

**MINUTES OF THE VIRTUAL MEETING OF THE FEDERATION OF BODSHAM AND  
SALTWOOD FEDERATION FULL GOVERNING BOARD**

**HELD ON 30<sup>TH</sup> NOVEMBER, 2020 AT 3.30 PM**

**EHT: Mr P Newton**

**CHAIR: Mr L Cavanagh**

**Governors present: Mr P Newton, EHT. Mr L Cavanagh, Chair, Ms L Hibbert, Mrs R Bacon, Rev.L Lawrence, Mrs P Marsh, Mr M Thomas, Prof. B Hill, Rev B Knott, Mrs L Chapman, Mrs E Clements, Mrs D Edwards.**

**Attended by. Jean Grieb, Clerk.**

**The meeting was quorate.**

<b>item</b>	<b>description</b>	<b>action</b>
<b>1.</b>	<p><b>Welcome and Apologies.</b>  <b>Prayer.</b> The meeting opened with Prayer led by Rev. LL.                      The Chair welcomed all to the meeting.                      Mrs E Clements was introduced as a newly appointed Federation Governor.                      Mrs D Edwards was introduced and her appointment as a Parent Governor, Bodsham, was confirmed.                      Mrs L Chapman still awaits confirmation of appointment as the LA Governor</p>	<b>Clerk to contact LA</b>
<b>2.</b>	<p><b>Declaration of Business Interests</b>                      None were declared on any agenda item.</p>	
<b>3.</b>	<p><b>Minutes</b>                      Minutes of the FGB held on 5<sup>th</sup> October, were confirmed.                      Correction to typo in item 4.                      Correction to item 6 Reports Personnel                      Should read "insufficient to employ a full time teacher at Bodsham"                      Actions.                      In hand Rev B to notify congregation of Foundation Governor vacancy at Saltwood                      All other actions completed.</p>	<b>Rev B to inform Saltwood Church re vacancy</b>
<b>4.</b>	<p><b>Governance.</b>                      The clerk inform governors of current vacancies on the FGB                      1 Co-opted 2 Foundation</p>	
<b>5.</b>	<p><b>Governor Training.</b>  <b>Ofsted Online Training.</b>                      LH reported on the recent online training for Ofsted Inspection, presented by LA Governor Support Officer Mrs T Gimber.                      It was well supported by Governors and considered by all that it was informative and valuable in the learning process of what is expected by Ofsted during an inspection. The cost of the training has been met from the school's staff development budget.</p>	

	<p><b>Skills Audit.</b> LH shared the results of the skills audit with Governors and highlighted a few areas where there are gaps. It was reported that overall the Governing Board are generally in line with expectations of governance skills. With new Governors yet to complete a skills audit it is hoped that these gaps will be closed. Knowledge of Structure of the Board was a slight concern. Governors discussed how this could be rectified and considered that further discussion on this item should be introduced in further Governor Training. LH to forward skills audit form to new governors. Action.</p> <p>LH continued that the NGA have a model Self-Assessment Questionnaire which she will circulate to governors. This will help to identify specific evidence in what is being carried out by Governors and how to rectify notable gaps. The questionnaire has 20 questions. Governors considered this would be a good way forward and help to focus on board development. Action.</p> <p><b>Governors reported that observing other FGB meetings or being involved in the governing process at other schools, is helpful in shaping structure and practice at the Federation.</b></p>	<p><b>LH to forward skills audit form to New Governors.</b></p> <p><b>LH to forward questionnaire to all.</b></p>
<p><b>6</b></p>	<p><b>Reports.</b> <b>EHT Report</b> The EHT report was circulated to governors. <b>Matters Arising.</b> EHT reported that since his report to Governors, one pupil in Year 3 at Saltwood was randomly tested for coronavirus which proved positive. The pupil was asymptomatic. All year 3 pupils, 2 teachers and 1 TA were told to self-isolate for fourteen days, in total 37. The child did attend After School Club where he remained with a year group bubble, 4 other pupils were identified and guidelines were followed. There have been no further reports of cases within this group. One teaching assistant at Saltwood was self-isolating but continued to work from home, she is clinically extremely vulnerable and has been advised to shield by her GP Attendance for pupils across the Federation remains good.</p> <p><b>Question. A governor asked what is the plan for Catch-up procedure for those who have gaps in their learning to fill.</b> <b>Answer. EHT responded that pupils will continue to receive home learning packs, which teachers have prepared and emailed to parents for home learning to continue.</b> There is no assessment data regarding children's attainment or progress for the end of this year as all statutory assessments were cancelled. <b>See Confidential Annex 1.</b> <b>Grammar School Selection Test 2021/ entry.</b> EHT reported on the outcomes of those pupils who took the Kent Test and Shepway Test. <u>Saltwood</u></p>	

