Plaxtol Primary School
Minutes of the Full Governing Body
held at the school Tuesday 27 September 2022 at 7pm

Present: Nayna Ahmed, Co-Vice Chair (NA); Sam Froudist (SF); Kim Johnson, Chair (KJ); Gillian Madeley (GM); Caroline Phillips (CP); Jo Rolls (JR); Claire Rowley, Headteacher (HT); Jim Solomon (JS); Natalie Spratt (NS); Sarah Stokes (SS)

Apologies: none

In attendance: Lesley Fissenden (Clerk); Sally Shewell (SSh)

No		Action
	Procedural	
1	**Welcome and Apologies for Absence** • The meeting opened at 7.02pm and the Chair welcomed all present to the meeting. The meeting was quorate throughout. • No apologies were received. Chair requested that any other items to be covered under AOB be mentioned at this point. There were no items.	
2	**Declarations of Business Interest** • No business interests were declared against any items on the agenda. • Governors were reminded to complete the annual declaration of interests on Governor Hub and to declare business interests which become relevant during the meeting.	
3	**Minutes of the FGB meeting held 11 Jul 2022** Uploaded to SharePoint or emailed prior to meeting: • FGB 11 Jul 2022 part 1 – for approval • FGB 11 July 2022 part 2 confidential for approval Minute were reviewed by all Governors and approved subject to the following changes: • Page 2 item 3 – SLT – amended "not HT" to "as well as HT" • Page 4 item 6 – amended "2021/22" to "2022/23" • Page 6 item 13 Finance - CP suggested revised wording for clarity: 'The budget is forecasting a surplus this year but energy costs may need to be revised upwards. The Finance Officer was off sick so June monitoring was not carried out and will be looked at in the next FGB." • Page 9 item 21 Governance Bulletin – change of wording regarding KJ's previous experience in an academy.	

	Clerk to amend minutes part 1, send to school to print for Chair for signature and upload revised version to SharePoint – **action.** **Updates on agreed actions** • Item 3 – HT advised that the Capability Policy was a KCC policy so it would not be changed. • Item 3 –advert being placed re hiring of facilities in Herald and should be in October issue. • Item 3 – new netball post has been ordered. • Item 5 – DSL and phone in office: KH has completed DSL training. HT said that the phone system was to be updated next year so was not presently planning to get a mobile phone for the office, the bursar was getting quotes for a new telephone system. This would be dealt with along with the update. • Item 19 – HT advised there is an MOU for apprentice caretaker to be shared with Ightham and Penshurst. All other actions were completed or discussed later in this meeting. **Matters arising not covered by the agenda** -	Clerk
	Governance	
4	**Elections** Uploaded to SharePoint prior to meeting: • Model Standing Order for the election of Chair and Vice Chair Election of Vice Chair • No nominations were received in advance of meeting. • NA was nominated to continue her role as vice Chair which was accepted and approved by all Governors. • The Chair would like to approach someone to co-chair with NA and asked if anyone was interested.	
5	**Review of Governing Body** Uploaded to SharePoint prior to meeting: • What GBs and HTs should expect from each other • TEP Model ToR • Skills audit completed by all and evaluated by T&D Governor • Link on agenda for DfE teacher workload toolkit The Chair outlined his proposals regarding the Governance role of monitoring standards and explained how he felt a model of Focus Groups could ensure a more detailed and meaningful triangulation with the SIP and SEF. Discussion followed and it was suggested that Focus Groups and membership would be: • Quality of Education - SS, JR, SSh & NS • Behaviour & Attitudes and Personal Development - SF, NA & GM	

