

**THE FLOURISH FEDERATION**  
**MINUTES OF THE GOVERNING BODY MEETING HELD ON**  
**TUESDAY 30 JANUARY, 2018**

**Present**

Mrs Pauline Woods - Executive Headteacher  
 Mrs Jude Johnson - Chair/LA Governor  
 Mrs Fiona Batchelor - Parent Governor  
 Mr Colin Langford - Parent Governor - Late - arrived at 6.00 p.m.  
 Mr Nat South - Staff Governor  
 Mrs Sue Delves - Co-opted Governor  
 Mrs Carolyn Pratley - Co-opted Governor/Vice Chair  
 Mr Glen Ocsko - Co-opted Governor  
 Mr Ivan Lakeland - Co-opted Governor  
 Miss Cathy Smith - Head of School - Brookfield Infants/Associate Member  
 Mrs Karen Down - Head of School - Brookfield Juniors/Associate Member  
 Mrs Liz Guyton - head of School - Brookfield Infants/Associate Member  
 Mr Rob Baldock - Federation Business Director/Associate Member  
 Mrs Rachel Pearson - Clerk

		ACTION TAKEN
1	<p><b><u>Welcome and apologies</u></b>            The chair welcomed the governors to the meeting. The following apology for absence was received:            Mr John Mockler - ill health - apology accepted.            Mr Colin Langford - to arrive later - work commitments</p>	
2	<p><b><u>Minutes of previous meeting</u></b>  <b>Accuracy</b>            The minutes of the meeting on Tuesday 14 November, 2017 were approved by the governors and signed by the chair.  <b>Matters arising</b>            The chair and the clerk are to meet to discuss the possibility of a person from a local business being interested in becoming a co-opted governor on the federation.</p> <p>Code of Conduct            The majority of the code of conduct forms have been signed</p>	JJ/RP

	<p>and the clerk agreed to contact anyone whose form has not yet been returned.</p> <p>Headteacher's report</p> <p>Effectiveness of Leadership and Management</p> <p>As John was absent it was agreed that this action point was to be deferred to a later date.</p> <p>Outcomes for pupils</p> <p>This matter will be discussed late in the meeting.</p> <p>Governing Body action plan and monitoring reports</p> <p>All governors are included on the CPD online site.</p> <p>The governors have all been issued with a KLZ email address, user name and password.</p> <p>The governors have been using the sharepoint site and are trying to overcome some "teething trouble".</p> <p>Policies</p> <p>Child Protection/Safeguarding Policy</p> <p>The clerk has produced a list of staff for them to sign to show they have read the required documents relating to this policy.</p> <p>Medical Needs policy</p> <p>This policy needs to be updated in order for it to be in line with the other Flourish Federation Policies.</p> <p>The epipen and defibrillator for the site needs to be investigated.</p> <p><b>Governing Body issues</b></p> <p>Previously discussed.</p>	<p>RP</p> <p>JM/CS/HP</p> <p>KD</p> <p>RB/FB</p>
3	<p><b><u>Declaration of Business and Pecuniary Interests</u></b></p> <p>None</p>	
4	<p><b><u>Executive headteacher report, SIP and SEF and Ofsted Inspection Report</u></b></p> <p><b>Executive headteacher's report, SIP and SEF</b></p> <p>The headteacher informed the governors of the following:</p> <p>Details of the Ofsted feedback are to be included in the SDP.</p> <p>Effectiveness of Leadership and Management across the Federation</p> <p>SEF Judgement - BIS Outstanding, BJS Good</p> <ul style="list-style-type: none"> <li>• All TA's will receive BRP training.</li> </ul>	

- The Executive headteacher and the chair have made a presentation on the "Journey to Outstanding which was well received.
- There were requests from governors and staff of those present to visit other schools.
- A questionnaire has been issued and the results have been summarised which proves positive for the schools.
- There is a student teacher in Year 2 and 4 TA trainees working across the federation.

