Attendance: Mr D Aylott, Mrs J Box, Mrs H D’Arcy, Mr J Dixon, Mr H Pritchard, Mrs A Poulton, Mr S South and Ms J Robinson.

Clerk: Mrs M Tomsett

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION TO BE TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APOLOGIES FOR ABSENCE/INTRODUCTIONS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apologies for absence were received from Mrs Bennett and Mr Turner and Mr South for lateness.</td>
<td>APPROVED</td>
</tr>
<tr>
<td>2</td>
<td>DECLARATION OF INTERESTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>None declared.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MINUTES OF THE LAST MEETING/MATTERS ARISING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. AGREED that the minutes of the meeting held on 5th July 2017 be approved as a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. AGREED that the minutes of the meeting held on 26th September 2017 be approved as a true and accurate record.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No matters arising.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>GOVERNING BOARD MEMBERSHIP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>It was reported that there are currently two vacancies for co-opted members.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion was held on the value of approaching the Chislehurst</td>
<td></td>
</tr>
</tbody>
</table>
Society to advertise the vacancies and it was reported that a circular had recently been published and the next circular would not be published for three or four months.

**AGREED that the Chair ask the Chislehurst Society to advertise the Governing Board vacancies in their next circular and meanwhile governors consider if they know anyone suitable to be considered for one of the vacancies.**

### 5. HEAD TEACHERS REPORT - including Safeguarding update

Copies of the Head’s report and the 2017/18 staffing list had been circulated to governors.

- A governor asked if there is competition between classes for the best attendance and it was reported that attendance is reported weekly in the Edgebury Echo and all pupils want to achieve 100% attendance. Awards are given out for 100% attendance in the autumn (bronze), spring (silver) and summer (gold) terms and pupils who achieve 100% attendance over the whole year receive a £5 Waterstones voucher.

The Head informed governors that one cause for non-attendance is parents taking pupils out of school for holidays. Currently the school does not fine parents for this but if a parent takes a child out during SATs tests, this will cause the school results to lower as tests cannot be taken at another time.

- A governor asked if parents know the dates when SATs take place and it was reported that SATs dates are usually known by all parents.

**AGREED that the situation be monitored with no change at present with a view to further discussion on the matter.**

Governors were informed that once the school has exhausted all avenues available, in the few cases where there is persistent absence, the Education Welfare Service is involved.

- A governor asked if there is an automated system for calling parents on the first morning of absence when no contact has been received and it was reported that office staff will call parents where necessary as the school does not have an automated system.
Mr Pritchard reported that he attended the recent Parent Forum which was very positive and the parent representatives very supportive of the move to a general school voluntary contribution rather than a contribution towards the swimming pool running costs. Parent representatives suggested that a contribution range of £15 - £25 could encourage those parents who are able to offer more to increase their contribution up to £25 per child. A joint letter from the Head and Chair will be sent to all parents explaining the reasons for the change in the New Year.

It was reported that a parent representative also asked for an item “What is going well” to be standard on the Parent Forum agenda. The results of a parent questionnaire following the ELCs has yet to be collated but will be circulated to governors as soon as possible.

- A governor asked if could be undertaken by one of the governors and Mr Aylott offered to collate results.

The Head reported an update on admissions with one space currently available in reception and four spaces in year four, one of which will be taken up in January.

- A governor asked why four spaces are available in year four and it was reported that this is due to families moving out of the area in the summer.

It was reported that the census for funding is undertaken in October and extra funds cannot be applied for if additional pupils are taken on roll after then.

- A governor asked why a place is still available in reception if the school has a waiting list and it was explained that all admissions are processed by the local authority and all the school can do is keep asking them to process applications as soon as possible but this takes time due to staff cuts in the local authority.

- A governor asked the maximum size for classes and it was reported that the school would like to keep classes at thirty but will have thirty two in year four.