	• Leadership & Management - KJ, NA and ANOther • Finance, Buildings & Staffing - CP, KJ and ANOther It was noted that each Governor would be a member of one Focus Group, and some may wish or be needed to be on more than one. The expectation would be that within each Focus Group the members would look at the SEF and SIP to determine the context of their monitoring visits. They would then share the resultant monitoring report detail within their Focus Group before submitting it to the FGB prior to the following meeting. The summary reporting back process at each FGB would be rotated within the Focus Group to assist with development of each Governor's expertise and confidence. It was noted that the resultant challenge, debate, and subsequent conclusions arising from this model could help to improve Governance skills, knowledge and understanding of our school. It could also provide detail for the HT in updating the SEF and help ensure that the Governors collective view on standards, value for money and impact was widely known and therefore secure. In addition, the specific responsibilities allocated at this time were noted as follows (and that there may be some changes/ additions in due course): • KJ - Safeguarding and SEND • CP – Finance • SS - Pupil Premium • SSh – EYFS • SF - Well-Being • JS - Health & Safety (replacement required) • NA - Governor Training and Safeguarding. Questions were posed on clarification of performing roles and KJ stated that he would provide some guidance on the process and reference links to other documents to assist Governors. This would be available in due course. The FGB vote indicated acceptance of the proposal. KJ thanked members for agreeing to adopt the model and stated that this would be a pilot for the 2022/23 academic year with a review on success and impact in our July meeting to determine practice for 2023/24. Chair's 360 and 121: It was agreed it would be more appropriate to discuss these once the Chair has settled into his new role. Review of action plans and SEF and SIP and linking objectives will be done at a later point. Model ToR • The Chair and Clerk agreed to discuss changes to the TOR outside the meeting – **action**	Chair Clerk

	• The Clerk advised that the Clerking Service agreement included making small changes to model documents (some already done) but if a much bigger task, there may be a need to charge for extra time. Skills Audit • NA said most areas were covered quite comprehensively and some of the weaker areas could be covered in meetings. Future recruitment should fill skills gaps. • NA also felt that longstanding Governors' answers may be different from when they first joined and the audit would be updated in due course.	
6	**IOG / Review** Uploaded to SharePoint prior to meeting The Clerk said there were variances between the school website, GIAS and Governor Hub and it was agreed she would email details to the HT – **action.** NA asked the Clerk to email attendance record for 2021/22 – **action.** Governors approved the appointment of SSh and welcomed her to Plaxtol. • Clerk to update Governor Hub – **action.** • HT to update school website and GIAS – **action.**	Clerk Clerk Clerk HT
7	**Standing Orders** Uploaded to SharePoint prior to meeting: • Model co-opted Governor standing order • Virtual Governance standing order It was agreed the current standing order for co-opted Governors would remain. The need for the virtual governance standing order was discussed and a Governor said that there had been occasions in past when virtual attendance had been necessary, it could be useful and would ensure Governors could be involved if they were unable to attend face-to-face. NA volunteered to look through all standing orders and add options/remove those that were not suitable - **action**. The Chair thanked NA.	NA
8	**Code of Conduct** Uploaded to SharePoint prior to meeting Review and approve model Code of Conduct – NA volunteered to review document - **action**.	NA
9	**Diary 2022-23** Meetings and monitoring The Chair advised that details would follow.	
10	**Governor Monitoring** Uploaded to SharePoint prior to meeting:	

	• Model Governors monitoring visits for a circle model With regard to agreeing monitoring governor roles, the Chair said there was some work he and the HT would do around the aforementioned focus groups after which he would firm up details - **action**.	Chair
11	**Appraisal** HTPM Panel • Agreed: Chair, SS and JS (who will attend next meeting although retiring) • Agreed: external adviser Chris Jacobs • HT and Governors discussed dates, and Governors were asked to confirm availability to the HT after the meeting – **action**. **A Governor asked about timescale.** The HTPM is carried out by Governors and the external consultant, staff are done by the HT who recommends pay. **A Governor asked if the Pay Panel had been appointed yet**. The HT advised this would be done by 31 October. **A Governor asked if the staff pay rises had been finalised,** and reminded HT that these must be approved by the Pay Panel before they are agreed. HT explained the information guidance regarding staff appraisals she had given to the previous Chair and offered to send the Chair an anonymised form/document showing links to SIP etc – **action.**	Chair SS JS HT
12	**Policies for approval/review** **Uploaded to SharePoint prior to meeting:** • Governor allowances policy (new model) – approved by Governors. • Marking and feedback – minor details changed, approved by Governors. • Safeguarding – NA had reviewed, approved by Governors • Staff code of conduct(new) – approved by Governors. • Staff wellbeing (new) – SF will review – **action** Not uploaded but on agenda as a paper • Anti-Fraud, Bribery & Corruption – minor updates c/f to next FGB, Clerk to ensure on agenda – **action.** • EYFS – c/f to next FGB, Clerk to ensure on agenda – **action**. The HT said she would get School Admin Officer to update policy schedule – **action**. Some are standard and only require new date and updates, whereas others required reviewing more thoroughly. NA said not all need to be approved by Governors and the HT said she would check to so as to reduce papers/review time by Governors and HT - **action.**	SF Clerk Clerk HT HT

