



HARTLIP ENDOWED C.E. PRIMARY SCHOOL

Minutes of a meeting of the Full Governing Body held virtually on Thursday 18th November 2021 at 5.00 p.m.

Present: Dionne-Rose Coles (Co-Chair), Liz Hadley (Co-Chair), Tracey Jerome (Headteacher), Ryan Condon, Jane Davies, Joan Jabbour, Noel Lander, Revd. Julian Staniforth, Jackie Warncken (Finance Officer)

Attending: Ellen Ranson-McCabe (Deputy Headteacher), Rose Davies (Clerk)

Meeting started at 17.04, conducted using Zoom. All Governors confirmed that they were in a secure environment and that all recording and listening devices were switched off. The meeting was chaired by Dionne-Rose Coles.

Opening prayer led by the Chair.

1 Welcome and apologies for absence

All Governors were present. The meeting was quorate.

2 Declarations of business interests

No changes were declared and no declarations were made against any specific item on this agenda.

3 Minutes of the last meeting (23.9.21)

Amendments

Item 15, first question: delete E07, replace with E01.

Matters arising

Headteacher to contact parents in term 1 in case there were any parents who might fit the Local Authority Governor profile.	Completed.
Revd. Staniforth to send copy of Janine Hamilton's Foundation Governor application form to the Finance Officer.	Carried forward. Revd. Staniforth said he had not received this but would contact the Diocese to see what point the appointment had reached. ACTION: Revd. Staniforth.
Clerk to send FGB attendance chart 2020-21 to Headteacher and Co-Chairs.	Completed.
Clerk to send NGA skills audit form 2021 again to Joan Jabbour.	Completed.
Governors to return their forms to the Clerk.	Completed.

1. JS

Finance Officer to send H & S report to new Co-Chairs.	Completed.	2. DC/LH/TJ
Co-Chairs to take forward joining GovernorHub in liaison with Finance Officer as necessary.	Completed.	
Clerk to add Election of Vice Chair to November agenda.	Completed.	
Governors to scan or send signed last page of Code of Conduct 2021-22 to Finance Officer.	Completed.	
Chair of Quality of Education to clarify the situation with Simon Ward and report back to the Co-Chairs.	Overtaken by events.	
Co-Chairs/Headteacher to discuss objectives for the governance action plan for 2021-22 and bring these to the next meeting.	Carried forward. ACTION: Co-Chairs/Headteacher	
Clerk to add membership of Headteacher Performance Management Panel to next agenda.	Completed.	
Clerk to add EYFS lead responsibility to next agenda.	Completed. See item 12.	
Clerk to add Wellbeing lead responsibility to next agenda.	Completed. See item 12.	
Headteacher to revise term 2 monitoring of the foundation subjects.	Completed.	
Governors to confirm on GovernorHub that they had read Keeping Children Safe In Education part 2.	Completed.	
Headteacher to arrange for staff to read and sign to confirm they had read Keeping Children Safe In Education part 1.	Completed.	
Safeguarding Lead Governor to check evidence of this on her next visit.	Completed. The safeguarding Lead Governor had visited in September. The Headteacher said that Governors could ask in their subject areas how safeguarding came into it, e.g. how did the staff safeguard children during history.	
Governors to liaise with Headteacher about dates to come into school to monitor collective worship.	Completed.	
Safeguarding Lead Governor to send a list of minor typos in the Child Protection policy to the Headteacher.	Completed.	
Headteacher to send the other policies out gradually before the next meeting.	Completed. The Headteacher had created a policies folder on	

