

**Minutes of the Full Governors Meeting of Downe Primary School
Held on 20 June 2022 at 7.00pm at the school**

Attendance

Jodene Pantelli, Head Teacher (JP)
Kim Brown (KB) Chair
Sarah Blundell (SB)

John Musson (JM)
Ruth Irudayaraj (RI)
Ben Courtney (BC)

In attendance: Kathy Lewis, Clerk

		Action	Agreed
1. Welcome and Apologies for absence	Apologies were received and accepted from Brett Clark and Karen Jermy.		
2. Declaration of interest in any agenda item	There were no declarations.		
3. Governing Body matters	3.1 <u>Membership of the Governing Body</u> The position was noted. BC confirmed that he would be stepping down at the end of term and it was confirmed that KJ would return next term. Governor vacancies would be discussed next term.		
4. Minutes 4.1 Approve minutes of meetings held on: - 6 December 2021 - 3 May2021 (Extraordinary meeting) - 31 May (Extraordinary meeting) 4.2 Actions/matters arising	4.3 <u>Minutes</u> The three set of minutes were approved and signed by the Chair 4.4 <u>Actions and Matters arising</u> All actions had been completed or were covered by the agenda. There were no matters arising.		✓

<p>5. Chair’s action</p>	<p><u>Any action needed to be taken by the Chair or Vice-Chair on behalf of the board since the last meeting</u> KB reported that following the meeting on 31 May when the Resolution was passed to become an academy and join The Pioneer Trust, she was now in the process of completing the required documentation to begin the conversion to an academy and become part of the Trust.</p>		
<p>6. Academisation and Joining the Pioneer Academy Trust</p>	<p>It was reported that the required consultation had been published earlier in the day and issued to the relevant stakeholders. A Q&A was on the school’s website and would be revised as issues were raised. A meeting on the consultation had been arranged for 29 June with parents and KB and BC would be present to take questions. The CEO of the Pioneer Trust would be available to meet parents on 21 June.</p> <p>The Trust was beginning due diligence on 21 June.</p> <p>A meeting of the FGB would take place after the consultation had closed to review comments. It was agreed that this would take place on 21 July at 6.00 PM.</p> <p>From next term, the school would be operating under a memorandum of understanding with the Pioneer Trust to provide support to the school as passed by Resolution on 31 May.</p>		
<p>7. Resignation from AFACT</p>	<p>The school would now resign from AFACT. Under the AFACT articles "Trust Membership is terminated if the Trust Member concerned: gives written notice of resignation to the Trust". KB had prepared a letter for AFACT and it was agreed that this should now be sent.</p> <p>An AFCAT meeting was taking place on 27 June and it was expected that a letter from the AFACT chair acknowledging the resignation would be agreed.</p>		
<p>8. School Improvement</p>	<p>8.1 <u>Review School Development Plan</u> JP reported that the plan was being discussed in detail as part of due diligence. JP would circulate once this had been completed inviting comments/questions.</p> <p>8.2 <u>School Self evaluation</u> A self-evaluation summary had been circulated and was reviewed.</p>	<p>JP</p>	

	<p>8.3 <u>School Improvement Partner (SIP)</u> It was reported that Bromley had continued to provide a SIP to work with JP as a new head teacher. A recent report had been completed and would be shared with the FGB. JP said that it had been a positive process.</p>	<p>JP</p>	
<p>9. Headteacher’s Report</p>	<p>JP took the meeting through the report. The following were highlighted:</p> <p><i>Safeguarding</i> – the LA audit had not yet been received. Updated procedures that had been introduced and training undertaken were noted.</p> <p><i>KS2 SATS</i> – governors were thanked for coming in to school to observe. It was expected that the results would be down on pre- COVID levels. The school had worked hard to reduce gaps.</p> <p><i>KS1 SATS</i> – these were marked internally and the data was reviewed. It showed that children were slightly lower in writing than reading. It was reported that there were children with significant needs. Phonics was strong and SEND children had made excellent progress.</p> <p>The multiplication tables result for Year 4 children were expected shortly.</p> <p><i>Admissions</i> -five families had selected the school as their first choice for Reception. Two pupils had joined and two children from one family moving into the village would be starting at the school.</p> <p><i>Attendance</i> – the levels of attendance had improved and was now at 94.9%. There were almost no COVID related absences for either staff or pupils. Persistent absence (those children with attendance below 90%) had increased and some families would receive letters from the EWO. The most common reason is taking holiday during term time. One child is absent due to ill health.</p> <p><i>Staff absence</i> - noted.</p> <p><i>Staffing position</i> – noted.</p> <p><i>Teaching and learning</i> – the progress with that actions set by the SIP were reviewed. The SIP was also supporting the school to prepare for an Ofsted inspection and this included training for governors. Feedback from external advisers was noted.</p>		

	<p><i>Stakeholders</i> – a parent forum meeting had been held and focused on the government White Paper and school day timings. An action plan had been developed. The meeting was well represented.</p> <p><i>Self-evaluation</i> -JP reported on where the school was placed with regard to the five areas of the Ofsted inspection framework.</p> <p><i>Health and safety</i> – the report was noted.</p>		
10. Committee Reports	<p>10.1 <u>CAPPC Meetings 24.1.22 and 23 5 22</u> The minutes of the 24 January meeting had been circulated and were noted. A verbal report was provided on 23rd May meeting.</p> <p>With regard to subject reviews, BC a had completed a SEND review and KB and RI would undertake an English review and also look at the English policy.</p> <p>The equality objectives were being reviewed with JM and would be put on the website.</p> <p>10.2 <u>RFSPGP Committee meeting 28/02/2022</u> The minutes had been circulated and were noted. The meeting planned for May had been postponed for the present.</p>	JP, JM	
11. Data Protection Officer	A company had been employed to provide a DPO service. A visit and audit was planned for September.		
12. Governor visits	BC reported on his SEND meeting with the SENDCo. He had asked a number of questions in order to gain an understanding of the position at the school and how SEN issues are identified. There had been an increase in issues, particularly in relation to speech and language, since lockdown. BC had made some suggestions about information on the website to help parents’ understanding. A note of the meeting would be circulated.	BC [completed]	
13. Policies	<p>Staff Code of Conduct, Disciplinary, Whistleblowing and Appraisal policies had been approved by email.</p> <p>It was agreed that the review of other policies should be put on hold for the time being given the current circumstances regarding academisation.</p>		
14. Governor Training	Ofsted training was being provided by the SIP.		

	Safeguarding training had been completed by the majority of governors.		
15. Dates of next meeting	Full Governing Body: Thursday 21 July 2022 at 6pm.		
16. AOB	There was no other business.		
17. Confidential Items	There were no items.		

The meeting closed at 8.15pm

..... CHAIRMAN DATE