



**Hythe Bay Church of England Primary School and Children's Centre**  
**Minutes of Strategy Group Meeting**  
**held at the school on Monday 23<sup>rd</sup> April 2018 at 5.00pm**

**Present:** Prof Berkeley Hill (Chair FGB and Strategy Group),  
 Mrs Carolyn Chivers (Headteacher),  
 Mrs Mary Tyler (Chair Learning and Achievement Committee),  
 Mr Philip Cave (Chair Resources Committee),  
 Mrs Yvonne Hill (Chair IFS Committee),  
 Mrs Tracy Wild (SLT), Ms Siobhan Pery-Knox-Gore (SLT),  
 Mrs Rebecca Prout (SLT), Mrs Carol Hughes (SLT).

**Clerk:** Sam Brown

Item		Action by
1.	<b>Welcome</b> Prof Hill welcomed everyone to the meeting.	
2.	<b>Apologies for absence</b> There were none.	
3.	<b>Declaration of business interests</b> There were no declarations.	
4.	<p><b>Minutes of previous meeting – 8<sup>th</sup> January 2018 – and matters arising</b></p> <p>The minutes of the previous meeting were unanimously agreed and signed as being a true record. There were the following governor actions.</p> <p>4.1 <u>Music Funding</u> The Business Manager reported that she was considering all options available whilst setting the budget. However most of the funding available involved match funding, which had implications for the budget. <b>It was agreed to keep this item on the next agenda.</b></p> <p>4.2 <u>Staff Focus Group</u> The Chair verified that the report had been circulated at the FGB meeting on 1<sup>st</sup> February with the SLT response. The next meeting date has been set for 3<sup>rd</sup> May 2018 with the same cohort. Following discussion it was agreed that the cohort be rotated for the next academic year.</p> <p><b>Matters Arising from the last Full Governing Body meeting on 1<sup>st</sup> February 2018</b></p> <p>4.3 <u>New DfE Governor Constitution Review</u> With reference to the DfE document a discussion took place on the Main Points A – M. It was unanimously agreed that Hythe Bay Governance was inline if not exceeding these expectations.</p> <p>All other action points had been dealt with, with no other matters arising which were not covered by the agenda.</p>	<b>Clerk</b>

Signed ..... Chair of Meeting..... Dated .....

5.	<p><b>Governor Appointments / Resignations</b></p> <p>The Clerk confirmed that the parent election process had been carried out and Mr Ian Copley had been elected as Parent Governor. Phil Cave agreed to act as a mentor for Ian Copley and the induction process had already begun.</p> <p>The Clerk reported that Mrs Rosemary Griffiths had been re-appointed by the Local Authority and her official term would start again at the next FGB meeting in May 2018.</p> <p>The Chair stated that Graham Brandon, Co-opted Governor had tendered his resignation and would leave at the end of this academic year. The Clerk clarified that this would create 3 Co-opted Governor vacancies which were being advertised in the local community and through the recommended channels, Inspiring Governance and SGOSS. To date there had been interested from a member of St Leonards Church with previous governance experience. The closing date advertised is 11<sup>th</sup> May. <b>A governor suggested the use of social media as a form of advertising. The Clerk agreed to look into this with very strict controls on privacy and commenting.</b></p>	Clerk
6.	<p><b>Governing Body Structure</b></p> <p>Governors were concerned at the number of vacancies in the current structure due to the recent resignations. Instigated by the Chair, a full discussion took place on the possibility of moving to a circle model of governance as there was unlikely to be a full complement of governors until after July. In conclusion, it was agreed that the existing committee structure should remain, with the following amendments;</p> <ul style="list-style-type: none"> <li>• Yvonne Hill elected to act as Vice Chair to replace Nicola Hassan.</li> <li>• Mary Tyler elected as SEND Governor to replace Lee Kane.</li> <li>• Ian Copley new Parent Governor to join Resources Committee.</li> <li>• Berkeley Hill and Phil Cave volunteered to attend Learning and Achievement Committee to ensure quorum.</li> </ul> <p><b>The Clerk was asked to recirculate the committee list with changes and to remove presentation bullet points in the Terms of Reference for the Governing Body.</b></p>	Clerk
7.	<p><b>School Improvement Plan and Governors' Action Plan</b></p> <p>7.1 Training Reports – Reports from whole Governing Body training having been previously circulated, the Chair suggested these four be made into a <b>composite report by the Clerk and added to the FGB agenda.</b></p> <p>A governor reported that a working party had met to begin work on the action plan which will reflect the comments made by the Ofsted Inspector at the most recent Ofsted visit, but following discussion it had been decided the group would wait until the Governing Body committee structure had been discussed at this meeting before setting any visits. A second date had been organised for 4<sup>th</sup> May with an action plan to be ready for the FGB on 24<sup>th</sup> May 2018.</p> <p>7.2 Pupil Premium – Again in the light of the comments from the latest Ofsted inspection on the importance of disadvantaged pupils within the school, Rebecca Prout reported that she had met with the Business Manager to evaluate last year's data and spending and to set targets for next academic year; these would be published in the new report in Term 1. She stated that it was naive to look at individual monies and the governors should look at the overall impact.</p>	Clerk