		GovernorHub and was putting the policies into this as she drafted them.	
	Clerk to include links in each agenda to The Education People newsletters published since the previous meeting.	Ongoing. The Chair said she had found the links on the agenda very helpful.	
	Clerk to add Governor training to next agenda.	Completed.	
	Headteacher to upload FGB minutes once they had been approved by the Governing Body.	Ongoing.	
4	<p><u>Curriculum</u></p> <p>The Deputy Headteacher talked Governors through her PowerPoint presentation on the Hartip enhanced curriculum. This was in 4 sections:</p> <ul style="list-style-type: none"> • expectations for a curriculum (Ofsted, September 2019) • The enhanced curriculum here • Our next steps • The Deep Dive process <p>The Co-Chair thanked the Deputy Headteacher for her hard work on this and for having achieved so much in such a short time. She liked the visual impact of the heart at the centre of concentric circles. It had enlightened her in where the gaps were and what needed to become or fill these.</p> <p>Q: could she expand on the role of Governors?</p> <p>A: this would be discussions with Governors about their strategic oversight of the curriculum. Hopefully this presentation would provide this to Governors.</p> <p>A Governor said there was a focus on knowing more and remembering more, but what about understanding? This was key.</p> <p>The Deputy Headteacher said that focus used to be on acquiring skills but had now shifted to knowledge, to facts. There was also a lot of talk about equipping children with 'cultural capital'. Everything here linked back to 'Learning to Live, Living to Learn'.</p> <p>The Chair thanked the Deputy Headteacher for her hard work in rebuilding the curriculum. The fact that Governors might be asked how they had contributed to the development of the curriculum confused her because governance was a strategic role.</p>		

The Deputy Headteacher said that Governors now had an oversight of the curriculum and they could through monitoring and challenge make sure it was embedded.

The Headteacher said Governors would test it all to find that what was unique to this school was its Vision and Values, which could consistently run through everything e.g. in history. The question to ask when monitoring was, where could the Governing Body see those core values coming through?

Q: might Ofsted would challenge why this work had not been done a little earlier?

A: the Headteacher had heard mixed messages on this. She did feel disheartened to hear about how Ofsted were not interested in all that had been achieved when the school was caring for its children, staff and community during the lockdowns.

A Governor said the Governors needed to have the same narrative to support the school leadership in this.

Q: what aim should the Governors have for the school: it used to be that this should be an Outstanding school but this was no longer the case.

A: the Headteacher said Governors should remember consistently Learning to Live, Living to Learn; live long learners; and to remember the analogy of the sheep and the shepherd: no-one was allowed to fall by the wayside without being rescued, so Hartlip provided for everyone to flourish.

A Governor said the school had had its curriculum which it had used throughout the pandemic but now it had been enhanced.

The Headteacher said this was exactly right.

Q: was there a target date for the completion of the enhancements?

A: the Deputy Headteacher said she was hoping to have another 3 subjects enhanced by 22.11.21. One of these would be music, the others core subjects. A lot of this work had had to be done without the staff, but now this would be brought to staff meetings on Mondays.

The Chair said this was a very good way of ensuring staff wellbeing,

The Headteacher said that at the last Ofsted the Inspectors had spoken only with her and the Deputy Headteacher. However, this time, after the 90-minute phone call, the teachers would be interviewed as leaders of learning. No-one would be alone; they would be supported by the Headteacher or Deputy Headteacher. In a small school, with a teacher having 3 subjects on their shoulders, they could not possibly be experts on all these.