#### The Quality of Teaching and Learning

SEF Judgement - BIS Outstanding, BJS Good

- Lesson observations have focused on:
  - High expectations and challenge for the more able.
  - Handwriting and presentation
  - Provision of active and high order questioning.

The broad assessment of teaching and learning as summed up by the Ofsted report is:

"Good teaching and high expectations of what pupils can accomplish during lessons enable most pupils to make good progress in their learning".

#### Outcomes of Pupils

SEF Judgement - BIS Outstanding, BJS Good

- The schools are working towards the pupils achieving even better outcomes.

#### Personal Development, Behaviour and Welfare

SEF Judgement - BIS Outstanding, BJS Good

- The Year 6 Common Room is proving to be a great success.
- Attendance is still under scrutiny.

#### Safeguarding

- The Ofsted inspectors judged the arrangements for safeguarding to be effective.
- The SLT will update their FGM training.

The headteacher asked if anyone had any questions before Cathy and Liz presented their findings

**A governor asked why there were no milestones in place in the BIS attainment data.**

The executive headteacher explained that the monitoring of pupils takes place all the time and there is no need to set

milestone.

Liz and Cathy gave a presentation on the progression of the pupils.

There was some discussion about results and other data and the outcome was summed up by the chair as follows:

- The governors who monitor outcomes and quality of teaching and learning will join together for monitoring.
- Governors involved with monitoring outcomes were invited to attend sessions so they could gain understanding about the assessment process.
- In future the data will show numbers rather than percentages.
- Milestones will not be used across the federation.
- All dips in progress are to be considered by the teaching staff and interventions will be put in place.

The teaching assistants in KS2 are to BRP trained and all have had an opportunity to observe the RR teacher through the one way mirror.

The RR teacher has been observed for 2 sessions every day for 2 weeks which can be stressful. She was congratulated for her professionalism and patience.

The one way mirror could be used for internal training in other areas and could be used by other schools.

Fiona agreed to be the FOB support governor.

There is to be a change in the method of fundraising by FOBs so there needs to be good communication between the schools and FOBs.

Fiona recommended that at the end of the academic year that the SLT and FOBs held a meeting to decide what the focus should be for fund raising in the following school year.

The schools are now part of a collaboration which have proved to be beneficial to all schools involved.

The Year 6 common room is proving to be a great success.

It has a relaxed environment with comfortable furniture.

The children interact with each other and staff in a positive manner.

#### **Ofsted Inspection Report (attached)**

The ofsted inspection report was presented and discussed by the governors.

The inspection report is presented as follows in brief:

- The governors were well informed.
- Pupils' personal development was good.
- Pupils' behaviour is good.

The action plan is as follows:

- Improve the quality of teaching by ensuring the teachers have:
  - High expectations of what pupils can achieve.
  - Use assessment information effectively.
  - Consistently support pupils.
- Increase the proportions of more able pupils by
- Providing challenging opportunities.
- Ensure that teachers question appropriately.
- Develop the skills of middle leaders to:
  - Accurately evaluate teaching and learning
  - Hold teachers to account for progress of pupils.

Effectiveness of leadership and management - Good

The executive headteacher has empowered the governors, leaders and support staff to improve pupils' learning.

- All the staff feel valued.
- There has been a high turnover of teaching staff.
- Leaders ensure that assessment information is used effectively.
- The curriculum meets the pupils needs.
- Pupils appreciate the different beliefs people have.

Governance of the school

The governing body is effective in all areas and provision made for supporting the management of staff.

Safeguarding

The arrangements for safeguarding is effective.

Quality of teaching, learning and assessment - Good

- The teaching of reading is good and pupils are making progress.
- Teaching assistants provide good support for pupils.
- Pupils enjoy science and computing.

Personal Development, Behaviour and Welfare - Good

- The school works to promote pupils' personal development.
- Pupils feel safe and trust the adults in the school.
- Some parents were concerned about bullying and behaviour logs are kept.