	The Chair pointed out that some policies are specific to Focus Groups so they could review, discuss etc. The HT advised that this already took place to some degree and she has previously sent policies to relevant governors. It was agreed that not everyone had to look at every policy. **Governors asked how the HT wrote the school policies**. She advised that she looked at The Education People model and policies at other schools and adapted to suit Plaxtol, trying to get right balance of detail. **A Governor asked about feedback from staff into policies.** The HT said relevant policies are sent to staff and/or discussed at staff meetings for feedback/comments. **A Governor asked if HT could highlight changes so easy for Governors to identify,** Governors discussed tracking changes in Word. Pay policy • **A Governor asked about the Pay policy.** Governors were advised that the DfE had not yet released the STPCD. • NA mentioned Pay policy needs to be changed to mention change from Kent salary to National, HT will check – **action.** • Governors were advised that nothing needs approving in terms of substance, just detail. • To be carried forward to the next FGB, clerk to ensure on agenda – **action.**	HT Clerk
13	**Governor training / briefings** NA advised she was unable to get a report from Governor Hub of everyone's training. The Chair asked if NA can access an overview and she advised that she had to look at individual Governors' records. Once in focus groups, it would be worth checking Governor Hub for training, especially HTPM. Governors were advised that all Governors have to do Safeguarding training and NA offered to share resources to anyone who did not do this last year. Governors were advised that they had to log their own training if not from The Education People (eg Inset day or anything done in their jobs which was useful and relevant). She advised that if the serial number started with GB then it was included in the school's training package. The Chair referred to the training in the Governance Newsletter, and NA to the termly Governor Briefings.	
14	**Safeguarding** Link to KCSIE on agenda	

	The HT confirmed that she will ensure all staff and volunteers will have read and understood KCSIE Part 1. The HT confirmed that Governors should have read and understood KCSIE 2022, and everyone should read part 1. **A Governor asked what they had to read.** The Clerk said Chair and Safeguarding Governor must read the whole document but it was good practice for all Governors to do so. She advised that a number of Governors have already registered on Governor Hub that they had read KSCIE 2022. New recommendations include the requirement that pupil documents should be securely transferred to their new school within five days. The HT advised that all papers for pupils going to secondary schools had been delivered by hand during the summer. Safeguarding records for younger children who had moved schools during the summer had also been passed on to their new schools. The Chair said correspondence received in respect of the child protection issue from last year was very complimentary to HT and her team.	
15	**SEND** The HT referred to the pupil taken in last year, who has now gone to a Special School (and was really enjoying it), and advised that KCC had written thanking the school. The Chair congratulated the HT and staff for their excellent work with this pupil. KCC have not replied to queries about the other SEND pupil, the Chair has also chased up and the Chair voiced surprise that in the light of this the local KCC staff still failed to respond to his emails about a SEND pupil. It was mentioned that KCC are currently undergoing SEN Ofsted. **A Governor asked if the HT still looking for a TA for this pupil**. She confirmed she was but unsuccessful so far so having to use agency. It was difficult to recruit if it was not known how long the child would be at the school. Apparently other schools have similar difficulties around recruitment, low pay being an issue.	
16	**Health & Safety** JS advised there had been no monitoring since the last FGB. The HT updated Governors about the water tank. Because of the cost, it had to be referred to the people dealing with small projects, but no one had come back to her yet. There were differing views on what should happen regarding mains supply. The caretaker had completed face to face ladder training.	
	School Improvement	

Initials ……….

