

	<p>were known to run whilst remaining compliant with health and safety requirements.</p> <p>A governor asked how this room related to the work carried out in Rockpools. The Headteacher explained that Rockpools was still being used but mostly for older children that need a small burst of nurture work. She continue to say that due the change in cohort this year the Nurture TA was having more time to work with a wider range of children. A governor asked if the children in the Barnacles attracted any additional funding. The Headteacher confirmed that those accessing the room did attract high needs funding but that this was being used for the TA support, however the school still needed to find the first £6,000 (six thousand pounds) towards the costs of these additional staff members from the main school budget.</p> <p>Moving on to the Safari Room the Headteacher explained that the children in this room were term time only pre-school children that accessed the setting via the main Nursery entrance, ensuring they felt part of the Children's Centre as a whole. A governor asked how many children were in the setting. The Headteacher confirmed 20 places were available and filled.</p> <p>The Headteacher established that the staff had been TUPE over from Stepping Stones and had undertaken training schedules to upskill them to the same level as those in the main room. She continued to say that parents had found the change difficult at first but had now grown used to the changes put in place. This in turn had reduced the number of behavioural issues amongst the cohort. A governor asked if there was a set curriculum for the Nursery. The Headteacher explained that both the Nursery and the Reception Class followed the EYFS (Early Years Foundation Stage) curriculum. A governor asked if the Nursery was a big feeder into the school. The Headteacher said that a high number of the Safari children would come to Hythe Bay, however traditionally less from the main Nursery as these parents were working parents who would then choose to send their children to primary schools closer to the homes. She continued to say that more recently some parents are choosing to stay at Hythe Bay but often it has a mixed reputation compared to other local schools.</p> <p><i>Governors returned to the meeting room thanking the Headteacher for the tour.</i></p>	
<p>5.</p>	<p>Membership Issues</p> <p><u>5.1 Co-Opted Governor</u></p> <p>The Clerk informed the meeting that Mrs Griggs term of office would end prior to the next FGB so to ensure continuous service a vote would be taken at this meeting. Mrs Griggs was asked to leave the meeting whilst this took place. Governors voted unanimously to extend Mrs Griggs term of office as a co-opted governor for a further four years. The Clerk was asked to complete the necessary paperwork and update GIAS.</p> <p><i>Mrs Griggs re-entered the room.</i></p> <p><u>5.2 Associate Member</u></p> <p>Following discussion governors without exception felt that Professor Hill's extensive knowledge and experience was an asset to the board, with this in mind the meeting would appoint Professor Hill as an Associate Member for a further period of four years. The Clerk confirmed that Professor Hill would remain a CIO Trustee. Documentation and GIAS to be updated by the Clerk.</p> <p><u>5.3 Attendance</u></p> <p>Governors reviewed meeting attendance from the previous year, no concerns were raised.</p>	<p>Clerk</p> <p>Clerk</p>

	<p><u>5.4 Business Interests Document</u> The Business Interests document was approved for publishing on the school website by the Clerk.</p>	Clerk
6.	<p>Minutes of previous meeting – 21st September 2023 – and matters arising The minutes of the previous meeting were unanimously approved and signed as a true record.</p> <p>6.1 <u>Outstanding Paperwork / Training</u> The Clerk reminded those governors with missing paperwork, safeguarding and prevent training.</p> <p>There were no other matters arising not covered by the agenda.</p>	
7.	<p>Headteacher Appraisal The Chair of the Panel confirmed that the Headteacher’s appraisal had been completed. The panel discussed the targets set previously all of which had been met where possible and further objectives were confirmed.</p>	
8.	<p>Headteacher’s Report 8.1 <u>Main Report</u> The Headteacher presented her report highlighting the priorities taken from the School Improvement Plan (SIP).</p> <p>The Headteacher explained that work on post Covid recovery continued with attendance being a focus as well as emotional health and well-being. NELFT, ELSA support TA and Nurture TA continued to work with groups of children. Emotional levels were assessed using a Boxall Profile these will be used again later in the year to see if there has been an improvement. A governor asked if the school were receiving any help with attendance. The Headteacher said she was regularly meeting with the Attendance Service who were keen to penalty notice families. The school continued to monitor attendance very closely, two children had attendance under 50%. Persistent absence is high but at this point in the year it always appears worse. 94% for last term which was pleasing.</p> <p>The Headteacher confirmed tracking and intervention planning termly continued with HLTAs now taking more interventions due to a more flexible way of working. She said continuous provision was working well but writing levels were not as good as expected, mainly due to stamina and handwriting skills. Formal handwriting practice had now been put in place especially around cursive script and more formal writing to increase stamina and skills in writing.</p> <p>The Headteacher stated that the school was still awaiting their SIAMs inspection which was due any time.</p> <p>She explained that two teachers had trained as county moderators in writing and a joint moderation would happen with Hythe Hub schools.</p> <p>The Headteacher confirmed that she had consolidated all the Ofsted action points into one action on the SIP around Curriculum. She said that staff had been given time to develop next term’s curriculum plans as a two year cycle was in operation.</p> <p>Staff were engaging children post covid by visiting places like the Tower of London, the Houses of Parliament and the Quarterhouse. However the biggest barrier for trips was parent’s anxieties especially around London.</p> <p>The Headteacher confirmed CPD continued, teaching appraisals had been completed with a recommendation for a 6.5% pay increase and two teachers to move to the upper pay scale. A governor asked what requirements there were to move through the threshold. The Headteacher</p>	