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8.	<p><b>SIAMs</b></p> <p>The Headteacher reported that a new inspection structure had been released and training would be available when we were in the next cohort. She stated that the self-evaluation and action plan would need to be rewritten following this training.</p> <p>A foundation governor stated that he had visited the school and experienced teaching of the new curriculum which was very impressive.</p>	
9.	<p><b>OFSTED</b></p> <p>The Headteacher had nothing additional to report for the school following the recent inspection. The Nursery however was now in the Ofsted window.</p> <p>The Headteacher highlighted the Outstanding School's training programme that the school is part of, as being very useful and an opportunity for the SLT to visit and work with other outstanding schools.</p> <p><b>Following a comment made by a Governor it was agreed that the Learning and Achievement Committee would discuss the data to be included in the Headteacher's Report and a suitable format for presenting the main message arising in an efficient and effective way.</b></p>	CC/L&A
10.	<p><b>Committee &amp; Governor Visits</b></p> <p>There had been no committee meetings since the last FGB.</p> <p>10.1 The Chair tabled a report on one-to-one meetings with governors. <b>This would be added as an item to the FGB agenda.</b></p> <p>10.2 Following a training session Yvonne Hill reported that the role of Trustees would be <b>added to the IFS Committee Agenda and Anne Butler invited to attend</b> to ensure Hythe Bay is compliant. <b>The Chair asked the IFS Committee to review the wording of the 'Aims' set out in the constitution of the Nursery.</b></p>	Clerk     Clerk
11.	<p><b>Headteacher Issues</b></p> <p>There were none.</p>	
12.	<p><b>SLT Issues</b></p> <p>There were none.</p>	
13.	<p><b>Safeguarding</b></p> <p>There was nothing to report.</p>	
14.	<p><b>Transition to Academy Status</b></p> <p>There was nothing to report.</p>	
15.	<p><b>Hythe Hub</b></p> <p>The Chair reported that the Hythe Hub Headteachers had agreed to compare their SIP (School Improvement Plans) to highlight any key areas for joint training opportunities; from this the Hub Headteachers would then draft a Hub Action / Working Plan.</p>	
16.	<p><b>Parental Engagement</b></p> <p>The Chair stated that he felt the relationship between governors and parents was very important and that Parent's Evening attendance for governors was very useful in furthering the relationship. The governors requested a purposeful activity for them at Parent's Evenings; the SLT suggested</p>	All

Signed ..... Chair of Meeting..... Dated .....