<p>4 pupils passed the Kent Test plus 2 more after appeal. 15 pupils passed the Shepway Test. In total 15 children were assessed as being eligible for Grammar School (45%).</p> <p><u>Bodsham</u> 4 Pupils passed the Kent Test plus 4 more after appeal. A total of 8 children were assessed as being suitable for Grammar School (54%.)</p> <p><b>Question A governor asked what is the difference between the Kent and Shepway test.</b> <b>Answer. EHT responded that the Kent Test covers entry to all Kent Grammar Schools, whereas the Shepway Test covers only Grammar schools in the Shepway area; Harvey Grammar and Folkestone School for Girls. Both tests are usually taken by most at Saltwood but only Kent Test at Bodsham.</b></p> <p><b>Question. A Governor asked if Ofsted look at this data.</b> <b>Answer. The EHT responded that this data is not viewed by Ofsted or Parents. And is not used for marketing. Parents are able to ask the EHT for their child’s individual score.</b> The Chair thanked the EHT for his thorough report. There were no other questions.</p> <p><b>Monitoring Plan</b> LC circulated a monitoring plan to all governors. LH explained the plan and its practicalities given that Governors will need to carry out monitoring from outside school. LH will pair up new governors with more experienced governors. The situation for monitoring is not ideal but it has to be done. The monitoring plan is based on the “4 pillars” of the School Improvement Plan and is designed to build on monitoring that has gone before – a progressive system designed to bring about the best outcomes for the schools. Suggested questions Governors should be asking of staff were listed on the monitoring form. The Chair asked RB to monitor H&amp;S re the Legionella survey at Bodsham. This can be monitored by asking questions rather than a site visit. Action <b>Question A governor asked when monitoring is carried out should it be reported back to the FGB at each stage or reported at the final 3<sup>rd</sup> stage.</b> <b>Answer. The Chair responded that it would be preferable to report back to governors at each stage.</b></p> <p><b>Question A new governor asked if there is a base line to begin with.</b> <b>Answer. The Chair commented that new governors will be paired up with experienced governors.</b></p> <p>The Chair continued that on-line induction training is available for new governors however he reported that the course consists of 6 hours on</p>	<p><b>RB Bodsham re survey</b></p>
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	<p>zoom. This he considered online/zoom perhaps the most effective use of governor's time. Training is available with the NGA and he ask LH to investigate this training. Action</p> <p><b>Finance</b> LH reported that the finance committee had met to monitor the 6 month Budget finances of both schools. The monitoring report will be forward to all governors. Action</p> <p><b>Question. A governor asked what is the impact on Bodsham school's budget with a TA who is unable to work due to Covid implications.</b> <b>Answer. EHT responded that the TA has taken a reduction in hours to her contract. Her absence is being covered by other staff.</b></p> <p><b>LH left the meeting .</b></p> <p><b>RHE (Sex Education) Consultation</b> Governors discussed in depth the proposed RHE Policy. Consultation responses from parents were uploaded on to the Federation Governor Hub. EHT explain to governors the responsibility they have in ensuring that the policy contains specific teaching requirements and allowing for parents to opt out and remove their child from participating in Sex Education Lessons. He continued that sex education is not compulsory in Primary education, so schools must define explicitly what is to be taught. The new curriculum includes a health education requirement to teach children about changes at puberty. The school uses the program Jigsaw which outlines schemes of work for all year groups in primary school. One of the important aspects of Jigsaw is that it looks at all types of relationships at home and in society. It ties in with the Christian values of the Federation. Health education teaching starts in Year 4 as pupils are reaching puberty at an early age. It may be appropriate to separate girls and boys in years 5/6 for some teaching. Responses from parents to the consultation have been positive, with most parents pleased that Health Education is to be taught at an earlier age. The decision has been made to include some Sex Education content in Year 5 and 6.</p> <p><b>Question A governor asked what is covered at Year 4.</b> <b>Answer The EHT responded that changes to children's bodies at puberty, including menstruation will be covered in Year 4 moving onto more in-depth coverage of how human life is procreated in Years 5 and 6.</b></p> <p>Governors welcomed the changing of attitudes to Sex Education in primary schools and fully approved the proposed Federations Policy.</p>	<p><b>LH to investigate NGA Induction Training</b></p> <p><b>Agenda item for FGB 25.01.21</b></p> <p><b>LH to send finance monitoring report to all.</b></p>
7	<p><b>Safeguarding. (Standing Order)</b> EHT reported that all safeguarding issues were in his report.</p>	