	<p>Behaviour</p> <ul style="list-style-type: none"> <li>• The behaviour of pupils is good.</li> <li>• Attendance has improved and is in line with the national average.</li> <li>• Pupils demonstrate the school values.</li> <li>• Most parents agreed that behaviour is good.</li> </ul> <p>Outcomes for pupils - Good</p> <ul style="list-style-type: none"> <li>• The more able pupils are not achieving as well as they should.</li> <li>• Pupils are beginning to take pride in their work.</li> </ul> <p>Confidential item.</p>	
5	<p><b><u>Governing body action plan, training and monitoring visit reports</u></b></p> <p><b>Training attended</b>  Governors induction - Fiona/Ivan/Colin  Pupil Premium -Colin/Sam  Clerks Conference - Clerk</p> <p><b>Monitoring Reports</b>  Update with SENCO - 15.11.17 - Sue/Fiona (attached)  Links with SIP</p> <p>To raise the percentage in each class at "Expected" level and above so that attainment is ambitious and above national.  To continue to improve the attendance percentage.  To continue to monitor the provision of SEND.</p> <p>The meeting consisted of:</p> <ul style="list-style-type: none"> <li>• Planning visits for this year.</li> <li>• Planning the update of the SEND policy</li> <li>• To look at the SEND profile.</li> </ul> <p>Those with SEND currently are:</p> <p>EYFS - 1 pupil  Year 1 - 5 pupils  Year 2 - 5 pupils  Year 3 - 6 pupils  Year 4 - 4 pupils  Year 5 - 4 pupils  Year 6 - 9 pupils</p> <ul style="list-style-type: none"> <li>• Review attendance of SEND pupils.</li> <li>• Confirm all parents meetings and level of parental satisfaction.</li> </ul> <p>Key issues for FGB</p>	

	<ul style="list-style-type: none"> <li>• To review and approved updated SEND policy.</li> <li>• To monitor SEND progress.</li> <li>• To carry out a parental survey</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• To carry out a SEND spring monitoring visit.</li> <li>• Review attendance and SEND pupils.</li> <li>• To carry out a parental survey and analyse results.</li> </ul> <p>To meet with safeguarding leads and review recommendations from Ofsted - C Pratley - 05.12.17 (attached)</p> <p>Links with the SIP</p> <p>The monitoring of personal development, behaviour and welfare</p> <p>Key observation regarding changes.</p> <ul style="list-style-type: none"> <li>• Ofsted described safeguarding as effective.</li> <li>• Termly safeguarding updates are provided to staff.</li> <li>• A "planned ignore" approach has been adopted for some children.</li> <li>• Use has been made of "internal exclusions" where children may be sent to the other school for a while if their behaviour is unacceptable.</li> <li>• Procedures for checking people is exercised successfully.</li> <li>• E-safety ambassadors have been trained.</li> <li>• A "Friendship Week" has been held.</li> <li>• The SCR was checked by Ofsted and found to be in order.</li> <li>• Governors will be talking with pupils about safeguarding.</li> </ul> <p>Key issues for the governing body</p> <ul style="list-style-type: none"> <li>• To ensure that the next visit includes a review of the SCR by the safeguarding governor.</li> <li>• Consider how interaction with children re safeguarding can be achieved</li> </ul> <p><b>ACTION</b></p> <p>To meet again to undertake a self review against KCC guidelines.</p> <p>To monitor leadership and management - J Johnson - 16.01.18 (attached)</p>	<p>SD/FB</p> <p>CP</p>
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Links with the SIP

Infants

To maintain a rigorous programme of monitoring

Juniors

To establish a strong SLT.

To ensure that expertise is shared,

To support the staff in their CPD.

