



MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 9th OCTOBER 2023
This meeting was held virtually via Teams.

PRESENT

- Miss Tina Gobell - TG (Head Teacher)
- Mrs Annabel Cornall - AC (Chair and Co-opted governor)
- Mrs June Budd- JB (Co-opted governor)
- Mrs Katy Steele – KS (Parent governor)
- Mr David Waller – DW (LA governor)
- Mr Louis Westlake – LW (Co-opted governor)
- Dr Hash Khan – HK (Parent Governor)
- Mr Mike Goodwin (Parent Governor)

Apologies – Mrs Louise Connelly, Miss Jenny Baker

Governance Professional - Mrs J Roe (GP).

AGENDA NUMBER	ITEM FOR DISCUSSION
1.	<p><u>1.1 Welcome and Apologies for absence</u> The GP welcomed all to the meeting and explained that she would Chair the meeting until the election of the CoG.</p> <p><u>1.2 Apologies for absence</u> – Apologies were received and accepted from Louise Connelly and Jenny Baker. The meeting was quorate.</p>
2	<p><u>Election of the Chair/Vice Chair</u> the GP had asked all members of the FGB for nominations for Chair and Vice Chair prior to the meeting. She had received one nomination for Chair, Mrs Annabel Cornall. Following a vote by the FGB Mrs Cornall was unanimously voted as Chair and the GP asked her to return to the meeting. Mrs Cornall then continued as Chair for the remainder of the meeting.</p> <p>There had been two nominations for Vice Chair, LC and DW. DW was asked to temporarily leave the meeting whilst governors discussed the two nominations.</p> <p>Governors found this very difficult as both candidates were valued and experienced members of the FGB. Before taking a vote, governors discussed the option of having two vice chairs, but agreed that a single vice chair would be the best option for the FGB. After discussion a vote was held, and Mrs Louise Connelly was voted as Vice Chair. The GP suggested that governors temporarily left the meeting to allow the Chair to deliver the result to DW. Governors then returned to the meeting.</p>
3	<p><u>Register of Business Interests and other declarations</u></p> <p>3.1. Governors to declare any business interests relative to the business of the meeting – None declared.</p>

	<p>3.2. For All governors to update their declaration of business interests on Governorhub – the CoG reminded everyone that this was a statutory requirement and asked all governors to do this via Governorhub urgently.</p> <p>ACTION – For all members of the FGB to update their declaration of business interests via Governorhub.</p>
4.	<p><u>Minutes of the previous meeting</u> – These were agreed to be a true reflection of the business of the meeting and will be signed by the CoG when she is next in school.</p> <p><u>Actions from the previous meeting</u></p> <p>4. – <u>Minutes of the previous meeting to be signed by CoG when in school</u> – actioned</p> <p>9. – <u>Chair’s Report – Sustainability</u></p> <p>The CoG had met with Kate Chapman who is extremely passionate in capturing what is already happening within the school in relation to sustainability and initiatives around the environment. There is now an Eco-Rep from each year group on the School Council.</p> <p>The next step will be to set up a working party which will include the SBM and DHT (as curriculum lead) to start working towards empowering children in terms of their environment. The CoG was mindful of the workload for all staff during the first term so this will be something that will be followed up during the school year.</p> <p>The HT had recently attended a local school HT’s collaboration meeting when it was suggested that in January 2024 there could be a collaboration meeting around governing bodies with representation from each governing body attending to discuss ways of promoting sustainability around Kings Hill and how young people could drive this forward. All agreed that this would be beneficial, and the HT would put the CoG in touch with the CoG’s of the other 4 schools. It was noted that VIAT have a Trust based response so would not be part of this.</p> <p>ACTION – For HT to provide CoG with contact details for CoG of the 3 other schools in local collaborative group.</p>
5.	<p><u>Governor Training & Development</u></p> <p>5.1 <u>Skills Audit</u> – The CoG asked governors to complete their skills audits and return to the GP reiterating that they were an annual requirement but also the importance of these as they provided an overview of what training was required and highlighted any skills gaps on the Board for future recruitment.</p> <p>5.2 <u>KCSIE</u></p> <p>Governors were reminded by the CoG that it was essential that they signed the KCSIE declaration via Governorhub as Safeguarding was an important and statutory part of their role as governors.</p> <p>ACTION – For all governors to update KCSIE on Governorhub</p>