Governors were reminded that the carol service takes place on 11th December and that governors are welcome to attend any of the Christmas festivities. A governor reported that the Rock Steady concerts are always very good.
• A governor asked how the male teachers have settled into the school and it was reported that having two male teachers is working well for the school. Mrs Smith is likely to return at February half-term and the teacher covering her maternity leave could be offered a permanent position for September 2018.

• A governor asked if the post should be advertised and it was reported that HR advice is that part-time staff can be offered full-time positions and contract staff, permanent posts without further advertisement and interview.

Governors thanked the Head for a very full report.

6 ACADEMY CONVERSION - Update

Governors were informed that Mrs Box was unable to attend a recent meeting but Mr Turner attended.

The Head informed governors that the new head of academies for the government has suggested that any school not eager to become part of a MAT could join an existing MAT trust as an associate member and could withdraw at any time. This will be discussed by the MAT group heads at their next meeting.

• A governor asked how this would work with funding and it was reported that no further information is available on this but it is not likely that the £25k conversion grant would be available for this.

• A governor asked if extra funds are available for the additional audits and school business manager posts that are necessary as an academy and it was reported that all school in a MAT would be expected to pay into a central fund for these things.

Governors discussed the possibility of the MAT proposal being refused in view of the financial viability of only five schools being in the MAT. It could be thought that there may not be enough pupils within the five schools to secure sufficient funding. A total of twelve schools could be suggested as being more viable option.

• A governor asked what the school plans to do if the proposal is not approved and it was reported that there will be discussions with the other schools should this happen and the possibility of associate membership of an existing MAT could
also be investigated if the MAT had a similar ethos to the school.

The Head reported that this will all be discussed at the next meeting of the heads.

It was reported that a staff training day on writing is taking place in January with staff from all five schools participating. Governors noted that the existing work and links between the five schools is very positive.

### 7 IDSR – Governor Questions

The IDSR report which replaces RAISEonline, had been circulated to governors.

Governors felt the document easier to read than the RAISEonline document.

- **A governor asked what the low, middle and high on page four referred to and it was reported that this relates to the attainment at the end of KS1, level 1 is low, level two medium and level three high.**

  Governors noted that the school is in the bottom 20% nationally in writing and it was reported that schools assess and mark writing internally against the end of KS2 interim framework and it has proved difficult to evidence particular areas of the framework resulting in a low number of pupils reaching the required level.

- **A governor asked if the school has been too harsh in its assessments and it was reported that the variation in results can arise from schools assessing pupils differently. Governors were informed that improvements have been made year on year and there is a focus on writing to address the issue.**

  Governors were informed that all the work in place will take time to filter through.

Governors noted that attainment and progress figures do not align with attainment better than progress and a discussion was held regarding the assessment of pupil intake from elsewhere at KS2 where it is sometimes discovered that pupils are not working at the level reported by the previous school.
A governor asked how the school discusses with parents that their child is working at a lower level than expected and it was reported that a baseline assessment is undertaken for all pupils entering the school and any discrepancies in previous assessments are explained to parents clearly.

8 GOVERNOR FEEDBACK FROM TRAINING WITH OFSTED INSPECTOR

A training session with Jim Eshelby, an Ofsted Inspector was attended by Mr Pritchard, Mr Aylott, Mr Turner and Mrs Bennett.

Governors were informed that the session was interesting and informative and gave valuable information on how Ofsted works when they arrange a school inspection. There is no requirement for Ofsted to see a SEF but schools can make this available to inspectors. Prior to arrival, inspectors look at the school website and the IDSR report for key lines of enquiry and school strengths and weaknesses.

Governors, usually the Chair and others if possible, meet inspectors for approximately forty minutes during the inspection. Governors are expected to know about all aspects of the school and understand how to demonstrate and evidence this knowledge.

The training provided governors with sample questions which might be asked. **AGREED that the sample questions be circulated to all governors and a separate meeting arranged to focus on the questions and the role of governors in an Ofsted inspection.**

Governors felt that their knowledge of the school is good and the fact that all governors usually attend the committees and attend an annual governor day in school are positive steps in ensuring that everyone has overall knowledge.