The following have been implemented:

- Briefing meetings with SLT.
- To have joint staff meetings.
- First aid training.
- SDP/SEF to be uploaded to portal for governors to view updates.
- Data analysis to be overhauled.
- Pupil asset updated.
- Attendance monitoring.
- Late gate.
- Attendance sickness of staff.
- Meet the teacher evenings.
- Assemblies with SLT.
- Monitoring of timetables.
- Lesson observations.
- Malling Schools collaboration launch.
- New contracts re self-employment.
- Meetings with middle leaders.
- Policies updated to Flourish Federation.
- Year 6 common room (now established)
- Class teachers and teaching assistant appraisals.
- Meetings with new staff.
- Executive headteacher meetings with Aylesford Chair of Governors.
- Joint STEM event.
- SIP visits in preparation for BJS Ofsted.
- Meeting with chair and vice chair re Ofsted outcomes.
- Booster groups planned.
- SATS practice.
- Executive headteacher and chair share "Journey to Outstanding" training event.
- Deputy head support group meeting established.
- Issue re lunch duty for TA.s at BJS being tackled.
- Recruitment of 2 new admin officers.



Key issues for the governing body

- To establish a strong leadership team.
- To share expertise.
- To support staff with CPD.
- Executive head needs to have a phone in her office.

Ofsted recommendations

- For middle leaders to identify how to improve practice.
- Teachers to be accountable for pupils' progress.

To monitor quality of teaching, learning and assessment - J Johnson - 16.01.18 (attached)

Links with the SIP

Infants

Teaching across the curriculum to be consistently good/outstanding

- To monitor targeted groups of pupils.
- To improve effective assessments.
- To develop the teaching of computing.
- To enable children to become familiar with the environment.
- To aid assessment by providing examples of pupils work at all levels.

Juniors

To ensure that the quality of teaching is at least good with a significant number of teaching demonstrating outstanding practice.

- To secure a greater proportion of outstanding lessons.
- To support and monitor new class teachers.
- To ensure pupils are engaged in their learning.
- To improve percentages of pupils working at expected.

Key issues for governors

- Discussions about Ofsted findings.
- Ofsted inspection compared and discussed.

Areas for development

Infants

- Early Years child initiated to provide richer choice of activities.
- Early years improved questioning of pupils.
- Broader curriculum beyond English and Maths.

Juniors

- Consistency of high expectations of all pupils.
- Consistently use assessments to challenge pupils to reach expectations.
- Consistently support pupils to secure higher standards.
- Provide tasks for the more able to suit their abilities.
- Ask challenging questions.
- Train middle leaders to evaluate teaching and learning.

Monitoring of 9 monthly return - S Wheeler/C Langford - 17.01.18 (attached)

The following has been noted:

Infants

Income

- Total donations from FOBS - £7746
- Sports premium - £10750 less than expected.
- UIFSM - £16000 less than expected.

Expenditure

The rollover is forecast to be £4077.

Juniors

Income

Total donation from FOBS - £11241  
Sports premium - £5329 more than expected.

Expenditure

Building and maintenance - £4500 overspend.

The rollover is forecast to be £1745.

Key issues for the governing body

- We have a challenging financial year due to staff turnover and reduced KCC funding.

ACTION

- To meet with the Federation Business Director to monitor the compliance visit, year end and proposed budget on 08.05.18.

Monitoring of pupil premium allocation, spending and implementation of policy and procedures - S Wheeler/C Langford - 17.01.18 (attached)

The report noted:

- The infant pupil premium budget is £547000.
- The junior pupil premium budget is £124380.

SW/CL/FBD

	<p>Issues arising for the governing body</p> <ul style="list-style-type: none"> <li>• Is there any way to "ring fence" the pupil premium budget?</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• To attend pupil premium training.</li> <li>• To follow up the attainment data of disadvantaged children.</li> </ul> <p>Visiting the Common Room and discussing Year 6 well being - S Wheeler/Sue Delves/Fiona Batchelor/Ivan Lakeland - 25.01.18 (attached)</p> <p>Links with the SIP</p> <p>To monitor the improvement of the mental health and well being of Year 6 pupils.</p> <p>Key issues arising for the governing body</p> <ul style="list-style-type: none"> <li>• There is a lack of support from staff which is a concern.</li> <li>• Could there be some funds made available to improve the common room.</li> </ul> <p><b>ACTION</b></p> <p>To attend an assembly run by the year 6 working group. The executive headteacher and the chair had been invited to share their "Journey to Outstanding" at a governor training session. For this they received £200 and they offered to donate this to the Year 6 common room.</p>	<p>SW/CL/FBD</p> <p>SW/SD/ FB/IL</p>
6	<p><b><u>Finance Report</u></b>  <b>Monitoring report (attached)</b>  The Federation Business Director shared the following information:  Brookfield Infant School  Income  I01 - Funds delegated by the LA - £511655  I03 - SEN Funding - £14526  I05 - Pupil Premium - £43025  I08 - Income from goods and services - £4235  I13 - Donations - £7746 Increased donation.</p>	