17	School Improvement Plan (SIP) Uploaded to SharePoint/distributed prior to meeting • SIP 2021-22 Action points for 2022-23 • SIP 2022-23 B&A • SIP 2022-23 PD • SIP 2022-23 LM • SIP 2022-23 QoE • SIP 2022-23 EYFS The Chair and HT had discussed this, and the SIP and SEF will be picked up at the next meeting. All Governors should look at their focus areas and prepare any questions they may have - **action**. The HT said she had made a few changes to the papers and if Governors were happy with these, she would cost it. A Governor asked if they needed to start monitoring before the next meeting. The Chair confirmed yes and NA said they should refer to the SIP. Monitoring schedule will be redone and the Chair will send out to focus groups to decide their schedules – **action.**	All Chair
18	**Self Evaluation Form (SEF)** Distributed prior to meeting: • SEF PPS 2022 The HT had changed the EYFS section and added a separate linked document for QoE. She also needed to organise a Parent Survey. The data last year was based on seven pupils (one disapplied) so including as a separate document and an explanation. A Governor said it was an easy document to read but could not open any of the linked attachments at the end. The Clerk suggested it could be because they are not in an area other Governors can access and suggested putting in the Governor section of SharePoint.	
19	**Headteacher's Report** Uploaded to SharePoint prior to meeting: • HT report Sep 2022 • 2021-22 CPD report for Governors • Targets T6 update Regarding 2.3 Quality of T&L • A Governor asked if the QoE Governor could see the learning environment monitoring. The HT said she would scan and provide - **action**. • **A Governor asked about the source of the information around 80% good teaching and 20% outstanding**. The HT said this was from her monitoring.	HT

	A Governor asked if the new class teacher had accepted the role. The HT said yes but that she would not be telling parents or staff till later this week.	
20	Governor Monitoring & Visits Uploaded to SharePoint prior to meeting: • EYFS and Pupil Premium visit 14 Jul 2022 (SS) SS talked through her report and that the focus in 2022/23 would be around writing and Pupil Voice. There was also some discussion around Little Wandle phonics. The Chair thanked SS for her monitoring report.	
21	**Pupil Premium** Not discussed.	
22	**PE & Sports Premium** Not discussed.	
23	**Staff wellbeing** It was noted that there were some difficulties as some staff were off so with a lot of work, everyone doing more. It was pointed out that staff shortages and absences in small schools had a huge impact.	
24	**EYFS** The HT advised that she had purchased some outdoor resources from the PE grant and thanked JS for his help.	
25	**Swimming Pool** Stakeholder Working Party (NA) The HT advised there had been a PSA meeting the day prior. She had written to parents in the summer saying the pool could not be used (no responses). When the subject went on Facebook, there were a number of people in the village who wanted to be in the Working Party as they had raised money to install it but the HT advised them that it was KCC land and Plaxtol property. She had also been asked who would be in the Working Party and advised this was to be discussed Governors discussed the matter further. Currently it was not fit for purpose. It was estimated that it would cost around £10,000 to get it running for a couple of years but it would not meet curriculum requirements. **A Governor asked what could go in its place,** the HT advised that there were various options, eg a basketball court or similar. The HT had asked KCC whether permission would be required to put something in its place if it had to be removed, it seemed that this would be up to the school (bar big building projects) but she would check.	

	The Chair asked if any Governors would like to be in the Working Party and CP volunteered. It was agreed that the Working Party should include the HT, CP, a member of the PSA and the committee, a parent and a member of staff. CP said an initial action should be to canvas everyone's views. **A Governor asked if there should be a deadline for the decision as to its future**. The HT said she will need to get more quotes, both for retaining it and removing it, and suggested quotes should be in by December. A Governor asked if a visit should be made to a school that has a pool. The HT said not many had pools, and some had covered pools, but she would ask at the Sevenoaks Partnership meeting this week - **action**.	HT
26	**Website** Impact statement NA said JP used to write Governor Impact statement (DfE Requirement to say what we have done and what we will do). Chair offered to do this and will discuss with HT, it will also be sent out for comments - **action**	Chair
	Finance	
27	**Finance update** Uploaded to SharePoint prior to meeting: • SFS Finance Cycle • Jul 2022 monitoring report to FGB • Jul 2022 CFR report • Kent Benchmarking 2021-22 • Monitoring finance – Benchmarking Sep 2022 • 2022-23 Annual Service Contract Costs • Monitoring visit finance Jul 2022 From agenda • Finance monitoring report • School Teachers' Pay & Conditions 2022 (if released) • Finance Cycle 2022-23 CP advised that the Finance Officer had had Covid so could not do June monitoring. The expected outturn as at end July 2022 was a surplus of £11,244, with a c/f balance of £53,092. The surplus was down from the original budget, the main variance being electrical costs and teachers' salaries. **CP asked if the Finance Officer had discussed energy costs.** The HT said electricity costs had increased but not as much as gas, and oil was now going down slightly. A lot of money had been set against energy costs.	

