

LALEHAM GAP SCHOOL GOVERNING BODY

FULL GOVERNING BODY MEETING

Minutes of the Meeting of the Full Governing Body held at 1800 hours on Wednesday, 27 September 2023 face-to-face and via Microsoft Teams

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

In Attendance: Mrs Val Woodin (Governance Professional)

The meeting was quorate and finished at 2005 hours.

No.	Item	Action
Procedural		
1.	Welcome and Apologies for absence The Chair welcomed those present to the meeting. Apologies for absence were received and accepted from Lisa Dixon and Lesley Game. 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 were reminded to complete their annual declarations of interest on GovernorHub. Victoria Acors declared that she was employed as a School Improvement Partner for the Stour Academy Trust working across a number of schools. Governors confirmed that they had no business interests to declare against any agenda items. Governors were reminded to declare business interests which become relevant during the meeting.	All Governors
3.	Minutes and confidential minutes of the previous meeting held on 12 July 2023 The minutes and confidential minutes of the previous meeting held on 12 July 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 circulated the draft Governor Induction procedure. He stated that there was an emphasis on safeguarding and training. He drew attention to page 5 of the procedure giving information on the GovernorHub Knowledge induction	

	With the additional sentence agreed above, the Governing Board approved the Governors Code of Conduct 2023-24. Governors were reminded to sign on GovernorHub that they would abide by the Governors Code of Conduct.	All Governors
8.	Instrument of Government and Review of Constitution and Membership The Governing Board reviewed the Instrument of Government. The composition of the Governing Body had been expanded last year to 12 Governors as follows: • 2 Parent Governors • 1 Local Authority Governor • 1 Staff Governor • 1 Headteacher • 5 Co-opted Governors • 2 Foundation Governors The Governing Board agreed that they wished to revert to a Governing Board of 10 by removing two of the Co-opted Governor positions with effect from 2 October 2023. The composition of the Governing Board from 2 October 2023 would be: • 2 Parent Governors • 1 Local Authority Governor • 1 Staff Governor • 1 Headteacher • 3 Co-opted Governors • 2 Foundation Governors As Victoria Acors had just been appointed as a Co-opted Governor and there were already 3 Co-opted Governors in post, it was proposed and agreed that she should be nominated as a Foundation Governor. The Headteacher was attending a KSENT Trust Board meeting on 29 September and would seek agreement to this at that meeting. The Governing Board noted that the following terms of office were due to finish in 2023/24: • Lisa Dixon (Staff Governor) – 12 May 2024 • Danielle Dunn (Parent Governor) – 22 June 2024 It was noted that GovernorHub was up-to-date and matched the constitution.	Headteacher
9.	Approve Standing Orders The Governing Board approved the following Standing Orders: • Co-opted Governor • Virtual Governance • Appointment of KSENT Foundation Governors	
10.	Annual Review of Governing Board Organisation, Structure, Effectiveness and Impact <u>Effectiveness and Impact of the Governance Structure</u> The Chair would be undertaking a 360°. He would also draft a Board self-evaluation for discussion and agreement at the next Governing Board meeting and would then draft governance objectives/action plan for 2023/24.	