	<p>The Chair thanked both Headteacher and Deputy Headteacher for putting the Governing Body in a good place in understanding the enhanced curriculum.</p> <p>The Headteacher also thanked the Deputy Headteacher.</p>	
<p>5</p>	<p><u>Headteacher report (on GovernorHub)</u></p> <p><i>Part of the discussion under this item is record in the confidential part of these minutes</i></p> <p>The Headteacher sought feedback on the different format she had used.</p> <p>The Chair said this report was really easy to read and very clear.</p> <p>Q: looking at the number for Reading, Writing and Maths, which Year group was this child counted within?</p> <p>A: he was not currently counted as he was a new child. She would discuss with teachers at the right time but it was likely that it would be Year 2.</p> <p>Q: had most of the children in Year 5 made less than 13 steps progress?</p> <p>A: this was cumulative progress across the Key Stage. It should be 13 steps, one for each term, including term 1 2021, but lockdowns had disrupted their learning.</p> <p>Q: what had caused reduction in the gender gap?</p> <p>A: in Reading boys were doing marginally less well than girls so some of the boys had made accelerated progress. In Writing more boys were working on track than before. Talk For Writing (TFW) had really engaged and inspired boys so the Headteacher was hoping this would narrow even further. In Maths the number of boys on track had increased more so the gap had widened and the school was working on narrowing this.</p> <p>Q: what was in place in Maths for the girls to help them move up?</p> <p>A: Staff have been and are being trained in the Mastery of Maths programme. There is an intervention that takes place at 8.30am every morning with identified children as well as a specific intervention that takes place within the actual maths lesson.</p> <p>Q: with SEND pupils (page 7) the gap with non-SENS pupils had narrowed but the percentage on track had improved more than for non-SEND pupils. What did this mean?</p> <p>A: they were making progress but there was still a big gap in attainment.</p> <p>Q: had there been any directives about there being more than two genders now?</p>	

	<p>A: she was not aware of anything for primary schools as yet. There were no issues in school with this.</p> <p>Q: did the Headteacher know what was happening about the school closing for an extra day for the Queen’s Platinum Jubilee on 3rd June?</p> <p>A: no, she would find out what she needed to do about this.</p> <p>ACTION: Headteacher.</p> <p>Q: had there been a review of remote education?</p> <p>A: a questionnaire had gone to parents, pupils and staff and she had all the data from that. She believed the school had done its best to meet the needs of all children including loaning out laptops, enabling internet access and daily contact with the children.</p> <p>Q: the staff distribution list showed how many children in each class were being supported 1:1. The only one without any was Year 2. Was this an unusually high proportion for this school?</p> <p>A: this was indeed a huge proportion. The school had a good reputation for providing these children and parents did prefer a small school.</p> <p><i>Premises</i></p> <p>Q: had the asbestos register been updated now the first stage of removing the asbestos had been finished?</p> <p>A: the register could be manually updated but Medway Insulations would send a certificate to be put into the Register. There had been a new asbestos review on 23rd September but the report had arrived only this week.</p> <p>Q: had the cleaning situation been resolved?</p> <p>A: yes, the cleaner was off sick for 10 days and the standards of cleaners coming in under the SLA with See clear was appalling. She had fed this back to the company.</p>	<p>3. TJ</p>
6	<p><u>Quality of Education Committee 3.11.21 (draft minutes circulated in advance)</u></p> <p>The minutes were NOTED.</p>	
7	<p><u>School Improvement Plan 2021-22 (on GovernorHub)</u></p> <p>The Headteacher said that the Quality of Education Committee had discussed this and recommended that the FGB approve it.</p> <p>School Improvement Plan 2021-22 APPROVED.</p>	
8	<p><u>PP strategy 2021-22 (on GovernorHub)</u></p>	

	<p>The Headteacher said that the Quality of Education Committee had discussed this and recommended that the FGB approve it.</p> <p>The Chair said she did not understand the breakdown of what was intended to be done to support the children in narrowing the gap.</p> <p>A Governor said this might be because not all pupils had all the same needs. They were looked at as individuals, and many might not need learning support but enrichment and other activities.</p> <p>The PP Governor said the overarching aim was to level up.</p> <p>A Governor said that it was essential that pastoral care continued even when the pastoral assistant left.</p> <p>The Headteacher said this was under review: the responsibilities would be covered, it was a question of how this would be achieved.</p> <p>PP strategy 2021-22 APPROVED.</p>	
9	<p><u>Sports Premium strategy 2021-22 (on GovernorHub)</u></p> <p>The Headteacher said that the Quality of Education Committee had discussed this and recommended that the FGB approve it.</p> <p>Sports Premium strategy 2021-22 APPROVED.</p>	
10	<p><u>Safeguarding and H & S</u></p> <p><i>Safeguarding</i></p> <p>The Headteacher said there were no safeguarding issues to report. There had been no bullying or racist incidents.</p> <p><i>H & S/Site and Premises Update</i></p> <p>Q: had the school received its carbon dioxide detectors?</p> <p>A: the caretaker was managing these.</p> <p>Q: had the kitchen deep clean been carried out?</p> <p>A: the Finance Officer said the cook had not done this and the Finance Officer had mentioned this to KCC when they audited today. They would chase C H & Co., her employers.</p> <p>The Headteacher said the last time the auditors had come in the cook had inaccurately told them this had been carried out.</p>	

