounted for capital as part of the year end process and the Finance Officer has contacted the CFO to discuss this in more detail. The budget moving forward is now in a much better position. Changes to staffing are being explored – such as giving the SENCO more time out of the classroom and increasing the TA time in Year 6 to</p>	



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8.2	<b>Pupil Premium and SEN Strategies</b>	minimise the impact of changing teachers. HNF is not in the budget but neither is the associated staff costs; this will be included in the next monitoring report. <b>ACTION: Deferred to the next meeting.</b>	HT
8.3	<b>Purchases £10k+</b>	None.	
9	<b>Risk Management</b>	The Governing Body discussed the following risks:	
9.1	<b>Risk Register</b>	All Governors should have received their login to the risk management tool, GRC-1. Managing risks is the responsibility of everyone across the school and is outlined as a principal duty in the Governance Competency Framework for Governors. The Head of Governance & Estates reminded the LGB of the recent changes within the Academies Financial Handbook which states the risk register should inform the internal audit work across the Trust. Governors should be reviewing overarching threats as part of their monitoring responsibilities. Governors should be checking what the school is doing to minimise the risks and agree whether these actions are effective mitigants. The system also stores relevant school documentation, such as the school's business continuity plan. <b>ACTION: NM to provide further training at the next LGB meeting.</b>	NM
9.2	<b>GDPR</b>	There were no GDPR issues or breaches to report to the Governing Body.	
9.3	<b>Incident</b>	The school received a bomb threat on 28 <sup>th</sup> November on the school's answerphone. The voice appeared to be that of a minor. The school followed the lockdown protocols and the police investigated. Staff and the Trust were notified.	
10	<b>Safeguarding</b>	There was no further minuted discussion.	
11	<b>Policies</b>	The following policy was approved: <ul style="list-style-type: none"> <li>Admissions 2020/21</li> </ul>	
<b>ANY OTHER URGENT BUSINESS</b>			<b>ACTIONS</b>
12	<b>Any Other Business</b>	KCC's SEN Placement Officer has been in discussion with the HT regarding the possibility of developing a Specialist Resource Provision (SRP) at St Nicholas. The aim is to provide specialist provision for children with Autistic Spectrum Condition. The Marsh Academy already has a provision for secondary age children and this would provide a useful transition locally for those at primary school age. The school currently has children on roll who would transfer over to the SRP. Originally, the aim is to open a provision in September 2020 however, the HT has some concerns that this is too quick. Funding for a SRP is at a rate of £10k per commissioned place. KCC have verbally agreed to front load funding for resources. The aim is to have 10 children and 4 places could be filled in September. The school would receive 4x £10k + 6x a reduced rate up front. This provision would ensure the children of the local community could have their needs met at primary school level. The children would access the SRP and	



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		<p>mainstream provision to ensure they receive the support and help appropriate to their level of need. The DHT and SBM will visit Aspen in Dover. The school would not use current staff to staff the SRP and would need to recruit new members to the team. The staff have been informed and a consultation will take place on 22<sup>nd</sup> January; the Chair and David Adams (KCC Area Officer) will attend. The request for SRP provision has been discussed by the Board of Trustees who have some concerns regarding buildings and resources. Both the leadership team and the Board of Trustees are keen to ensure the current children in school are not disadvantaged by the creation of this provision. KCC have suggested they may be able to provide funds for 4 new classrooms. The HT proposed using the 2 classroom that join each KS as a location for the SRP. Recruiting the right staff will be critical to the success of the provision.</p> <p><b>Q7: Is the SRP funding ringfenced?</b> R7: Yes but it can also be used to enable the children to access mainstream activities.</p> <p><b>Q8: How will the current parent community respond?</b> R8: This is not a provision for children with behavioural issues so this should not be a concern. Our current children would benefit from a provision which relieves any pressures currently felt within the classroom and it would encourage our children to be more inclusive. The aim is to provide children with the tools to cope within a mainstream environment and they would therefore be expected to reintegrate over time. Whilst the children are taught by specialists, they remain at the heart of our school alongside all our children. The SRP is not their final destination. The Trust has some experience of running an SRP, for example at Reculver Primary School. There is currently no provision on the Marsh and it is important to the local community that these children have a school placement which helps them to grow and succeed. The current nurture provision is already a valuable resource.</p>	
13	<b>Confidentiality</b>	There were no matters deemed as confidential.	

There being no further business the meeting closed at 12:12.

Signed: .....  
Chair of the Governing Body

Dated: .....