	<p>confirmed that six or more years' service was necessary as well as demonstrating a wider contribution to the school. Staff were grateful for the well-being day on the 1st September and inset had been planned for the rest of the academic year.</p> <p>The Headteacher explained that sport was going well in school however the behaviour of parents on the side-lines had been an issue and a meeting had been called to remind them of appropriate conduct.</p> <p>Governors were invited to Christmas lunch on Wednesday 13th December. The Clerk would email with a reminder and confirmation of numbers.</p> <p>8.2 <u>Data Appendix</u> Referring to the data appendix the Headteacher explained that there were currently 330 surplus reception school places in Shepway and this was expected to continue until 2030. She said the number of eligible free school meals children remained high at 40%, which indicated how tough life is for some families. SRP falling numbers are also an issue, with no EHCPs being approved by KCC means no child in the unit is below Year 3.</p> <p>Destinations for Year 6 children were reported with one child choosing Home education for the first time.</p> <p>8.3 <u>Self-Evaluation Form (SEF)</u> This document had previously been scrutinised by both the Learning and Achievement Committee and Resources Committee.</p> <p>8.4 <u>School Improvement Plan (SIP)</u> This document had previously been scrutinised by both the Learning and Achievement Committee and Resources Committee.</p> <p>No further questions were received. Governors unanimously approved both the SEF and SIP.</p>	Clerk
9.	<p>Curriculum See update in previous item 8.1.</p>	
10.	<p>Governor Action Plan 10.1 <u>Action Plan 2023/2024</u> Committee Chairs confirmed that tasks had been allocated and visits would take place as required.</p> <p>10.2 <u>Governor Questionnaire</u> The Chair tabled a questionnaire and requested that it be returned at the next FGB meeting in February.</p> <p>10.3 <u>Feedback from Visits</u> Collective Worship – governors noted the report commenting that using the pupil voice showed an understanding of the message. It was felt that school staff could also be more involved in worship. The Headteacher said that she was sure with some pre-warning staff would be more than happy to get involved.</p> <p>Maths – governors noted the report with the following points highlighted, White Rose scheme of work had been adapted to make Maths more fun, work had begun with Brockhill around Year 6 maths and the transition to secondary school. Year 4 times table test scores were improved this year. Maths coordinator hoped to carry out more observations of maths teaching and also to improve oral maths using problem solving. A governor asked if workshops for parents were ever offered. The Headteacher explained that these had been offered but attendance was not good, she added that the more able children were being given unsolvable problems to understand that failure is ok.</p>	ALL

