

Hythe Bay Church of England Primary School and Children's Centre
Minutes of a Full Governing Body Meeting
held at Hythe Bay
on Thursday 19th September 2024 at 5.30pm



Present: Mr Luke Haisell (Chair), Mrs Joyce Rhodes (Vice Chair),
Mrs Rebecca Prout (Headteacher), Ms Joan Devenny, Mrs Ann Griggs,
Miss Anne Whatford, Mr Jon Jansen-Alder, Mr Vic Casambros and Mrs Sarah Lomax.

Clerk: Sam Brown.

Quorum: 9 Governors.

| Item | | Action by |
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| 1. | <p>Welcome and Prayer</p> <p>The Chair welcomed everyone to the meeting, especially Mrs Prout to her first meeting as the new Headteacher. Mrs Rebecca Prout led the meeting in prayer.</p> | |
| 2. | <p>Apologies for absence</p> <p>Apologies were received and accepted for Mrs Julia Comber and Ms Ali Chambers. Rev Michael Darkins would arrive late due to another appointment. The Clerk confirmed that the meeting was quorate.</p> | |
| 3. | <p>Declaration of business interests</p> <p>There were no declarations against any items on the agenda. Governors amended where appropriate and re-signed Register of Business Interests Forms for the forthcoming year. The Clerk was asked to update Governor Hub accordingly and produce Business Interests document to be published on the school website following approval at next FGB meeting.</p> | All Clerk |
| 4. | <p>Membership Issues</p> <p>The Clerk updated the meeting on current vacancies. It was unanimously agreed that Mr Jon Jansen-Alder, current parent governor would become a Co-Opted governor. The Clerk was asked to begin the processes to run both a staff governor and parent governor election. The meeting was informed that Mrs Mary Tyler had expressed an interest in returning as the Local Authority Governor. It was unanimously agreed that she should be invited to apply if she met the required criteria. The Clerk would check the restrictions and contact Mrs Tyler as appropriate. A governor asked if a replacement trustee had been decided on for the CIO. The Clerk confirmed that this would be a discussion point on the agenda at their first meeting in October and would be reported back to the FGB in November.</p> | Clerk Clerk AW |
| 5. | <p>Minutes of previous meeting – 11th July 2024 – and matters arising</p> <p>The minutes of the previous meeting were unanimously agreed as a true record and signed by the Chair.</p> <p>5.1 <u>Website Report</u></p> <p>The governor with responsibility for the website presented his report. The Headteacher confirmed that all recommendations had already been actioned.</p> <p>There were no other matters arising not covered by the agenda.</p> | |
| 6. | <p>Review and Agree Committee Structure</p> <p>The Chair presented the draft Committee Structure for the academic year. There were no changes to be made and Chairs would be elected at the first round of meetings. Structure unanimously agreed. Individual Governor</p> | |

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| | <p>roles were allocated following changes in personnel. The Clerk would amend and re-circulate the document to include;</p> <ul style="list-style-type: none"> • Training and Development Governor – Luke Haisell • Pay Committee – Sarah Lomax • Pupil Premium Governor - Jon Jansen-Alder • KCC Finance Governor – Julia Comber | Clerk |
| 7. | <p>Terms of Reference / Standing Orders</p> <p>The following documents were reviewed and approved unanimously.</p> <ul style="list-style-type: none"> • Instrument of Government • Terms of Reference for the Governing Body • Standing Orders for Meetings of the Governing Body • Standing Order for Virtual Governance • Standing Order for the Election of Chair or Vice Chair • Standing Orders for the Appointment of Co-opted Governor • Standing Orders for the Appointment of Associate Member • Terms of Reference for the Governance Professional • Code of Conduct for Governors <p>The Clerk requested that all Governors sign and return a code of conduct for the records.</p> | All |
| 8. | <p>Governor Action Plan / School Improvement Plan</p> <p>8.1 SIP</p> <p>The Headteacher confirmed that the draft SIP was underway with a meeting next week with the School Improvement Partner. Ofsted actions remain as previously. The Headteacher explained the new priorities moving forward would include;</p> <ul style="list-style-type: none"> • Mental Health of both pupils and staff • Improving attendance following new statutory guidance in place from September 2024. This would also include a target on staff appraisals this year. • Further embedding the Christian Ethos • Improving Maths, working with the new Maths Coordinator on the mastery approach and continuing on the mixed year journey. • Improving writing following lower than expected SATs results, looking forward at both new and existing practice. <p>8.2 Draft Action Plan for 2024/2025</p> <p>A verbal report on the wellbeing visit was received with formal report to be provided to the Learning and Achievement Committee. The governor with responsibility for wellbeing stated that she was encouraged by the new wellbeing lead and had already had positive feedback especially around communication. She stated that staff felt they were listened to.</p> <p>RE and Worship reports were noted, previously discussed.</p> <p>SEN formal reports were again noted having previously been discussed. The governor with responsibility for SEN stated that a meeting for this term had already been organised and would be feedback as soon as possible.</p> <p>The Chair requested that governors approve the action plan which had been updated with the new priorities from the draft School Improvement Plan. Governors unanimously agreed the plan. Visits would be allocated at forthcoming committee meetings.</p> | Clerk |
| 9. | <p>Headteacher Appraisal</p> <p>The Clerk stated that she would contact the external advisor and confirm dates for the panel to meet. The Headteacher confirmed that she had already been well supported by her allocated LA mentor, the Headteacher from Seabrook School.</p> | Panel / Clerk |
| 10. | <p>Safeguarding</p> <p>The Headteacher informed the meeting that KCSIE (Keeping Children Safe in Education) had been updated and that all school staff had signed to say they had read the relevant documentation. The Clerk requested that governors complete the declaration to confirm that they had read part 2</p> | All |

