

LALEHAM GAP SCHOOL GOVERNING BODY

FULL GOVERNING BODY MEETING

Minutes of the Meeting of the Full Governing Body held at 1800 hours on Wednesday, 1 November 2023 face-to-face and via Microsoft Teams

Present: Daniel Chantler (Chair), Victoria Acors, Joanna Arnold (via Microsoft Teams), Lesley Collins (via Microsoft Teams), Lisa Dixon (via Microsoft Teams), Danielle Dunn, Lesley Game, Les Milton (Headteacher)

In Attendance: Mrs Val Woodin (Governance Professional)

The meeting was quorate and finished at 1940 hours.

No.	Item	Action
Procedural		
1.	Welcome and Apologies for absence The Chair welcomed those present to the meeting. Apologies for absence were received from Tina May after the meeting. The meeting was quorate. The Chair welcomed Victoria Acors. As agreed at the last meeting the Chair had invited her to the Governing Board meeting and proposed that she be appointed as a Co-opted Governor. The Governing Board unanimously agreed that Victoria Acors be appointed as a Co-opted Governor with effect from 27 September 2023 for a period of 4 years to 26 September 2027.	
2.	Declaration of Business Interests Governors who had not already done so were reminded to complete their annual declarations of interest on GovernorHub.	All Governors
3.	Minutes and confidential minutes of the previous meeting held on 27 September 2023 The minutes and confidential minutes of the previous meeting held on 27 September 2023 were approved and signed as an accurate record.	
4.	Matters arising Governors received the action sheet from the last meeting and the following were updates of items not completed or not separate items on the agenda. <u>Governor Induction Procedure</u> The Chair had updated this to include training and how to access this and this was on GovernorHub with the Governing Board papers. <u>Foundation Governor</u> The Headteacher confirmed that at the Ksent Board meeting Victoria Acors had been approved as Foundation Governor for a 4-year term of office from 29 September 2023 to 28 September 2027.	

	<u>Instrument of Government</u> The amended Instrument of Government had been submitted to Ksent for ratification to be effective from 2 October 2023. A response had been received from KSent confirming that their next Board meeting was in term 4 when this would be considered and ratified. <u>Praise for good attendance</u> The Headteacher reported that the Attendance Officer was visiting school on 9 November and he would ask what other special schools did. Class teachers had been reminded about the expectations of class certificates. He also explained about that in special schools a number of children had medical issues which affected attendance, however, good attendance should be celebrated. <u>Up-to-date budget Monitoring Report</u> The Governing Board received the updated 3-year budget plan at the last meeting. <u>DBS Check for Governors</u> The Headteacher stated that for the last year when new Governors were appointed they were asked to sign up to the DBS update service which they had to complete themselves. If Governors did not do that a further DBS would be carried out if they undertook a second term of office. <u>Governor Skills Audit</u> The Governing Board received the Governor skills matrix to date. Governors who had not yet completed their Governor skills matrix were asked to do so as soon as possible. The Chair confirmed that this was an annual requirement completed in September each year and allowed for Governor recruitment to focus on skills required. It was also used to determine Board training and suggested individual training for Governors and this also linked to the School Development Plan (SDP).	All Governors
Governance		
5.	Membership There was one Local Authority Governor vacancy. As reported at the last meeting the term of office of Lisa Dixon (Staff Governor) was due to finish on 12 May 2024 and the term of office of Danielle Dunn (Parent Governor) was due to finish on 22 June 2024. The Headteacher would put out an advert at Christmas for a new Governor to fill the Local Authority vacancy.	Headteacher
6.	Safeguarding An update on safeguarding would be discussed under the Headteacher's report.	
7.	Governor Monitoring A Governor safeguarding monitoring visit by the Chair and Vicky Acors was due to take place on Friday, 10 November.	

	Lesley Game confirmed that she was due to undertake a Governor Monitoring visit meeting with the School Business Manager on 8 November. Joanna Arnold would be undertaking and teaching and learning Governor monitoring visit in December. The Headteacher would speak to Katie Reeves, Deputy Headteacher, about a monitoring visit by Lesley Collins.	Headteacher
School Improvement		
8.	Headteacher's Report The Governing Board received the Headteacher's report in advance of the meeting. The Headteacher highlighted the following: <u>Outcome Data Comparisons</u> Year on year outcome data comparisons for pupils would be received and discussed at the next Governing Board meeting. <u>Support to Ksent School</u> Discussion on this is included in the confidential minutes. <u>Ksent</u> Governors noted the update on Ksent and that it was in a good financial position and was self-sustaining. Roland Gooding and Peggy Murphy were the co-chairs of the Ksent Trust Board. <u>Specialist Teaching and Learning Service (STLS)</u> The Headteacher reported that feedback on the annual survey for specialist teachers across the county was excellent and Thanet's service performed at a higher-than-average rate in all aspects of the questionnaire. He recorded thanks to Ruth Jones and all her team for their hard work and commitment. <u>Safeguarding</u> An update on safeguarding was included in the confidential minutes.	Headteacher
9.	School Development Plan (SDP) The Governing Board received the costed SDP for 2023/24. The Governing Board received at the last meeting the summary SDP detailing the nine target areas. From this the staff had delegated targets that were agreed as part of their performance management. The Headteacher confirmed that the performance management for all teachers had been completed. The Chair thanked the Headteacher and Senior Leadership Team for their work in producing the SDP. The Headteacher pointed out that this was a live document and would be updated before Christmas. The Governing Board approved the SDP for 2023/24.	
10.	Finance The Governing Board received the 6-month budget monitoring report which was circulated in advance of the meeting.	