I18 - UIFSM, Sports funding - £67324 - less than original calculation.

Expenditure

E01 - Teaching staff - £280807 - known staff appointments and maternity refund.

E02 - Supply Teachers - £3125 - Supply now covered by HLTA's

E03 - Education Support Staff - £131962 - Additional appointments made.

E04 - Premises staff - £13079 - Reduction in hours.

E05 - Administrative and clerical staff - £36451 - Staff changes

E07 - Cost of other staff - £16406 - Change in MDMs.

E08 - Indirect Employee expenses - £1101 - Small saving.

E09 - Staff development and training - £8227 - Additional courses attended.

E12 - Building maintenance - £6150 - Reduced maintenance.

E13 - Grounds maintenance - £3365 - KCC passed cost to schools.

E14 - Cleaning and caretaking - £1408 - Savings made.

E15 - Water and sewerage - £603 - Some bills received.

E16 - Energy - £13431 - Previous invoices were overcharging and are being corrected.

E18 - Other occupation costs - £3841 - Savings likely.

E19 - Learning resources - £16315 - Using supplies already in school.

E22 - Administrative supplies - £8300 - Savings made.

E25 - Catering Supplies - £53725 - Expenditure based on current invoices.

E27 - Curriculum professional services - £18666 - Services employed directly.

E28 - Other professional services - £18666 - Reduced services purchased.

The rollover is predicted to be £4077.

Brookfield Junior School

Income

I01 - Funds delegated by LA - £636399 - KCC notification.

I03 - SEN Funding - £4485 - As KCC notification.

I05 - Pupil Premium - £93660 - As KCC notification.

I07 - Other grants and payments - £4030 - Out of county funding due.

I08 - Income from facilities and services - £11787 - Known income.

I13 - Donations - £11241 - Increased donations.

I18 - UIFSM and sports premium - £14510 - As KCC notification

Expenditure

E01 - Teaching staff - £345426 - Staff appointment and pension payments.

E02 Supply teachers - £1094 - Easter booster session.

E03 - Education Support staff - £178180 - Additional appointments.

E04 - Premises staff - £20073 - Additional hours

E05 - Administrative and clerical staff - £65113 - Staff changes.

E07 - Cost of other staff - £12300 - Additional staff for breakfast club.

E08 - Indirect employee expenses - £18890 - DBS charges.

E09 - Staff development and training - £7280 - No further training to be booked.

E12 - Building maintenance - £38585 - Additional projects undertaken.

E13 - Ground maintenance - £7855 - Additional costs, tree cutting.

E14 - Cleaning and caretaking - £2316 - Savings made.

E19 - Learning resources - £54230 - School trips.

E20 - ICT Learning resources - £6567 - ICT equipment.

E22 - Administrative supplies - £11475 - Furniture.

E25 - Catering supplies - £19335 - Forecast expenditure based on resources.

E26 - Agency supply stuff - £1889 - Not used now.

E27 - Curriculum professional services - £15051 - Change in provision.

E28 - Other professional services - £14176 - Additional services purchased.

The rollover is predicted to be £1745.

The combined rollover for the Flourish Federation predicted to be £5821.

The FBD informed the governors that that although the rollover is low all schools are struggling because of low budgets.