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| | of the document. The Chair of the meeting asked that these declarations be returned by the next FGB meeting. | |
| 11. | <p>Policies Review</p> <p>The following polices and documents were reviewed and ratified with no changes.</p> <ul style="list-style-type: none"> • Policy Schedule • Finance Policy • Child Protection Policy • Mobile and Smart Technology Policy • Social Media Policy • Governor Visits Policy and Procedure • Staff Acceptable Use Policy • Volunteers / Visitors Acceptable Use Policy <p>Hard copy of all policies would be signed by the Chair at the next available opportunity.</p> | Clerk / Chair |
| 12. | <p>Training and Feedback</p> <p>12.1 <u>Safeguarding and Prevent Training</u></p> <p>The Chair asked all governors to complete the Safeguarding and Prevent training modules by the next FGB, links found on the Governor Hub.</p> <p>12.2 <u>District Governor Meeting</u></p> <p>The Clerk reminded governors that the briefing was now in two parts and scheduled for 23rd and 25th September. Governors wishing to attend needed to sign up on Governor Hub.</p> | ALL / Clerk |
| 13. | <p>The Governor / DfE / Education People Updates</p> <p>The Clerk highlighted that Governor Services had updated their privacy notice which was available on the Education People website.</p> <p>The Clerk encouraged governors to book onto training via Governor Hub.</p> | |
| 14. | <p>Any Other Business</p> <p>A governor asked what the final intake numbers had been for Reception class. The Headteacher confirmed that 21 children had arrived in Year R better than the 15 originally expected. There had been 7 in year leavers and 14 new starters. The Headteacher continued to explain that 10 families had been issued with their Section 21 notice in Pensand House and were required to leave by 2nd October. Some of these families had been offered bed and breakfast accommodation in Sittingbourne. Governors unanimously agreed that the Chair should write to the local MP on behalf of the Governing Body to express their concerns for these children both with regard to their education and their mental wellbeing. The Chair to draft a letter.</p> | Chair / Clerk |
| 15. | <p>Confidentiality</p> <p>There were no items deemed confidential.</p> | |
| 16. | <p>Date of Next Meeting</p> <p>Thursday 11th November 2024 at 6.00pm.</p> | |

Meeting Closed at 6.13pm

Michael Darkins arrived after the meeting ended.

SUMMARY OF ACTIONS

| MIN NO | ACTION | BY WHO | BY WHEN |
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| 3.0 | Register of Business Interest Forms Complete | ALL | ASAP |
| 3.0 | RBI Document updated and ready for approval | Clerk | FGB 11.11.24 |
| 4.0 | Staff Governor Election | Clerk | ASAP |

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| 4.0 | Parent Governor Election | Clerk | ASAP |
| 4.0 | LA Governor Nomination | Clerk | ASAP |
| 4.0 | Membership added to CIO Agenda | Clerk | CIO 15.10.24 |
| 6.0 | Committee Structure updated and circulated | Clerk | ASAP |
| 7.0 | Code of Conduct signed | ALL | ASAP |
| 8.2 | Wellbeing Report | Clerk | L&A 07.10.24 |
| 9.0 | Dates of availability | HT Panel | ASAP |
| 10.0 | KCSIE Declarations | ALL | ASAP |
| 11.0 | Signed hardcopies of policies | Clerk / Chair | ASAP |
| 12.1 | Safeguarding and Prevent Training | ALL | FGB 11.11.24 |
| 14.0 | Letter to MP | Chair / Clerk | ASAP |



7/11/24