Governors were informed that Mr Eshelby also spent time with the Head discussing the current SEF which is now being amended to reduce the wording in some parts and include the impact made in all areas listed in the document. Once completed, copies will be circulated to governors. It was reported that the SEF is constantly being revised and evolved to reflect how the school is progressing.

Governors were informed that a Section 8 inspection is one day and Section 5, two days and a one day inspection is not able to alter the current grading of a school.

Governors felt confident that the school continues to improve and procedures, documentation and evidence are robust.

Questions to be circulated and a meeting arranged.
## COMMITTEE REPORTS

a. Draft minutes of the Buildings and Site committee meeting held on 21st November had been circulated.

It was reported that several items on the snagging list have now been completed leaving only a few issues outstanding.

**RECEIVED.**

b. Draft minutes of the Resources committee meeting held on 21st November had been circulated.

It was reported that the budget is very tight this year and a discussion had been held regarding requesting a general voluntary contribution from parents rather than a specific contribution towards the running costs of the swimming pool. Funding to enable the use of the pool this year is available due to extra sports funding. The Head informed governors that her priority is to maintain staffing levels to ensure that pupils are not disadvantaged in any way. The Head and Chair will prepare a letter to go to parents in January explaining the constraints of the budget and the need for voluntary contributions to support the school.

Governors were informed that the school expects a deficit of £50,000 at the end of the year which can be met from the £80,000 surplus carried over from last year but this will leave a much lower amount to carry forward to 2018/19.

Governors were also informed that £5,000 will be transferred from the voluntary fund into the school account to support school expenditure. This will leave approximately £25,000 in the voluntary account.

It was reported that budget constraints will continue into 2018/19 but should level out as the school grows.

- **A governor asked if the electricity bill costs have yet been resolved and it was reported that discussions are continuing but recent benchmarking with schools of a similar size shows that the cost of electricity is broadly in line with those schools.**

It was reported that rates, which have increased from £2,000 to £9,000 per month, are met by the local authority,
EXCELLENCE - RESPECT - OPPORTUNITY - CREATIVITY - CHALLENGE

- A governor asked who pays the rates if the school becomes part of a MAT and it was reported that rates remain the responsibility of the local authority.

- A governor asked if the total amount raised from the Christmas Fair is available and it was reported that this has not yet been confirmed.

RECEIVED.

c. Draft minutes of the Assessment and Standards committee meeting held on 23rd November had been circulated.

RECEIVED.

10 GOVERNOR VISIT REPORTS

Governors discussed visits to school.

a. Mrs Robinson and Mrs Poulton reported that they had met with Mrs Pester prior to the governing board meeting and seen evidence of the variety of strategies in place for pupils. They also visited the Nurture room and were impressed with the different areas in place for teaching, eating and playing.

- A governor asked how the Nurture room was used and it was reported that two groups of seven year one pupils who are not able to cope with the current year one curriculum spend time in the room. These children did not reach expected at the end of EYFS.

- A governor asked what will happen when the school has a full capacity of pupils and it was reported that there will still be one spare classroom and the greenhouse that can be used for a Nurture room.

b. Mr Pritchard and Mr Aylott reported that they attended the third year ASPIRE review earlier in the day which was very positive. Discussion was held on how the ASPIRE programme has been embedded into the school improvement plan and all aspects of school life. The review also discussed the excellent inclusion work which is an integral part of the school routine.

Governors commented on the excellent work undertaken by the staff especially with regard to inclusion and noted that although additional
inclusion support is needed, the budget situation makes this difficult at the present time.

All governors were reminded that the visit report form should be completed and sent to the clerk for all visits to school. Copies of governor reports are circulated to all other governors for information and copies kept as a record in the school office.

**AGREED that the clerk circulate the visit report form to all governors.**

MT to circulate visit report form to governors.