	The revenue balance to date showed an in-year overspend of £81,598 (eighty-one thousand five hundred and ninety-eight pounds). At the 6-month budget an overspend of £26,450 (twenty-six thousand four hundred and fifty pounds) was predicted, however, this did not include any additional funding for the teachers pay grant. The Governing Board noted the funding received to fund the new boiler in Phoenix and reduction in the school's contribution to capital expenditure. <i>A Governor asked whether there was any concern about the variance on the total revenue expenditure of £63,453 (sixty-three thousand four hundred and fifty-three pounds).</i> <i>The Headteacher explained that this was from the money held from Virtual Schools Kent. Laleham Gap supported them in the distribution of money to mainstream schools for looked after children.</i> The Chair recorded thanks to the School Business Manager for her work and clear information on the 6-month budget.	
11.	Headteacher's Performance Management (HTPM) Panel Arrangements were being made for the Headteacher's Performance Management Panel to meet. Gary Edwards was the External Adviser to the Panel. The Chair would share the paperwork from the last review with the members of the HTPM panel.	Chair
12.	Pay Panel The Headteacher reported that payment to one member of the Senior Leadership Team needed to be reviewed and confirmed by the Pay Panel. He would send the appropriate information to the Pay Panel who would then hold a virtual meeting.	Headteacher/ Pay Panel
13.	Policies The Governing Board reviewed the following policies for approval: <u>Headteacher's Recruitment Guidance and LGS03 - Safer Recruitment Policy</u> The Governing Board received guidance on the recruitment of the Headteacher and other leadership roles. The Chair had asked for the Safer Recruitment Policy to be on the agenda. This was due to be updated in December 2024. The Chair was going to raise at his next monitoring visit if it needed to be updated/reviewed early due to the changes regarding social media investigation. <u>Early Career Teacher (ECT) Policy</u> The Governing Board received and reviewed the ECT Policy. <i>A Governor asked whether the school had a lead provider or whether this was being undertaken in-house.</i> <i>The Headteacher confirmed that the lead provider was Thames Gateway.</i> he Governing Board approved the ECT Policy.	Chair

	With the departure of two Area Governance Officers Tina Gimber -would be the Area Governance Officer for South Kent, North Kent and Medway and Lorraine Monkhouse would be the Area Governance Officer for East Kent and West Kent	Headteacher
15.	Governor Training The Chair had an up-to-date record of the training undertaken by Governors. Training undertaken through the Education People would be automatically uploaded on to their training record but they were reminded that if they undertook any other training they should enter this on to their training record on GovernorHub. The expectation of training was linked to the Governor skills gaps. When the skills audits had been completed and the skills matrix was available training could be identified.	All Governors
16.	Co-operative Foundation Trust The Chair had been unable to attend the Ksent meeting and had requested that the meeting be held later in the day. He would, however, receive the minutes of the meeting. The Headteacher had attended and stated that there had been discussion about the financial security of the Trust.	Headteacher
17.	Chair's Actions/Correspondence The Chair recorded thanks to Danny Ralph for his hard work and commitment to the school over the last 6 years and wished him the best of luck in the position he would be taking up as Head of School at Broomhill Bank School. The Headteacher outlined the changed role of Ruth Junes and the Chair asked whether she could attend the next Governing Board meeting to introduce herself and her role. The Headteacher would invite her.	Headteacher
18.	Any Other Urgent Business <u>Governing Board Self-Review</u> The Governing Board received the Governing Board self-review for discussion and approval. The Chair outlined the content of the review including skills, effectiveness, strategy, succession planning, role of the Chair, vision, engagement, accountability of the Executive and impact. He explained that he would be sending out a 360° form for completion by Governors. <i>A Governor asked when the last parent survey was sent out.</i> <i>The last parent survey was in July. The results of the staff survey would be included in the Headteacher's report to the next Governing Board meeting.</i> The Headteacher thanked the Chair for his hard work and commitment in drafting the Governing Board self-review. The Governing Board approved the Governing Board self-review.	Headteacher
19.	Confidentiality The following were confidential items:	

	• Safeguarding • Support to Ksent school	
20.	Dates of Meetings 2023/24 <u>Finance Committee Meetings 2023/24</u> • Wednesday 24 January 2024 at 5 pm • Wednesday 27 March 2024 at 5 pm • Wednesday 22 May 2024 at 5 pm <u>Full Governing Board</u> • Wednesday 24 January 2024 at 6 pm • Wednesday 27 March 2024 at 6 pm • Wednesday 22 May 2024 at 6 pm • Wednesday 10 July 2024 at 6 pm	
21.	Impact of Meeting The impact of the meeting had been: • Approval of induction procedure • Appointment of Vicky Acors as Foundation Governor • Approval of costed School Development Plan for 2023/24 • Discussion of Headteacher's report and safeguarding update • Budget monitoring • Completion and approval of Governing Body self-review • Update on Ksent • Discussion on Governance bulletin and training available	

Signed Date

Chair of Governors