	<p>Q: had anything been found on the term 1 walk around?</p> <p>A: redecoration needed to be on a rolling programme. Some areas of the school field were particularly untidy but the items were too heavy to move without a tractor and trailer. Some of the false ceiling tiles were beginning to look a bit loose.</p> <p>Q: had the emergency lighting check been arranged for this month?</p> <p>A: this was something KCC arranged.</p>	
11	<p><u>Governing Body matters</u></p> <p>The Co-Chair reported that there had been a Zoom session with Samuel Ajala, the parent interested in becoming a Foundation Governor. He met all the criteria and also had a finance background.</p> <p>Revd. Staniforth said that the criteria had been broadened to allow the inclusion of people who would support the Christian ethos of a church school without being a practising member of a church. He would send the name, address and email details through to the Diocese.</p> <p>ACTION: Headteacher to send these to him.</p> <p>He added that due to time pressures he had to consider whether he could continue to carry on as an ex Officio Foundation Governor. If he decided he could not, the Archdeacon could appoint another ex officio Foundation Governor.</p> <p>18.30: Revd. Staniforth left the meeting. The meeting remained quorate.</p>	4. TJ
12	<p><u>Governor monitoring</u></p> <p>The Clerk said the monitoring visit reports went into the relevant Committees and need only be discussed at Governing Body if key issues had been raised for the Governing Body.</p> <p>The Co-Chair regretted that she had been unable to carry out her planned monitoring visit on 15th November.</p> <p>The PP Governor asked about using recovery funding with PP money.</p> <p>The Headteacher said these were now in one document together as - unlike catch up funding - recovery money was intended only for PP children.</p> <p>Q: on the monitoring timetable the subject leader was monitoring Maths, but there seems to be no opportunity for the link Governor to do so?</p> <p>The Headteacher said there was a prompt for the Subject Leader to contact the link Governor. She might however have changed this before she circulated it to</p>	

	<p>Governors. The link Governor had not missed her opportunity as the deadline for contacting the link Governor was the end of this week. The Headteacher would check what she had circulated, so that she and Governors were working from the same document.</p> <p>Q: who was to monitor EYFS?</p> <p>A: the Headteacher said this had been earmarked for a new Foundation Governor who had an Early Years qualification.</p> <p>Q: who was monitoring staff wellbeing? Wellbeing was very important.</p> <p>The Healthy Minds Healthy Bodies link Governor said he would be happy to pick this up as it linked in with his other responsibilities.</p> <p>Q: what were phonics testing results likely be in Year 2 since no testing had done last year?</p> <p>A: the Headteacher said the target for Year 2 was 60% and they were currently at 73%. Their prior reading attainment has been met and raised - was 60%.</p> <p>Q: when did the Headteacher think Governors could return to in-school monitoring?</p> <p>A: the Headteacher said the situation was still fragile and she did not wish to expose Governors when there was Covid in the school. When she lifted this restriction she wanted it to be permanent.</p> <p>A Governor said the size of the rooms did not lend themselves to social distancing.</p> <p>Q: had Governors been allowed into worship?</p> <p>A: only one in church, and that had been as a Church Warden rather than a Governor.</p> <p>The Headteacher said she was very grateful to this Governor for preparing the church for the safety of children and staff.</p> <p>The Humanities link Governor advised that he had not had feedback from the Humanities hub leader.</p> <p>ACTION: Headteacher to discuss with Humanities hub leader.</p>	<p>5. TJ</p>
<p>13</p>	<p><u>Governor T & D</u></p> <p><i>Skills and diversity dashboard</i></p>	