### 11  GOVERNOR TRAINING

Impact evaluation forms on Access and Inclusion: Training guide to Exclusions and Online Safety and GDPR (General Data Protection Regulation – May 2018) courses attended by Ms Robinson had been circulated to governors.

**Online Safety and GDPR**

All documents available at the training had been circulated to governors together with a list of questions for governor discussion.

Schools must provide evidence of processes in place to avoid data breaches and all procedures must be reviewed and data encrypted to ensure GDPR compliance by May 2018. School providers such as SNS and Agora will be asked if they are compliant and all staff will need to be aware and take action as necessary. All schools must have a Data protection officer who cannot be a member of staff, must know and understand data protection laws and have no vested interest in the school.

Governors discussed the following questions:

a. How does the school train the whole school community (students, staff and parents) in online safety?
   This is part of the curriculum for all year groups.

b. How does the school deliver online safety within the curriculum and which aspects are delivered? What topics and when?
   A school friendly, CEOP offshoot website, “Think you know” is used which incorporates not giving out personal information. The NSPCC “Staying Safe” assembly is attended by all pupils and the link is sent to parents to view and discuss with their children and pupils have access to and are shown various DVDs.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>c.</td>
<td>What procedures are in place for pupils to follow if inappropriate material appears online within school? Good controls via LGFL are in place. Pupils sign safe use of computer forms. A tell policy and a no blame culture exist in the school.</td>
</tr>
<tr>
<td>d.</td>
<td>How is the Prevent Duty applied to online safety? How are British Values taught as part of Spiritual, Moral, Social and Cultural Education. All teachers and teaching assistants have received “What is Prevent Duty?” training regarding radicalisation and how to look for this in each year group e.g. playing terrorists, “I’m better than you” and British Values are evident in the vision and values throughout the school.</td>
</tr>
<tr>
<td>e.</td>
<td>Are Children aware of grooming and CSE and how to keep themselves safe? It is part of the online “Think you know” and computing curriculum and online DVDs available for different year groups covering “What is a friend”.</td>
</tr>
<tr>
<td>f.</td>
<td>Are pupils aware of the law when possessing inappropriate images on their devices? The school has a social media policy for pupils and parents. Lots of work is undertaken on inappropriate images and language. Mobile phones are not allowed in school but in a special situation a mobile is kept in the school safe until the end of the day.</td>
</tr>
<tr>
<td>g.</td>
<td>Does policy reflect the latest online updates (GDPR)? All policies are constantly updated.</td>
</tr>
<tr>
<td>h.</td>
<td>How does the school filter and monitor online material and is the system being improved? Pupils are given information regarding “trolling” and the dangers of playing computer games online with strangers who may not be what they seem. All websites are also monitored by LGFL.</td>
</tr>
<tr>
<td>i.</td>
<td>How do children keep themselves safe? Online safety is an integral part of day to day school life. Pupils have “think pads” they can use to record how they feel and have access to a variety of adults to talk to if they have any concerns. The school has a “share and tell” culture and also has the services of a counsellor available for pupils.</td>
</tr>
<tr>
<td></td>
<td>ACTION TAKEN BY THE CHAIR</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
</tr>
<tr>
<td>12</td>
<td>None taken.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>OTHER BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>AGREED that the Governance Handbook and Governor Competency Framework be emailed again to all governors.</td>
</tr>
<tr>
<td></td>
<td>MT to email to all governors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>DATE OF NEXT MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>AGREED that the next meeting of the Governing Board be held on Wednesday 14th March 2018 as part of the governor day at school.</td>
</tr>
<tr>
<td></td>
<td>Governors were asked to let the clerk know if there is anything they particularly wish to see or discuss during the governor day.</td>
</tr>
<tr>
<td></td>
<td>Governor suggestions were:- focus on key lines of enquiry in the IDSR; more opportunity for in depth discussion with subject leads; additional detail on the connected curriculum.</td>
</tr>
<tr>
<td></td>
<td>Governors to let MT have any further suggestions.</td>
</tr>
</tbody>
</table>

Signed: 

Date: