



**MINUTES OF THE DISCOVERY SCHOOL  
FULL GOVERNING BODY MONDAY 15<sup>th</sup> JANUARY 2024  
 This meeting was held virtually via Teams.**

**PRESENT**

Miss Tina Gobell - TG (Head Teacher)  
 Mrs Louise Connelly (Vice Chair & Co-opted Governor)  
 Mrs June Budd- JB (Co-opted governor)  
 Mrs Katy Steele – KS (Parent governor)  
 Mr David Waller – DW (LA governor)  
 Mr Mike Goodwin (Parent Governor)  
 Miss Jenny Baker (DHT)  
 Kelly Dey (KD) Staff Governor

**Apologies** – Mrs Annabel Cornall, Mr Louis Westlake, Dr Hash Khan  
**Governance Professional** - Mrs J Roe (GP).

*Please note that prior to the meeting governors attended a presentation on filtering and monitoring from Mr Paul Robinson, IT Network Manager. A copy of the presentation is stored with these minutes.*

AGENDA NUMBER	ITEM FOR DISCUSSION
1.	<p><b>1.1 <u>Welcome and Apologies for absence</u></b> As the Chair of governors was not present, the Vice Chair led the meeting.</p> <p><b>1.2 <u>Apologies for absence</u></b> – Apologies were received and accepted from Mrs A Cornall, Mr Louis Westlake and Dr Hash Khan. The meeting was quorate.</p>
2	<b><u>Register of Business Interests.</u></b> The Register was up-to-date, and no other declarations were declared.
3.	<b><u>Consideration of AOUB items</u></b> – nil
4.	<p><b><u>Membership update.</u></b> Governors were reminded of the co-opted vacancy but were mindful of ensuring that the right candidate was appointed. After a short discussion it was agreed to review the situation again in the Spring term and advertise the vacancy at that point.</p> <p><i>Action – FGB to review Co-opted vacancy in the Spring term.</i></p>
5	<p><b><u>Minutes of the last meeting 09.10.2023.</u></b> These had been circulated prior to the meeting and all agreed were a true representation of the meeting. The Vice Chair will sign the minutes when next in school.</p> <p><b><u>Actions from the minutes of 09.10.2023.</u></b> Please refer to appendix 1.</p>

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**Finance** The finance monitoring governors provided a short verbal report on their recent monitoring visit 18.10.2023.(copy of report circulated to all governors prior to the meeting and stored with these minutes).

The monitoring trio were confident that the school would end in a good financial position. They had discussed HNF and how the process for applying for this meant that the school often had to fund support for children for a long time before it was received. The monitoring governors commented that because there were places available, the school was having to accept pupils from a wider catchment which was affecting the demographic of the school.

Whilst there had been some additional funding received to cover the recent teachers' pay increases, the school was still underfunded. The HT then interjected and said that she had met with the SBM since the monitoring visit and that originally it was anticipated that with the teachers' pay grant this would leave the school with a shortfall of £5,000 (five thousand pounds) to cover the increases, it was in fact £15,000 (fifteen thousand pounds) as the Government had not accounted for pensions and NI, meaning this would come out of the school budget.

Governors were mindful that this would impact on the school's carry forward which was decreasing each year.

Governors learned that the birth rate was expected to remain low until 2025. The school census with adjusted figures revealed 626 children on role out of a maximum of 630. Whilst on the surface it looked as though there was a shortfall of 4 pupils there are only 79 children in each Year R class, but the school had breached 30 in some KS2 classes. The HT commented that numbers attending the recent new entrance tours had been significantly higher than previously and hoped that the outstanding Ofsted report will have an impact on applications for September 2024 places this year.

The monitoring governors reported on the changes made by KCC so that staff can no longer purchase goods with their own debit cards and as the school did not carry petty cash staff would have to raise a purchase order.

No concerns had been raised when discussing incomes and expenditure.

A monitoring governor commented on the positive impact the new FODS team were having as they had a full agenda of events planned for 2024. The new team were mainly from EYFS and Year 1 parents. Governors commented on how successful the recent Christmas Fayre had been and the amount of work that went into arranging these types of events.

**Finance Policy** This had been discussed at the monitoring visit. A finance monitoring governor had since noted that there was a discrepancy in the policy referencing the amount of petty cash and then in another part of the policy saying that the school operated a cashless system. As the policy had been sent to all members of the FGB prior to this meeting, the GP asked governors

	<p>to confirm that they were happy to approve the policy and the amendment would be made to show that the school does operate a cashless system,</p> <p><b>The FGB approved the Finance Policy subject to the one minor change. The GP will ask the SBM to make the change and resend the policy for transparency to the FGB.</b></p> <p><b>Action – GP to ask SBM to amend Finance Policy to reflect the school operating a cashless system. Policy to be circulated for transparency to the FGB.</b></p> <p><b>Pay Committee</b> The Pay Committee had met on 04.11.2023 and had approved the teachers’ pay increases in line with government recommendations. The Pay Committee will meet again in the Spring Term to review support staff pay.</p> <p><b>Action – Pay Committee to meet in Spring term to review support staff pay.</b></p> <p><b>HTPM</b> – Please see confidential items, part 2 of these minutes. This item will be discussed at the end of the business of the meeting to enable the HT, DHT and staff governor to leave the meeting.</p>
7	<p><b><u>SIP and Monitoring Visits</u></b> The revised monitoring schedule had been circulated earlier in the day by the CoG. All agreed that as AC was not present governors will review this and send any questions to the GP who will collate and forward to the CoG to enable her to respond in one collective email. Governors were asked to send any questions to the GP no later than Friday 26<sup>th</sup> January.</p> <p><b>Action – Governors to send questions relating to monitoring visit schedule to GP by Friday 26<sup>th</sup> January.</b></p> <p>The GP asked governors for any comments on school events that they had attended. Two governors who are related to pupils in the school attended the Remembrance Sunday service to lay a wreath on behalf of the school.</p> <p>A governor had attended the Year 1 nativity and commented that it was very well attended. The HT reminded governors that during Covid the school had been unable to put on the usual nativity performance, so it had been moved to enable those pupils who had missed out to have the opportunity to perform in this and it was also felt that it was too overwhelming for pupils in EYFS who now had their own ‘Make and sing’ afternoon. Year 2 will be arranging their own performance later in the year and the remainder of the school will be having school assemblies.</p> <p>Another governor had attended several of the music events and commented on how they were a nice way of the school to be involved in the community and that it had been lovely to see the children so enthused.</p> <p>One of the governors had watched the children perform at The Landings as part of the development’s wellbeing programme. She commented that the</p>

	<p>residents were extremely complimentary about the children and she felt proud of them all.</p> <p>Governors agreed that Mrs Wilce-Cordner should be thanked for all her hard work that she puts into all the musical events both in school and within the community.</p> <p>A report from the CoG on the recent meeting with the SIA will be circulated.</p> <p><a href="#">Action – CoG to circulate report from SIA.</a></p>
8	<p><b><u>Head Teacher’s Report</u></b> This had been circulated ahead of the meeting.</p> <p><u>School Improvement Plan</u> The HT will circulate the updated SIP once it has been finalised by the SLT.</p> <p><a href="#">Action – SIP to be circulated to FGB once finalised by the SLT.</a></p> <p><u>Staff moderation</u> Governors learned that last term all staff had been observed on their adaptive teaching, with the observation focussing on quality first teaching, pre-teaching and how they had adapted the lesson for all children to be successful.</p> <p>Following on from the disappointing KS2 reading results, all staff had also been observed on their guided reading.</p> <p><u>Pupil performance</u> Writing moderation was completed last Friday. Once the DHT has reviewed the data, the report will be circulated.</p> <p><a href="#">Action – DHT to circulate writing moderation data.</a></p> <p>Governors were encouraged to learn that following pupil progress meetings with Year 6 staff, the SAT results were looking very promising. Last week the year 6 pupils took last year’s SAT’s papers with 71% of pupils already meeting the required standard. Their results were only 2% lower overall than last year. Year 1 and EYFS moderation meetings have been arranged.</p> <p><a href="#">Action – Governors to receive Year 1 and EYFS moderation outcomes at next FGB meeting.</a></p> <p><u>Policies</u></p> <p>Complaint Policy – There were no substantive changes on the policy which is based on DfE best practice. <b>The Board had reviewed and approved the Complaint Policy.</b></p> <p>Governor Allowance Policy – Governors felt it important to continue to have a Governor Allowance Policy and so it was approved for a further year. The finance monitoring trio will review any claims on this as part of future monitoring. No claims had been submitted in the last academic year.</p>

	<p><u>Action – Governor Allowance Policy – finance monitoring trio will review to monitor any claims throughout the year.</u></p> <p><u>Attendance</u>, please refer to confidential items, part 2 of these minutes.</p> <p><u>Health &amp; Safety</u> A governor commented that the accident numbers during lunchtimes seemed high but was reminded by the HT that this was a very small percentage when looked at against the total number of pupils within the school.</p> <p><u>Parent Consultations</u> A governor commented that it was good to see a high attendance rate.</p> <p>The Vice Chair reminded governors to look at upcoming events listed at the end of the HT report. The GP confirmed that governors who were not parents of the school were also sent the ‘weekly reminders’ list. The HT encouraged governors to come along to any of these events.</p> <p>Several of the governors commented that the recent Astrodome visit to school had been very enthusiastically received and were pleased to learn that this would remain a continuing feature on the school Calendar.</p> <p>A governor said that it was good to see that the school can provide these visits for the children and can organise finances to part fund them so that all children are able to attend. The HT commented that these events are often run at a loss, but the losses are built into the budget.</p>
9	<p><b><u>Chair’s Report/Update from GP</u></b></p> <p>As the Chair was unable to attend the meeting the GP provided governors with a short update on the Education staff wellbeing charter, GOV.UK, The Workload reduction taskforce: Initial recommendations, and DfE new guidance on helping schools tackle harassment of staff.</p> <p>The GP will forward the links to these via email to governors.</p> <p><u>Action GP to send the links for education staff wellbeing Charter, Workload reduction taskforce and helping schools tackle harassment of staff.</u></p>
10	<p><b><u>Policies and other documents</u></b></p> <p>Both the Governor Allowance Policy and Complaints Policy had been discussed and approved under item 8.</p> <p><u>Terms of Reference</u></p> <p>The GP had circulated these ahead of the meeting. The HT and CoG had since made some additional amendments. The GP went through these with the FGB who were happy to adopt the reviewed TOR’s. The GP will circulate the amended TORs to all governors. The TOR’s will be uploaded to the school website.</p> <p><u>Action – GP to circulate amended TORs and arrange for them to be uploaded to the school website.</u></p>

	It was noted that the H&S governor had a meeting arranged for the 25 <sup>th</sup> January and was also the named governor for Food Standards.
11	<p><b><u>Governor Training &amp; Development/skills audit</u></b></p> <p>The GP had completed the skills audit matrix. Mostly the scores highlighted that governors were confident in the majority of areas apart from the curriculum. Governors were reminded that the DHT had presented the new curriculum to the governors at a previous FGB meeting, and the GP suggested that if governors had questions on the curriculum, they contacted the DHT who was happy to answer any queries or deliver further training if required. The GP will re-circulate the presentation from the DHT on the curriculum.</p> <p>Action – GP to re-circulate the DHT’s presentation on the curriculum. Governors to contact the DHT with any questions.</p> <p>The HT informed governors that the recent SIA meeting had highlighted the need for all governors to have refresher training in PREVENT. As DSL’s the HT and DHT must provide this training to staff and so will deliver an abridged version prior to the start of the next FGB meeting Monday 25<sup>th</sup> March 2024.</p> <p>Action – All governors to receive refresher training in PREVENT by HT/DHT ahead of the next FGB meeting 25.03.2024.</p>
12	<b><u>Correspondence</u></b> – Nil
13.	<b><u>AOUB</u></b> – Nil raised
14.	<b><u>Confidential items</u></b> – Higher needs funding, Attendance, HTPM are all recorded under Part 2 confidential items of these minutes.
15.	<p><b><u>Impact of meeting</u></b></p> <ul style="list-style-type: none"> <li>• Filtering and monitoring presentation by Paul Robinson ahead of the meeting ensured that governors had fully met all their responsibilities in terms of safeguarding.</li> <li>• Finance monitoring showed the school to still be in a good position financially although the recent teachers’ salary increases had made an impact on the budget.</li> <li>• The Finance Policy was reviewed and approved.</li> <li>• The proposed changes to the HNF were discussed with the governors who fully supported the HT’s concerns.</li> <li>• Governors discussed that whilst the birth rate remains low, there had been a higher uptake at the new entrant tours held and so the HT is confident the number of children applying for a place in Year R Sept 2024 will increase.</li> <li>• Moderation of Year 6 KS2 practice SATs had evidenced promising results.</li> <li>• Monitoring Visit Schedule had been circulated by the CoG to enable governors to ensure that their monitoring visits are in line with the SIP. Governors were also encouraged to attend events and visits in school.</li> <li>• The CoG had individually met with members of the FGB to review areas of monitoring.</li> <li>• The Complaint Policy was reviewed and approved ensuring that the school follows best practice as set out by the DfE.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Governor Allowance Policy was reviewed, and it was agreed to continue adopting this. The finance governors will review this regularly at their monitoring to keep abreast of any claims.</li> <li>• The Circle Model Terms of Reference had been reviewed and adopted.</li> <li>• Attendance although still below pre-pandemic levels was still above the national average. The FGB and HT discussed in great depth some of the challenges that are currently affecting attendance but were confident that the school were working hard to address this.</li> <li>• The Skills Audit had been completed by all governors.</li> <li>• The HTPM panel had met with an external advisor to review the HT's performance management to robustly ensure that targets set were met.</li> </ul>
16.	<p><b><u>Date and time of meeting.</u></b> The next FGB meeting is Monday 25<sup>th</sup> March 2024 with a pre-meet of 6.00 pm for the HT/DHT to deliver refresher PREVENT training.</p>

Signed..... Chair/Vice Chair

Date.....

## Appendix 1

Actions from the FGB meeting Monday 9<sup>th</sup> October 2023.

3	For all members of the FGB to update their declaration of business interests via Governorhub. – <b>Actioned</b>
4	For HT to provide CoG with contact details for CoG of the 4 other schools in local collaborative group. <b>Achieved. The GP commented that the CoG had emailed other CoG's within the collaborative group but had not received any responses. The HT was going to be meeting with HTs within the collaborative group later in the week and would raise this with them.</b>  <b>Action – HT will speak to HTs within the collaborative group re CoG's receiving a response to her email.</b>
5	For all governors to update KCSIE on Governorhub – <b>Actioned.</b>
5	For governors to review available training opportunities either via Governorhub or The National College. – <b>Ongoing.</b>
7	GP to send Code of Conduct to HT for review. - <b>Actioned</b>
7	GP to update TOR's and circulate ahead of FGB meeting 15.01.2023. – <b>Actioned.</b>
8	CoG to meet with all members of the FGB individually to review areas of monitoring and to arrange a monitoring schedule in line with the SIP. Governors to consider their monitoring requests prior to meeting with the CoG. <b>Actioned</b>
9	HT to forward filtering and monitoring video to GP for circulation to FGB. All governors to inform GP when they had watched the video to enable HT to have evidence of this when completing next year's Annual Safeguarding Report. <b>This had been circulated and governors had also attended Paul Robinson's presentation on filtering and monitoring prior to this FGB meeting.</b>
9	Governors to attend presentation prior to FGB meeting, Monday 15 <sup>th</sup> January 2024, to enable completion of DfE monitoring and filtering toolkit. <b>Actioned</b>
10	GP will upload benchmarking report to shared area with this meeting's documentation. <b>Actioned</b>
11	Pay Committee to review Pay & Reward Policy <b>Actioned</b>
13	GP to obtain Pay Committee dates from HT and then liaise with LC/LW/KS. <b>Actioned</b>
15	GP to provide governors with details of any legislative updates/useful information via email. <b>Refer to item 9 of agenda.</b>
17	CoG to raise governors' concerns over possible reduction in HNF and the impact on TDS of the increase in SEND pupils who should be in specialist provision, with SIA in conjunction with HT. <b>Please refer to Confidential items, part 2 of these minutes.</b>