	<p>The Headteacher suggested that the comments and proposed action plan be moved into the governance action plan.</p> <p>ACTION: Headteacher and Co-Chairs.</p> <p><i>Training attended</i></p> <p>The Governing Body AGREED to delegate to the Headteacher, Co-Chairs, and T & D Governor/Finance Officer a decision on whether to paying an additional fee to NGA to obtain access to more training courses would provide good value for money.</p> <p>The T & D Governor said most Governors had now completed the Governor safeguarding training but those who had not should do so as soon as possible.</p> <p>ACTION: T & D Governor to re-send link to those Governors. ACTION: Governors. ACTION: T & D Governor to send all Governors the link to Prevent training.</p> <p>A Governor said much of the new content seemed to be aimed at secondary schools.</p> <p>The Headteacher said that sadly some of this behaviour was also being displayed in primary schools.</p> <p>19.01: Jane Davies left the meeting. The meeting remained quorate. 1901: Noel Lander left the meeting. The meeting remained quorate.</p> <p><i>Training booked</i></p> <p>Joan Jabbour: Governor monitoring, at the beginning of December.</p>	<p>6. TJ/DC/EH</p> <p>7. JW 8. Gvs 9. JW</p>
14	<p><u>Budget monitoring</u></p> <p>The Finance & Resources Committee Chair said that when it had met on 18.10.21 the Committee had gone through the 6-month budget monitoring report in detail. The predicted revenue rollover had risen to £74,375 (by £23,841) but was still within the Balance Control Mechanism. This was primarily because expenditure overall was down. He and the Headteacher were to go though the pay ranges.</p> <p>The Finance Officer confirmed that she had sent the 7-month report to the Finance & Resources Chair. There were no further significant variances. The Local Authority feedback on the 6-month report concerned mainly coding,</p> <p><i>Further decisions on recovery spending</i></p> <p>The Headteacher confirmed there were no decisions on recovery funding.</p> <p>The Governing Body NOTED the 6-month budget monitoring figures.</p>	

15	<p><u>Policies</u></p> <p><i>Pay & Reward</i></p> <p>The Headteacher advised that the model Pay & Reward policy had not yet been released by KCC. Deferred.</p> <p>ACTION: Headteacher to arrange a remote EFGB to ratify this when it was received.</p> <p><i>Curriculum</i></p> <p>APPROVED.</p> <p><i>H & S</i></p> <p>This was the Kent model, populated for the school.</p> <p>APPROVED.</p> <p><i>Admissions</i></p> <p>The Headteacher said the Admissions Committee Governors had now all left the meeting and she would go through this with those Governors outside the meeting. Church affiliation had been removed as a criterion: a Church of England school was not a faith school, but a school where everyone was welcome.</p> <p>A Governor said there had been a discussion at the last Governing Body about the competing claims of local children and siblings. Had this been decided?</p> <p>The Headteacher said the discussion had been about a drop from criterion 3 to criterion 5, with the former number 4 moving up to become 3. This had not been reflected in the draft. She would discuss with the Admissions Committee and then bring it the draft policy back by email to the Governing Body to agree.</p> <p>ACTION: Headteacher. ACTION: Clerk to add to next agenda.</p> <p>Ryan Condron and the Chair said they would exclude themselves from this decision as they had an interest as parents.</p> <p><i>Behaviour</i></p> <p>Recommended to the FGB for agreement by the Quality of Education Committee.</p> <p>AGREED.</p>	<p>10. TJ</p> <p>11. TJ 12. RD</p>
16	<p><u>TEP Governance Monthly Newsletters</u></p>	