	Benchmarking – CP said nothing had particularly stood out. The HT advised that the school had lost a couple of pupils but have had interest from parents, so hoping numbers will increase. The big contract that would need to be reviewed when it was due for renewal (2023) as cleaning. The Chair asked if FGB dates fitted with reporting and the HT confirmed she had discussed dates with the Finance Officer. Chair thanked CP and the Finance officer for their work on this item.	
	Other	
28	**Governance Newsletter (September 2022)** Uploaded to SharePoint prior to meeting Referred to earlier in the meeting.	
29	**Chair's actions / correspondence** As had already been referenced by the Chair in Item 15 he added that in his first communication with local KCC SEND and one of the AEOs he was disappointed at the total lack of acknowledgement and reply which seemingly implied a lack of courtesy and urgency with the matter referenced. It was hoped this was just a 'one off'.	
30	**Any other urgent business** Emergency lighting was being fitted on Thursday 20 October 3-10pm, the HT asked if anyone would be able to lock the school up after it was fitted. SS volunteered. JS will be leaving as a Governor in November so this would be his last FGB. On behalf of Governors, NA thanked him for everything he had done for the last four years, so much of which was behind the scenes. A small gift was presented. • Clerk to update Governor Hub – **action.** • HT to update school website and GIAS – **action.**	Clerk HT
31	**Confidentiality** Governors agreed there was nothing required to be in confidential minutes.	
32	**Date of next meeting** 15 November 2022	

The meeting finished at 9.05pm

Action points from meeting 27 January 2022

Item	Action	Owner
3	Minutes of previous FGB: Clerk to amend minutes part 1, send to school to print for Chair for signature and upload revised version to SharePoint.	Clerk
5	Model ToR: The Chair and Clerk agreed to discuss changes to the TOR outside the meeting.	Chair Clerk
6	• The Clerk said there were variances between the school website, GIAS and Governor Hub and it was agreed she would email details to the HT. • NA asked the Clerk to email attendance record for 2021/22. Appointment of SSh: • Clerk to update Governor Hub. • HT to update school website and GIAS.	Clerk Clerk Clerk HT
7	NA volunteered to look through all standing orders and add options/remove those that were not suitable,	NA
8	Review and approve model Code of Conduct – NA volunteered to review document.	NA
10	Monitoring governor roles: the Chair said there was some work he and the HT would do around the aforementioned focus groups after which he would firm up details.	Chair
11	• HTPM Panel: HT and Governors discussed dates, and Governors were asked to confirm availability to the HT after the meeting. • HT explained the information guidance she had given to the previous Chair and offered to send the Chair an anonymised form/document showing links to SIP etc.	Chair SS JS HT
12	• Staff Wellbeing policy (new) – SF will review. • Anti-Fraud, Bribery & Corruption – minor updates c/f to next FGB, Clerk to ensure on agenda. • EYFS – c/f to next FGB, Clerk to ensure on agenda. • The HT said she would get Annette to update policy schedule. • NA said not all need to be approved by Governors and the HT said she would check to so as to reduce papers/review time by Governors and HT. • NA mentioned Pay policy needs to be changed to mention change from Kent salary to National, HT will check. • Pay Policy To be carried forward to the next FGB, clerk to ensure on agenda.	SF Clerk Clerk HT Clerk HT Clerk
17	• SIP: All Governors should look at their focus areas and prepare any questions they may have. • Monitoring schedule will be redone and the Chair will send out to focus groups to decide their schedules.	All Chair
19	A Governor asked if the QoE Governor could see the learning environment monitoring. The HT said she would scan and provide.	HT

25	A Governor asked if a visit should be made to a school that has a pool. The HT said not many had pools, and some had covered pools, but she would ask at the Sevenoaks Partnership meeting this week.	HT
26	Governor Impact statement for website: Chair offered to do this and will discuss with HT, it will also be sent out for comments.	Chair
30	JS leaving as a Governor in November: • Clerk to update Governor Hub. • HT to update school website and GIAS.	HT Chair

Signed…………………………….…… Date …………………………………….

Initials ……….