A governor offered to investigate funding that may be

	<p><b>available for projects.</b></p> <p><b>Nine monthly monitoring report</b> This report has been submitted and Sam and Colin shared are report on this earlier in the meeting.</p> <p><b>Compliance Visit - 02.02.18</b> All the information for the visit is in place and the outcome will be shared at the next FGB.</p>	FB
7	<p><b><u>Personnel Update</u></b> Confidential item.</p>	
8	<p><b><u>Health and safety report</u></b> The Federation Business Director reported the following:</p> <ul style="list-style-type: none"> <li>• The legionella inspection took place last week.</li> <li>• Asbestos inspection took place on Monday.</li> </ul> <p>Glen has undertaken an H and S inspection and will be sending a report soon.</p>	GO
9	<p><b><u>Review policies</u></b></p> <p><b>SEND Policy (attached)</b> This policy was approved by the governing body.</p> <p><b>Admissions policy (attached)</b> This policy was approved by the governing body.</p> <p><b>Attendance policy (attached)</b> There were some changes suggested and these are to be implemented before the governing body approve it. The timing of the start of the school day needs to be changed from 8.30 a.m. to 8.45 a.m.</p> <p><b>Governors' visits policy (attached)</b> There were some queries which are to be checked before the governors approve it. A governor considered the policy was negative about governors visiting classes so the chair recommended that she emailed the chair with her comments and then the policy may be changed.</p> <p><b>Acceptable Use policy (attached)</b> There were some queries which are to be checked before the governors approve it. The laws are changing in May with regard to GDPR. There was some discussion about the requirements of the change so the chair asked Fiona and Glen to investigate this,</p>	RP  CP  FB/GO

	<p>The chair suggested the governors read the policies and then reported back to her if they had any concerns within the next 7 days. If the governors do not email their changes then the policies will be approved.</p>	
10	<p><b><u>The Governor Publication (overview and publication attached)</u></b></p> <p>The following topics were included in the Governor publication:          SEN; Education Endowment Foundation; The management of educational visits; Development of the governing body and safeguarding; Filtering issues; Transition; Emotional health of children; Information re CPD; Succession planning; Collaborative working with Kent Governance; Staff conduct; Child sexual exploitation.</p>	
11	<p><b><u>Chairs Action/Correspondence</u></b></p> <p>The chair has received information about the KM teacher of the year award and encouraged governors to submit nominations.</p>	
12	<p><b><u>Any other Business</u></b></p> <p>Questionnaire          The parents' questionnaire provided a very positive response. The summary is available.</p> <p>Communication          Fiona requested an opportunity to discuss this topic. She has concerns that not all parents are receiving information in spite of the fact that the website is updated regularly and that text messages are sent frequently.  <i>After some debate a governor suggested that the Year 6 pupils developed an app which they updated regularly with news of topics and events.</i>          This was approved by the governors.          The executive headteacher reminded the governors that communication is a two way thing and that parents frequently do not keep staff informed of happenings that may impact their child's lives. Also the school has run workshops in the past on various topics that relate to children's learning and these are often poorly attended.</p>	

	<p>Fiona agreed to investigate means of communication and to report back to the governors.  Remembrance Day, 2018  Colin is happy to continue to research ways of ensuring that Remembrance Day, 2018 is an important day in the lives of the children. The governors were reminded that the day will be 100 years since the end of World War I and it will need to be celebrated in a significant way. This was approved by the governors.</p>	<p>FB</p> <p>CL</p>
13	<p><b><u>Confidentiality of Proceedings</u></b>  The governors agreed that an item under the executive headteacher's report and the item in the Personnel Update should be considered confidential.</p>	
14	<p><b><u>Dates of next meeting</u></b>  The dates of the next meeting are:  Tuesday 20 March, 2018  Tuesday 15 May, 2018  Tuesday 3 July, 2018  These meetings will take place at 4.30 p.m. in the Family Room at Brookfield Infant School.  The meeting finished at 7.30 p.m.</p>	

Signed.....Date.....

Chair of the Governors