	There has been a slight increase in further support from outside agencies.	
<b>8</b>	<p><b>Health and Safety ( Standing Order)</b></p> <p>Governors reviewed the H&amp;S report for Saltwood following a visit by the HSE on 14<sup>th</sup> October</p> <p>The EHT responded to the report and confirmed that suggestions on Covid issues have been addressed at Saltwood. EHT’s response to the report to H&amp;S Executive has been received and a reply confirmed that it is considered satisfactory.</p> <p><b>Question. A governor asked if relevant issues at Bodsham have been addressed.</b></p> <p><b>Answer. EHT responded that suggestions had made some difference at Bodsham and the Risk Assessment has been updated accordingly for both schools.</b></p>	
<b>9</b>	<p><b>GDPR (Standing Order)</b></p> <p>There was no data protection issues reported.</p>	
<b>10</b>	<p><b>Policies.</b></p> <p><b>Draft Admissions Policy for Saltwood School 2022.</b></p> <p>At the FGB meeting held on the 5<sup>th</sup> October, 2020 Governors discussed and approved a review of this policy as suggested by Canterbury Diocese to make the following changes to the Policy.</p> <ul style="list-style-type: none"> <li>• Church affiliation is no longer considered in the event of oversubscription</li> <li>• The ‘sibling link’ will remain if families move more than 2 miles from the school</li> <li>• Children of members of staff will be given preference over some others</li> </ul> <p>The EHT has contacted the Diocese and asked for guidance on these changes. The response from the Diocese was that parents must be consulted and Governors should have a robust discussion on these changes.</p> <p>Governors discussed again the removal of the affirmation form. Governors considered that this will reflect the new SIAMS framework and the admission for all will help move the school towards being more community based while upholding our Christian values.</p> <p>Rev. BK and Rev LL informed Governors that they were entirely supportive of this change.</p> <p>b) There was a lengthy and in depth discussion by Governors on the sibling link changes. Mostly governors considered that siblings should be admitted to the school even when they move more than 2 miles away. Considering that it would be unfair to split families in to different schools. Some Governors remain unsure that this is a good move considering that few parents may rent property in the school catchment area to have their child admitted and then move away and still have expectations for siblings to be admitted.</p> <p>c) Governors continue to be fully supportive of children of staff being admitted. This helps with recruitment and retention of staff.</p>	

	<p><b>Governors voted on all three changes to the Admission Policy for Saltwood School 2022. Proposed by LC and seconded by Rev BK there were 9 votes for, 1 abstention 1 non-voter and 1 absentee. Consultation to go to the next stage.</b></p> <p><b>SEND Policy</b> The SEND policy was circulated to all Governors. EHT reported that a review with SENCO's, of both schools. Has taken place and the policy follows current guidance. Governors approved this Policy.</p> <p><b>Code of Conduct for Governors</b> Governors reviewed this Policy and it was approved by all.</p> <p><b>Code of Conduct for Staff</b> The Policy was redefined as it was out dated. The policy is in agreement with guidance of Kent Personnel Services and is more robust. The Policy was approved by all Governors.</p> <p><b>School's Disciplinary Policy.</b> Governors reviewed this policy in line with guidance from the LA. The Policy was approved by all Governors.</p>	
11.	<p><b>A.O.N.B.</b> There was no AONB.</p>	
12.	<p><b>Confidentiality.</b> Governors considered that Home Learning of one pupil, EHT Report, should remain confidential.</p>	
13.	<p><b>Dates of future meetings.</b></p> <ul style="list-style-type: none"> <li>• 25<sup>th</sup> January, 2021</li> <li>• 15<sup>th</sup> March, 2021</li> <li>• 17<sup>th</sup> May, 2021</li> <li>• 12<sup>th</sup> July, 2021.</li> </ul>	
14.	<p><b>Actions.</b>  <b>Finance Report. Agenda Item for next FGB meeting.</b>  <b>LH to forward Finance Monitoring Report to all Governors</b>  <b>LH to investigate NGA training for Self-Assessment</b>  <b>LH to investigate Induction Training</b>  <b>RB to report on H&amp;S Legionella Risk</b>  <b>LH to forward Skills Audit forms to new Governors</b>  <b>Clerk to contact LA re LA Governor appointment.</b></p>	

Signed.....

Date.....