	<p>5.3. <u>Governors to review upcoming training opportunities.</u> The CoG highlighted some of the free training resources available to governors on The National College website including HT appraisal, understanding data and a Certificate in Knowledge, Skills, and Behaviour in Governance. For succession planning, the GP asked if governors had not already completed training in Finance and Complaints, they considered looking into this.</p> <p>ACTION – For governors to review available training opportunities either via Governorhub or The National College.</p>
6	<p>Review of IOG – The GP had circulated the IOG prior to the meeting and asked the FGB to review to ensure that the current structure still met the requirements for an effective FGB. After discussion it was agreed that there were no changes required to the current IOG.</p>
7.	<p>Statutory FGB documents for approval. The following documents had been updated by the GP, circulated ahead of the meeting and were agreed by the FGB.</p> <ul style="list-style-type: none"> • Standing Order for election of the Chair/Vice Chair • Standing Order for virtual meetings • Standing Order for election of a Staff governor • Standing Order for Associate Governor • Standing Order for election of a Parent governor. <p>The HT asked the GP to clarify the Code of Conduct as there was a discrepancy between the version that had originally been sent to the HT. The Code of Conduct was agreed in principle, but the GP will review and re-send to the HT. If there were further amendments the GP would make the FGB aware, and the new version agreed at the next FGB meeting.</p> <p>ACTION – GP to send Code of Conduct to HT for review.</p> <p>The HT felt that the Circle Model of Governance worked extremely well as it allowed for effective and good quality conversations at monitoring visits. The GP explained that as Edu Kent were charging £50.00 (fifty pounds) for the Model TOR’s she had waited until it was confirmed that the school would continue with the Circle Model of Governance before proceeding with downloading these. They will be circulated for approval at the next FGB meeting 15.01.2023.</p> <p>ACTION – GP to update TOR’s and circulate ahead of FGB meeting 15.01.2023.</p> <p>A governor questioned page 5 of the Code of Conduct – familial business interests and how this would reflect on parent governors. The HT reassured the governor that this applied to partners/spouses/adult family members of staff and not to the children of parents and that the Staff Code of Conduct has a similar clause.</p> <p>The GP had noted that some governors had expressed a wish to return to face to face meetings. The GP and CoG were mindful of working arrangements/childcare for some governors and the commute time for staff after a long busy day in school during the winter</p>

	<p>months and therefore recommended a hybrid approach to meetings with face-to-face meetings taking place from the Spring term.</p>
8.	<p><u>Governor Responsibilities</u></p> <p>The CoG explained that she was keen to meet with all members of the FGB individually to discuss any monitoring group changes anyone would like to make and would then arrange a monitoring schedule in line with the SIP. Governors were reminded that monitoring could also take place in the form of celebration assemblies and school events as these also demonstrated the culture of the school.</p> <p>ACTION – 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.</p>
9	<p><u>Safeguarding</u></p> <p>It was noted that the CoG had reviewed the Annual Safeguarding Report and had scrutinised the action plan and the actions taken from last year alongside the objectives and actions for this year.</p> <p>One of the main actions for this year was around the need for robust online filtering, and governor duties for monitoring filtering to ensure that the standards are met.</p> <p>The HT commented that within KCSIE the major change had been around filtering online access and there now needed to be a named person for monitoring filtering to ensure this is in place, with governors having the ultimate responsibility for this.</p> <p>The Network Manager had produced a short video about the different filtering levels used in school and how they are monitored, and this will be shared by the HT to the GP to ensure circulation to the FGB as all governors need to be fully aware of how the school carries out filtering and monitoring. The HT asked all governors to inform the GP when they had watched the video to ensure that there is evidence for the Annual Safeguarding Report next year.</p> <p>ACTION – 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.</p> <p>The HT informed governors that they would be required to complete a toolkit from the DfE on monitoring and filtering for governors, therefore, prior to the start of the next FGB meeting (Monday 15th January 2024), the Network Manager, Paul Robinson will present to governors on filtering and monitoring enabling governors to then complete the toolkit effectively.</p> <p>Governors to attend presentation prior to FGB meeting Monday 15th January 2024, to enable completion of DfE monitoring and filtering toolkit.</p>

10.	<p><u>Finance Report</u></p> <p><u>Benchmarking</u> The GP reported that although the finance and monitoring governors had fully scrutinised benchmarking at their finance monitoring visit of 20th January 2023, the information had not been shared with the FGB. DW then provided governors with a short overview of the report which had evidenced that the school was on track in all aspects of finance with no areas that required highlighting. Although the report was circulated after the monitoring visit, the GP will upload this to the shared area with the rest of this meeting’s documentation.</p> <p>ACTION – GP will upload benchmarking report to shared area with this meeting’s documentation.</p>
11	<p><u>POLICIES</u></p> <p>It was noted that the Pay & Reward Policy would be approved by the Pay Committee at their next meeting as this was a delegated action.</p> <p>ACTION – Pay Committee to review Pay & Reward Policy</p> <p>Prior to the meeting the HT had circulated.</p> <ul style="list-style-type: none"> • Acceptable Use of ICT policy • Capability • Staff Discipline and Conduct <p>Governors were reminded that these were adopted policies and had been circulated for transparency.</p>
12	<p><u>HEAD TEACHER’S REPORT</u></p> <p>The HT report had been circulated prior to the meeting with the HT commenting that as it was the first term there was not yet a complete set of data to report.</p> <p>As part of a study in best practice in subject studies in areas of the curriculum, the school had received a visit from Ofsted last week with their findings being included within a research paper. They had spent time in EYFS and KS1 and feedback had been very positive, with no development points made.</p> <p>Please refer to Confidential items, part 2 of these minutes for further discussion of the HT report.</p> <p><u>Pupil Premium & PE Funding</u></p> <p>Governors learned that the CoG had been asked by the HT to carry out an urgent Chair’s action to approve the Pupil Premium and COVID Recovery Funding Report and the PE Funding Report to ensure that the information was available in a timely manner for the school website.</p> <p>The CoG commented that 9% of the school population is made up of PP pupils, with an additional £60,000 (sixty thousand pounds of funding) provided. Most PP pupils have oral language, phonics, SEMH and attendance issues which impact on their disadvantages to learning. However, the school has robust interventions in place, including additional TA support in EYFS, along with Forest School, which is a big feature of PP funding and something that is a positive thing to have within school. The school is working towards an accreditation as a National Nurturing School.</p>

	<p>The HT commented that a member of staff has recently passed her SENCo certification and as a result funding has been allocated to allow her ½ a day to focus on Boxall profile in KS1 to make an impact at an early stage.</p> <p><u>PE Funding</u> The school received £21,000 (twenty-one thousand pounds). One of the objectives had been to increase the percentage of pupils in KS2 enjoying PE and there has been positive engagement with lots of competitions going on including a football tournament where the school came 1st out of 36 teams. The CoG was present at the tournament and commented on how the school values were expressed by the team throughout the tournament.</p> <p>The HT asked governors to be mindful of the fact that two years ago it had been noted that the school had not entered many competitive sporting events, and the focus of the PE funding was to improve on this. In the last 2 years the school has entered and won a lot of tournaments, evidencing impact that the funding has been used purposefully. Governors learned that the school would be represented in the next week at girls’ football and netball tournaments.</p> <p>The governors then had a discussion around pupils which is recorded under ‘Confidential Items, part 2 of these minutes.</p>
13	<p><u>CALENDER OF MEETING DATES</u> – The GP had circulated this ahead of the meeting. The GP asked governors to amend the date of the January meeting from Monday 12th January to Monday 15th January.</p> <p>HTPM – As LC was now Vice Chair, the GP advised that she could no longer sit on the HTPM. It was agreed to ask LC to move to the Pay Committee and DW would be Chair of the HTPM.</p> <p>Pay Committee – After a short discussion it was agreed that the GP will ask the HT for prospective dates for the Pay Committee.</p> <p>ACTION – GP to obtain Pay Committee dates from HT and then liaise with LC/LW/KS.</p>
14	<p><u>IMPACT OF THE MEETING</u></p> <ul style="list-style-type: none"> • Election of a chair and vice chair • Review of training opportunities to ensure that the FGB remains current and up to date to enable efficient monitoring and for succession planning. • Approval of statutory FGB documents ensures that Governors are reminded of responsibilities and work effectively as an FGB. • Review of the IOG to ensure that the current FGB structure is still fit for purpose. • 1:1 meeting with the CoG and individual governors will enable governors to express their requirements on monitoring visits, allowing the CoG to tailor make a monitoring visit schedule in line with the SIP, allowing the continuation of effective and robust governor monitoring. • Approval of Child Protection Policy and the discussion around filtering and monitoring provides another layer of governor’s understanding of safeguarding, in conjunction with them having to update this annually via Governorhub. This will be followed up with a presentation prior to the start of the next FGB meeting 15th

