

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
HARTLIP ENDOWED C.E PRIMARY SCHOOL  
held on Wednesday 7 September 2016 from 7pm – 9.45pm**

Present: Mr J Morgan (Chair), Mrs T Jerome (Headteacher), Mrs C Fisher,  
Mrs L Fordyce, Mrs J Jabbour, Miss McCabe, Mrs J Warncken and  
Mrs K Weller (arrived 7.30pm).

Absent: Mrs D Brazier, Mrs S Fowler, Mrs E Hadley, Mrs J Kemp, Reverend Staniforth and  
Mr S Taylor.

Notes: Mrs S Bourne.

<b>Key Priorities:</b>			
<i>Every child matters in the holistic school experience to reach their full potential in attainment and progress.</i>	<i>Every child receives 100% good or better teaching and learning in every subject.</i>	<i>Every child learns confidently as a result of feeling safe, happy and valued.</i>	<i>Every day is a learning day for every child.</i>
			<b>ACTION</b>
<b>1.</b>	<p><b>Apologies for absence and approval by Governors</b> Apologies were received and accepted from Mrs D Brazier, Mrs S Fowler, Mrs E Hadley, Mrs J Kemp, Reverend Staniforth and Mr S Taylor.</p>		<b>Clerk</b>
<b>2.</b>	<p><b>Appointment of Chair and Vice-Chair</b> The clerk chaired the meeting for the election of Chair.</p> <p>Mr Morgan was nominated by Mrs Fowler and Mrs Jerome to continue as chair for a further year. All Governors were in agreement. Mr Morgan was elected with a stipulation that succession planning is to take place for the next academic year. Succession planning should be added to the agenda for discussion at every meeting. Going forward the role of Chair can be shared and Mrs Kemp and Mrs Jabbour have already discussed this possibility.</p> <p>Nominations for Vice Chair were:</p> <ul style="list-style-type: none"> <li>• Reverend Staniforth</li> <li>• Reverend Staniforth and Mr Taylor (shared role as previously)</li> <li>• Mrs Kemp and Reverend Staniforth (shared role)</li> </ul> <p>Reverend Staniforth confirmed via email that he is happy to continue the role on a shared basis, however, Mr Taylor has expressed his concerns regarding the time he can afford to the role. After discussion, Governors decided that the preferred option would be a shared role between Mrs Kemp and Reverend Staniforth. The proposal is to be put to Mrs Kemp. Should Mrs Kemp be unable to take up the shared role then governors agreed that, subject to their agreement, the role should continue to be shared by Reverend Staniforth and Mr Taylor.</p>		
<b>3.</b>	<p><b>Declaration of Business Interests</b> Register of Business Interest forms were signed by those present as</p>		
			<b>Clerk</b>

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	<p>required annually. Absent governors will need to sign their forms as soon as possible.</p> <p><b>4. Minutes of previous meeting held on 9 June 2016</b> The minutes of the previous meeting were agreed and signed as a true record of the meeting.</p> <p><b>5. Matters Arising/Action Review</b> Governors were asked to note that, following recent frequent absences, apologies should be sent directly to the chair or clerk and reasons must be formally accepted at the meeting. Should repeated unaccepted apologies occur then action will be taken and could result in removal from the governing body. Where apologies are not received these will be recorded as not accepted.</p> <p>Governors are to be emailed the link to complete online prevent training. TA's are still to be afforded time to complete prevent training.</p> <p>Following recent government recommendations the HT is to research Female Genital Mutilation (FGM) awareness training.</p> <p>Mrs Fisher is to provide the clerk with a copy of her PE monitoring report.</p> <p>Available dates for outstanding training (The Governing Bodies Role in Finance) for Mrs Fisher and Mr Taylor were discussed. It was agreed that the most suitable date/venue was Thursday 3 November 2016 - 19:00 - 21:00 at THE CANTERBURY ACADEMY (AC), Knight Avenue, Canterbury, Kent, CT2 8QA.</p> <p>Mrs Fisher and Mr Morgan (as ex officio of the finance committee) agreed to attend the course and Mr Taylor's confirmation is required. The Clerk is to book.</p> <p>An update to the agreement to investigate collaborative working with other schools was provided.</p> <p>Senior Leaders (SL) have met with Holywell school regarding benefits such as shared CPD, purchasing and support. There is a possibility that 2 further schools might join this collaboration. It is thought that SLs and Subject Leaders of both schools would meet termly and at least one staff development day should be shared. Governors can share best practice, advice and possibly form complaints panels. Mr Morgan and Mr Smith from Holywell governing body have exchanged contact details.</p> <p>Both schools agreed that their each need to retain their distinctiveness and the agreement should be beneficial to both.</p>	<p><b>ALL</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>CF</b></p> <p><b>Clerk</b></p>
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This problem was identified over the last academic year that the cohort plateaued in Yr1 after good development in EYFS, partly due to the transition to more formal teaching. This year team teaching will commence in Blackbirds with the utilisation of 2 part time teachers. Year 1 will also return to reception 3 times a week to ease their transition with a reduction as needed. These changes are hoped to prevent the same situation next year.