	<p>The Chair said that most of the items had been picked up in tonight's discussion. She drew Governors' attention to the following items:</p> <ul style="list-style-type: none"> • A framework had been produced to support schools in England to identify the strengths and areas for improvement in their remote education provision and to signpost them to resources that could help them improve their practice. • schools could now apply for a grant and access DfE quality assured training to help develop a whole school or college approach to mental health and wellbeing. • There had been a reference in one of the newsletters to mental health lead money. • Going Too Far, a new resource jointly developed by the DfE and London Grid for Learning, aimed to promote critical thinking and build resilience in young people to promote critical thinking and build resilience in young people to extremism and online harm. She believed this might be more for secondary schools. • Virtual Schools Kent had a new strategic role in championing the needs of children who had or who had ever had, social worker involvement. • The Co-Chairs had arranged an appraisal date with the Clerk. • Baseline Assessment completed and the Headteacher had done her declaration. • National Tutoring Programme plans for 2021-22 had been announced. <p>The Headteacher reported that the school had 15 places on the Programme.</p> <p>NOTED.</p>	
17	<p><u>Chair's actions</u></p> <p>The Headteacher would draft a response from the Co-Chairs to the pastoral assistant about her resignation.</p> <p>ACTION: Headteacher.</p>	13. TJ
18	<p><u>Any Other Urgent Business</u></p> <p>None.</p>	
19	<p><u>Confidentiality</u></p> <p>Items deemed confidential are recorded in a separate part of these minutes.</p>	
20	<p><u>Date of next meeting</u></p> <p>11th February 2022 at 5 p.m.</p>	
21	<p><u>Impact</u></p> <p>The Chair said that the Governing Body had tonight:</p>	

	<ul style="list-style-type: none"> • familiarised themselves with the enhanced Hartlip curriculum and clarified Governors' role in it. • approved the School Improvement Plan, the PP strategy and the Sports Premium strategy for this academic year. • Agreed to move the training needs identified by the skills and diversity audit into the governance action plan. • Allocated remaining link Governor responsibilities. • Noted the 6-month budget monitoring figures to assure themselves that the school's financial management was sound. 	
	Meeting ended at 19.00.	

SUMMARY OF ACTIONS			
No.	Who	What	By when
1	Revd. Staniforth	To contact the Diocese about Janine Hamilton's Foundation Governor application.	30 th November
2	Co-Chairs/Headteacher	To discuss objectives for the governance action plan for 2021-22 and bring these to the next meeting.	11 th February
3	Headteacher	To find out what she needed to do about the Queen's Platinum Jubilee on 3 rd June.	11 th February
4	Headteacher	To send Revd. Staniforth the contact details of the parent interested in becoming a Foundation Governor.	30 th November
5	Headteacher	To discuss with the Humanities hub leader why she had not fed back to her link Governor.	30 th November
6	Headteacher/Co-Chairs	To move the comments and proposed action plan from the skills and diversity dashboard into the governance action plan.	11 th February
7	T & D Governor	To re-send Governor safeguarding training link to those Governors who had not yet completed the training.	19 th November
8	Governors	Those Governors to complete the training and advise the T & D Governor when they had done so.	3 rd December
9	T & D Governor	To send all Governors the link to Prevent training.	30 th November
10	Headteacher	To arrange a remote EFGB to ratify the Pay & Reward policy once it was received.	31 st December
11	Headteacher	To discuss with the Admissions Committee changes to the draft policy on the relative claims of siblings and children living locally.	17 th December
12	Clerk	To add Admissions policy to the next agenda.	28 th December
13	Headteacher	To draft a response from the Co-Chairs to the pastoral assistant about her resignation.	30 th November

Signed: _____ Chair

Dated: _____