	<p>refreshments and a uniform stall, as well as the issuing and collection of questionnaires when these were appropriate.</p> <p>The Chair suggested that the programme of visits from the community (Rotary, Civic Society etc.) into school to share expertise and experience should be reinstated in the Autumn term. <b>The Headteacher agreed to action this.</b></p> <p>Rebecca Prout asked Governors if they would like to be involved in the Fete on the Green as part of Hythe Festival Week. <b>To be added to FGB agenda.</b></p>	<p><b>CC</b></p> <p><b>Clerk</b></p>
17.	<p><b>Website</b></p> <p>The Chair confirmed that the Business Manager would be reporting to the Governors three times per year on compliance.</p>	
18.	<p><b>GDPR</b></p> <p>The Business Manager reported to the meeting that following a recent training session processes were in place and the school would need to be able to evidence compliance. New policies and privacy notices will be issued. The Business Manager informed the meeting that school would be buying in to a software package and DPO (Data Protection Officer) service from the Local Authority company.</p>	
19.	<p><b>Training</b></p> <p>19.1 District Governor Briefing – A governor pointed out the need to for a governor to observe the SATs tests. The Headteacher stated that this has happened every year.</p> <p>19.2 Clerk’s Conference – The Chair added that he fully supported the Clerk’s request to undertake the Professional Clerk’s Development Programme in January 2019.</p> <p>19.3 NGA Learning Link - The Clerk pointed out new modules are available on NGA online training. <b>The Chair requested that access details be circulated to all governors.</b></p>	<p><b>Clerk</b></p>
20.	<p><b>Policies for Review</b></p> <p>There were none.</p>	
21.	<p><b>The Governor &amp; Termly Updates</b></p> <p>21.1 FSM Threshold and Universal Credit – The Business Manager confirmed that the changes mentioned in the article; the introduction of the Universal Credit Threshold would impact on the amount Pupil Premium received over the long term but that office staff were working hard to ensure all those eligible apply.</p> <p>22.2 Reduced Timetables – <b>The Chair asked if there were currently any pupils on a reduced timetable at Hythe Bay.</b> The Headteacher confirmed that there was currently one child on a part time timetable of one hour per day which would gradually increase. The School were working with the Local Authority and The Beacon Specialist Teachers to increase this time. <b>A governor asked if this pupil had joined Hythe Bay in Reception class.</b> The Headteacher stated that this pupil joined in the Summer term of Year 1 and was now currently in Year 2. <b>A governor asked where the child was when not in school.</b> The Headteacher confirmed that he remained at home with a parent. <b>A governor asked if this pupil would transfer to another provision.</b> The Headteacher stated that this may eventually be the case and paperwork for an EHCP was in progress.</p>	

Signed ..... Chair of Meeting..... Dated

22.	<p><b>Any Other Urgent Business</b></p> <p>22.1 Pay Committee – A governor confirmed that the Pay Committee had met to discuss and ratify the Kent Scheme Staff Pay Review. The Committee proposed to adopt the performance ratings suggested by Kent as follows;</p> <ul style="list-style-type: none"> <li>• Outstanding 5%</li> <li>• Above required standard 3.6%</li> <li>• Achieved 2.6%</li> </ul> <p>A governor asked if this was within budget. The Business Manager confirmed that this was the case. The performance ratings as recommended were approved.</p> <p>A governor stated that Nursery pay would increase 4.4% to account for National Living wage increases and to ensure a differential between qualified and unqualified staff. Fees would be looked at as part of the budget planning. Governors approved the Nursery pay increase. A governor asked if Brexit would impact on the Nursery workforce. The Business Manager confirmed that the impact was unknown but the thought was there would be little if any.</p>	
23.	<p><b>Confidentiality</b></p> <p>Item 22.1 was deemed as confidential until staff were informed of the Pay Committee decisions this would happen before publication of these minutes.</p>	
24.	<p><b>Date of Next Meeting</b></p> <p>To be agreed at the FGB on 12<sup>th</sup> July 2018.</p>	

The meeting closed at 6.30pm.

## SUMMARY OF ACTIONS

DATE	MIN NO	ACTION	BY WHO
23/4	4.1	Music funding to remain on agenda.	Clerk
23/4	5.0	Investigate use of social media advertising.	Clerk
23/4	6.0	Amended Committee List circulated.	Clerk
23/4	6.0	Amended Terms of Reference for July FGB.	Clerk
23/4	7.0	Composite Training Report on Action Plan training for May FGB.	Clerk
23/4	9.0	Content of data in HT report added to L & A agenda.	Clerk
23/4	10.0	One to one meetings report May FGB agenda	Clerk
23/4	10.0	Items to be added to IFS agenda <ul style="list-style-type: none"> <li>• Role of Trustees.</li> <li>• 'Aims' in CIO constitution.</li> </ul> Anne Butler to be invited to attend on 17/5/18	Clerk
23/4	16.0	Community Visits Scheme reinstated, Autumn Term.	CC
23/4	16.0	Hythe Festival on The Green help on May FBG agenda.	Clerk / RP
23/4	19.0	NGA Learning Link instructions to all.	Clerk

Signed ..... Chair of Meeting..... Dated