There has also been a change in staff. Governors questioned the effect on the cohort these results relate to who are now in Y3 and will have had the same teacher for consecutive years. This was confirmed not to be the case as the teacher was on maternity leave during one of those years. Action plans are in place to address gaps and the teacher is working closely with the literacy leader to improve writing.

Governors questioned reasons for the dip in results. It was confirmed that the cohort does not contain a high percentage of summer born children and their attainment had been good in EYFS. The identified problem was the progress made. A contributing factor being the new curriculum with new expectations and new tests.

Case studies are to be written to provide evidence for Ofsted for identified individual problems within the year group such as an attendance issue and a child with dyslexia.

KS2 achieved a combined of 67% which is up on the national of 53%. To achieve floor standards 65% combined and/or sufficient progress in all three subjects is required. Floor standards have been achieved on both counts.

Governors were informed that the school is being observed on Twitter by an Ofsted inspector and an inspection is expected this term. The HT deems the school to be in a good place to maintain its good rating if not move to outstanding.

The local authority are now only visiting 3 times a year and have complemented the school in advising it to share its good practice with other schools.

**8. School Improvement & Strategy**

The SIP review was circulated prior to the meeting. The document is self-explanatory with 2 actions being carried through to this year.

The SIP was circulated prior to the meeting. Term 1 has been detailed and on an ongoing basis the document will be completed termly. Governors and staff are to use it as a working document and annotate as necessary.

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<b>9.</b>	<p>Subject leader reports were circulated prior to the meeting for information.</p> <p><b>Finance</b> The July monitoring report was circulated which marks the midpoint of the financial year.</p> <p>School roll numbers are up and therefore a positive adjustment will be made to funding next year.</p> <p>High needs funding applications were successful for 3 children, one of which has subsequently moved on to secondary education. The HT is to recommend to the finance committee the employment of one to one provision to utilise this. This would be a fixed term contract as HNF would need to be reapplied for annually. The finance committee are to agree a date to meet as soon as possible.</p> <p>A premises manager/caretaker is needed as the lack of this provision is affecting staff time and safety. This is also to be brought to the Finance Committee.</p>	<p><b>Finance governors</b></p> <p><b>HT</b></p>
<b>10.</b>	<p><b>Governor Training &amp; Development</b> Governor monitoring reports were circulated for information. The HT is to email dates for monitoring for this term.</p>	<p><b>HT</b></p>
<b>11.</b>	<p><b>Any Other Urgent Business</b> None.</p>	
<b>12.</b>	<p><b>Confidentiality</b> None.</p>	
<b>13.</b>	<p><b>Forthcoming meeting dates</b></p> <ul style="list-style-type: none"> <li>• Thursday 10 November 2016</li> <li>• Wednesday 11 January 2017</li> <li>• Thursday 23 February 2017</li> <li>• Wednesday 19 April 2017 (*subject to budget approval implications)</li> <li>• Thursday 8 June 2017</li> </ul> <p>It was agreed that accompanying papers for meetings would be only provided in email form going forward and the projector used during meetings as needed.</p>	

The meeting closed at 9.45pm.