	<p>SEND – The SEND Governor congratulated the SENCo on passing her NASENCO qualification. She highlighted the new monitoring system put in place hopefully allowing the SENCo more time in classrooms. The SEND governor said children were settled, calm and exciting things were happening in all the classes that she had visited. She said that the interventions were working much better under the new regime and she would visit again in January.</p>	
11.	<p>Committee Reports</p> <p>11.1 Resources</p> <p>The Chair of the Committee confirmed that the budget had been scrutinised, the previously predicted in year surplus of £32,482 (thirty two thousand four hundred and eighty two pounds) had now reduced to £15,351 (fifteen thousand three hundred and fifty one pounds) due to the recommended teachers’ pay increase of 6.5%. The Chair of the Committee confirmed that a 3% increase had been built in at budget setting and the additional 3.5% would need to be found within the budget and using the teachers’ pay grant of £15,340 (fifteen thousand three hundred and forty pounds). The Chair of the Committee reported that the total costs of teacher salary increases backdated to September 2023 would be £69,343 (sixty nine thousand three hundred and forty three pounds), governors unanimously approved the recommendations made.</p> <p>The Chair of the Committee highlighted that the revenue balance remained as a surplus in year balance of £15,351 (fifteen thousand three hundred and fifty one pounds) with the revenue balance to be carried forward at year end rising from a budgeted £138,664 (one hundred and thirty eight thousand six hundred and sixty four pounds) to £153,010 (one hundred and fifty three thousand and ten pounds).</p> <p>The Chair of the Committee reported that following the CIO budget information was unavailable at the meeting and would be scrutinised at the next meeting.</p> <p>11.2 Learning and Achievement</p> <p>The Chair of the Committee reported that discussion was centred on data. There were discussions around the school improvement plan and allocation of Governors’ Action Plan responsibilities.</p> <p>11.3 CIO Trustees</p> <p>The Vice Chair of Trustees also reported that the financial position was not yet clear following the recent purchase of Stepping Stones but this would be discussed at the next meeting. She reported that the movement of the Safari Room had not only had a positive impact on the children in the room but also on the Out of School Club as they are no longer required to share their space. The Vice Chair reported that the Nursery Manager would soon begin her maternity leave and would be covered by the Deputy Manager. An external adviser would be visiting the OSC provision.</p>	
12.	<p>Ofsted and SIAMs</p> <p>The Headteacher stated that the school was ready for the expected SIAMs inspection.</p>	
13.	<p>Safeguarding</p> <p>The Headteacher presented the Safeguarding Self Review. Governors approved the document for the Safeguarding Governor to sign.</p>	AW
14.	<p>Collaborating Groups / Academies</p> <p>14.1 Hythe Hub</p> <p>The Headteacher reported that the Hythe Hub Headteachers had met and continued to support each other. Forming a MAT was still in discussion should the need arise however a change in government may affect the issue. The Headteacher explained that subject leaders in the Hub would be working together as well as a planned writing moderation exercise.</p>	

15.	<p>Policies Review</p> <p>The following polices and documents were reviewed and ratified with no changes.</p> <ul style="list-style-type: none"> • Admission Arrangements • Complaints Policy and Procedure • SEND Policy • Children with Health Needs that cannot attend school • First Aid Policy • Pay Policy <p>The following policies previously reviewed by Committees were ratified with no changes</p> <ul style="list-style-type: none"> • Disciplinary Procedure • Grievance Procedure • Health and Safety Policy • Pupil Premium Statement • Financial Risk Register • Whistleblowing <p>Hard copy of all policies would be signed by the Chair at the next available opportunity.</p>	Chair / Clerk
16.	<p>GDPR</p> <p>No breaches had been reported since the last meeting.</p>	
17.	<p>Training and Feedback</p> <p>Reports on training were noted by all, with matters arising covered by the agenda.</p>	
18.	<p>The Governor / DfE / Education People Updates / Correspondence</p> <p>The IDSR (Inspection Data Summary Report) had been updated and was noted by governors.</p> <p>The Clerk explained the facility on Governor Hub to record Diversity Data. She said that the current guidance stated governor diversity data should be published but only if governors could not be identified by it. Following discussion it was felt that until the DfE changed the guidance to must publish the facility would not be used.</p>	
19.	<p>Any Other Business</p> <p>19.1 <u>Christmas Cards</u></p> <p>The Chair circulated a staff list with a card allocation for non-staff governors. Governors were asked to provide and write Christmas cards to those they had been allocated and pass them to the Clerk before the last week of term. .</p>	ALL / Clerk
20.	<p>Confidentiality</p> <p>No items were deemed confidential.</p>	
21.	<p>Date of Next Meeting</p> <p>Thursday 8th February 2023 at 6.00pm. Ms Joan Devenny offered her apologies in advance for this meeting.</p>	

Meeting Closed at 7.45pm

SUMMARY OF ACTIONS

MIN NO	ACTION	BY WHO	BY WHEN
5.1	GIAS and Documentation updated	Clerk	ASAP
5.2	GIAS and Documentation updated	Clerk	ASAP
5.3	Business Interests updated Published on website	Clerk	ASAP
8.1	Christmas lunch requests	Clerk	ASAP
8.3	SEF Published	HT	ASAP
8.4	SIP Published	HT	ASAP

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10.2	Questionnaires completed and returned	ALL / Clerk	FGB 08.02.24
13.0	Safeguarding Self Review Signing	AW	Next Visit
15.0	Hard copy of policies signed and published	Clerk / Chair	ASAP
19.1	Christmas cards written and passed to the Clerk	All / Clerk	11.12.2023