	<u>Hybrid Model Terms of Reference 2023/24</u> The Governing Board agreed to continue with the Hybrid Model Terms of Reference based on the Circle Model but with a Finance Committee. They agreed the Terms of Reference circulated with the agenda. <u>KSENT Panel Hearing Terms of Reference</u> The Governing Board reviewed the KSENT Panel Hearing Terms of Reference. They agreed to remove the following points from the document: • To make any determinations on behalf of the Board in relation to staff redundancy and redundancy appeals. • To consider any representations by parents in the case of an exclusion (in accordance with the Statutory DfE Exclusions Guidance) • To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (in accordance with the Statutory DfE Exclusions Guidance) • All panels are to be convened by the governance professional/clerk. With these deletions from the document the Governing Board agreed the KSENT Panel Hearing Terms of Reference. <u>Governor Skills Audit</u> Governors were reminded to complete the Governor Skills Audit and the analysis and matrix would be received at the next Governing Board meeting. <u>Headteacher's Performance Management Panel</u> Joanna Arnold Daniel Chantler Lesley Game (Chair of the Panel) <u>Pay Panel</u> Danielle Dunn (Chair of the Panel) Vicky Acors Tina May <u>Finance Committee</u> Lesley Game (Chair of the Committee) Vicky Acors Daniel Chantler Headteacher <u>Governor Monitoring Roles</u> Governor monitoring roles were agreed as follows: Safeguarding – Daniel Chantler/Vicky Acors SEND – Tina May Careers Guidance – Tina May Health and Safety – Danielle Dunn	All Governors
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	Training and Development – Daniel Chantler Pupil Premium/Sport Premium/Recovery and other Targeted Funding – this would be the responsibility of the Finance Committee Wellbeing – Lesley Collins Attendance was covered at every Governing Board meeting in the Headteacher's report.	
11.	Governor Monitoring <u>Governor Monitoring Schedule</u> The Governing Board received the updated Governor monitoring schedule. It was noted that Vicky Acors would be part of teaching and learning monitoring and Lesley Game would be part of Leadership and Management monitoring. Joanna Arnold suggested that the quality of teaching learning walk to be in terms 2, 3 or early on in term 4. <u>Governor Visits Monitoring Policy</u> The Governing Board received the Governor Visits Monitoring Policy for the Circle Model 2023/24. They agreed this policy, however, the monitoring form to be used would be the one used by Governors last year. One addition to the monitoring form last year was the addition of an Impact Statement.	
12.	Governor Safeguarding Governors were reminded that they needed to sign on GovernorHub that they had read and understood Keeping Children Safe in Education (KCSIE) 2023. Any Governors having difficulty logging in to the online safety portal should contact Josh Payne, the Designated Safeguarding Lead (DSL). The Governing Board noted that they were required to undertake an e-safeguarding training module updated for KCSIE 2023.	
School Improvement		
13.	Safeguarding <u>Updates</u> An update on safeguarding is included in the confidential minutes. <u>Keeping Children Safe in Education (KCSIE) 2023</u> The Governing Board gave approval to KCSIE Annex A may be used for those staff who do work directly with children. The Headteacher confirmed that all staff and volunteers have read and understood Annex A of KCSIE 2023. <u>Annual Safeguarding Report to Governors</u> The Governing Board received and noted the Annual Report to the Governing Body on Safeguarding activity in Laleham Gap School for the period September 2022 to August 2023. This document gives an overview of staff involved, the complexities of the school, the level of training for staff and what is included in	

	the policy. If Governors had any questions they should submit these to the Headteacher and copy in the Chair of Governors. The Safeguarding Governors look at the document when they have discussions with the safeguarding lead in school.	
14.	School Development Plan (SDP) The Governing Board received the summary of the SDP for 2023/24. The Headteacher explained that in the training day they had talked about priorities for the coming year. The performance management for teachers was taking place when specific targets were identified from the SDP. The fully costed SDP for 2023/24 would be submitted to the next Governing Board meeting for approval.	Headteacher
15.	Headteacher's Report The Governing Board received the Headteacher's report in advance of the meeting. The Headteacher highlighted the following: <u>Vision Statement</u> The word "aspires" has been changed to "strives" and includes "involved in all areas socially and academically". <u>Behaviour and Attitudes - Attendance</u> The attendance summary for last year was noted. This had remained approximately the same as the previous year. It was noted that 2% of children attended less than 50% and 15% were below 90%. <i>A Governor asked how the school celebrated with students who had high levels of attendance.</i> <i>The Headteacher stated that at the end of the academic year it was by the class teachers in primary and at assembly in secondary where those who were considered to have full attendance received an attendance certificate. Pupils received a lot of verbal praise and feedback particularly at the end of the academic year..</i> The Governor responded that she felt there was not enough praise for children who come in every day and the Headteacher would take this back to staff and the senior leadership team. <i>A Governor asked whether it was possible to provide some benchmarking for national schools on attendance in order to compare Laleham Gap with national statistics.</i> <i>The Headteacher would put together some examples around attendance.</i> The Headteacher stated that some pupils who had been out of school for a long period of time before arriving at Laleham Gap and being able to increase their attendance was a big success story. <u>Suspensions</u> It was noted that the final column in the table showing suspensions over the years should state 2023/24. Governors noted that suspensions for 2022/23 was 2 involving just 1 pupil.	Headteacher