	<p>January 2023 with the Network Manager, to enable governors to complete the DfE toolkit for filtering and monitoring.</p> <ul style="list-style-type: none"> • Circulation of standard policies by the HT evidence full transparency • Robust finance monitoring visits ensure that the school is held to account financially and the benchmarking exercise carried out in January this year provides solid evidence of this when compared against schools of a similar size. • The recent observational visit for EYFS and KS1 from Ofsted that will be published in a research project consolidates the Outstanding grade awarded to the school earlier in the year and highlights the outstanding practice of the school. • PE funding – The evidence of impact can be seen by the number of tournaments that the school has entered (and won!) over the last couple of years when this was seen as an area for improvement, showing effective spending. • Pupil Premium funding – the CoG was able to show that the PP funding was being spent effectively and monitoring visits would continue to challenge for evidence of impact. Governor challenge around proposed cuts to HNF ensures that the FGB support the school with the proposed challenges that lie ahead. • Review of HTPM and Pay Committee members ensures that the Board are following examples of best practice.
15.	<p><u>CHAIR'S ACTIONS</u> The Chair had received a Note of Visit (NOV) from the SIA and had oversight of the strengths of the school, noting that all priorities had been achieved. It was noted that as Chris Jacobs had retired the school would have a new SIA. The HT said that a small gift and a card had been sent on behalf of the school and FGB to Chris Jacobs.</p> <p><u>GP UPDATE</u> – As it had been a lengthy meeting, the GP said that she would send out the details of any legislative updates/useful information via email and a copy of the details would be added as an appendix to these minutes.</p> <p><u>ACTION – GP to provide governors with details of any legislative updates/useful information via email.</u></p>
16.	<p><u>ANY OTHER URGENT BUSINESS.</u> The CoG informed Governors that Dr H Khan and his family would be re-locating to Qatar later this month. She thanked him for his very valuable contribution to the Governing Body. Governors were delighted to learn that HK would like to continue to be part of the FGB and would take on the role of Co-opted Governor, attending meetings remotely. The HT expressed an interest in finding out if HK could introduce a link between his children's' new school and TDS, something which he said he would be keen to help with. The FGB wished HK and his family the very best for the future.</p>
17.	<p><u>CONFIDENTIAL ITEMS – Head Teacher's Report</u></p> <ul style="list-style-type: none"> • Staffing • Pupil premium
18.	<p><u>DATE AND TIME OF NEXT MEETING</u> Monday 15th January 2023. 6.00 pm pre meet with Paul Robinson, Network Manager, followed by FGB meeting 6.30 pm.</p>

Appendix 1

Actions from the FGB meeting Monday 9th October 2023.

3	For all members of the FGB to update their declaration of business interests via Governorhub.
4	For HT to provide CoG with contact details for CoG of the 4 other schools in local collaborative group.
5	For all governors to update KCSIE on Governorhub
5	For governors to review available training opportunities either via Governorhub or The National College.
7	GP to send Code of Conduct to HT for review.
7	GP to update TOR's and circulate ahead of FGB meeting 15.01.2023.
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.
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.
9	Governors to attend presentation prior to FGB meeting Monday 15 th January 2024, to enable completion of DfE monitoring and filtering toolkit.
10	GP will upload benchmarking report to shared area with this meetings documentation.
11	Pay Committee to review Pay & Reward Policy
13	GP to obtain Pay Committee dates from HT and then liaise with LC/LW/KS.
15	GP to provide governors with details of any legislative updates/useful information via email.
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.