	<u>Attainment and Progress Summary</u> The Governing Board received the attainment and progress summary 2023. The Headteacher reported that there was one pupil who sat KS2 SATs who did not meet the benchmark for it. Although no pupils in EYFS met the national target last year, all pupils made 3 steps of progress within the EYFS reception area. With regard to year 11 attainment, Laleham Gap performs very well against other similar schools in Kent (same Cognition and Learning designation with similar cohorts on entry to the school) with 57% achieving five 9-1 grades and 29% achieving five 9-4 grades. All pupils sit English, Maths and Science and there were then other options for subjects. It was noted that the average number of outcomes remained high this year which was due to many pupils achieving several outcomes in some subjects to ensure that they achieve the entry requirements for their college courses. Post-16 provision is based on a person-centred planning approach. The core awards include ASDAN awards in Personal and Social Development, and Employability. There is an individual curriculum offer for each student. In 2022/23, there were eight students in Year 12. All pupils follow a bespoke learning pathway throughout the year, with a focus on preparation for life after school. The Governing Board noted the detail of the results in the summary document.	
16.	Finance <u>Revised 3-year Budget</u> The Governing Board received and accepted the revised 3-year budget plan which showed an in-year deficit of £122,655 (one hundred and twenty-two thousand six hundred and fifty-five pounds) in year 3. <u>Budget Monitoring Report</u> The Headteacher would send to Governors the up-to-date budget monitoring report. <u>Delegated Financial limits</u> The delegated limits for purchases, tenders, contracts, payments and debts are included in the Finance Policy.	Headteacher
17.	Policies The Governing Board approved the Child Protection Policy 2023. The Chair asked for the policy regarding Headteacher Recruitment to be reviewed and submitted to the November Governing Board meeting. There was discussion about the need to review the Early Career Teacher (ECT) policy as the school had recruited Early Career teachers. The current policy was the KCC model policy. The Headteacher would circulate the ECT policy to Governors and this would be discussed at the next Governing Board meeting.	Headteacher Headteacher Gov Prof to agenda

	<i>A Governor asked whether the school had appointed a lead for any ECT.</i> <i>The Headteacher confirmed that this was the Assistant Head and that Thames Gateway was the provider.</i> Governor Allowances Policy – this was a model policy and would be submitted to the next Governing Board meeting.	Headteacher Gov Prof to agenda
Other		
18.	TEP Governance Monthly Bulletin – September 2023 Governors received and noted the TEP Governance monthly bulletin for September 2023. The Chair drew attention to the following: • Governor training • GDPR and compliance • Enhanced IT security for Governing Boards • PE and Sports Premium <i>A Governor asked whether Governors DBS checks were every updated.</i> <i>The Headteacher stated that there was no mandatory timescale for updating DBS checks for Governors but he would speak to the School Business Manager about this.</i>	Headteacher
19.	Governor Training The Chair would include the impact of training in his 360° degree. 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.	
20.	Co-operative Foundation Trust The Headteacher was attending the KSENT Board meeting on 29 September and would report back on this at the next Governing Board meeting.	Headteacher
21.	Chair's Actions/Correspondence including KSENT Update Chairs Actions/Correspondence – the only correspondence received by the Chair was about from the unions about the date of the ballot.. There was no KSENT update.	
22.	Any Other Urgent Business Staff update would be an item included in the confidential minutes.	
23.	Confidentiality The following were confidential items: • Safeguarding • Staff update	
24.	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 1 November 2023 at 6 pm • 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	
25.	Impact of Meeting The impact of the meeting had been: • Appointment of Chair and Vice-Chair • Appointment of new Co-opted Governor and recommendation as Foundation Governor • Approval of Governors Code of Conduct, Standing Orders and Terms of Reference • Discussion and agreement to amend Instrument of Government • Governors allocated to link roles and statutory roles • Discussion of Headteacher's report and safeguarding update • Annual Safeguarding report to the Governing Board • Governor monitoring reports and Governor monitoring schedule for 2023/24. <i>1746 hrs – Danielle Dunn (Parent Governor) and Lesley Collins (Parent Governor) left the meeting as the next item was a confidential staff update.</i> <i>1846 hrs – Part 1 of the meeting closed and part 2 of the meeting finished at 1915 hrs.</i>	

Signed Date
Chair of Governors