



**MINUTES OF THE DISCOVERY SCHOOL
FULL GOVERNING BODY MONDAY 25th MARCH 2024
 This meeting was held virtually via Teams.**

PRESENT

Miss Tina Gobell (TG) - Head Teacher
 Mrs Louise Connelly (LC) - Vice Chair & Co-opted Governor
 Mrs June Budd- (JB) - Co-opted governor
 Mr Mike Goodwin (MG) - Parent Governor
 Kelly Dey (KD) - Staff Governor
 Dr Hash Khan – (HK) - Parent Governor

In Attendance – Miss Jenny Baker (JB) - DHT

Apologies – Mrs Katie Steele, Mr David Waller & Mr Louis Westlake,

Governance Professional - Mrs J Roe (GP).

AGENDA NMBER	ITEM FOR DISCUSSION
1.	<p>1.1 <u>Welcome and Apologies for absence</u> All were welcomed to the meeting. 1.2 <u>Apologies for absence</u> – Apologies were received and accepted from Mrs Katie Steele (unwell), Mr Louis Westlake (attending uni lecture) and Mr David Waller (holiday). The meeting was quorate.</p> <p>Having asked permission from the FGB the GP confirmed that item 9, HT report would be discussed prior to item 6, Finance, to enable the DHT and staff governor to leave the meeting as both had been on a school trip that day which had necessitated a very early start and late finish.</p>
2	<p><u>Register of Business Interests.</u> The Register was up-to-date, and no other declarations were declared against the business of the agenda.</p>
3.	<p><u>Consideration of AOUB items</u> – The HT had 2 items of AOUB which would be discussed under item 15, Confidential items.</p>
4.	<p><u>Membership update</u> The CoG was pleased to inform governors that she would be meeting with the CoG from Kings Hill School later this week and would also be meeting with other CoG's in the collaborative group after Easter. The purpose of the meetings was to look at how the schools can work collaboratively to develop sustainability. The CoG is also keen to seek advice from the other CoG's on how their boards have recruited high quality governors. Governors agreed to hear from the CoG at the next meeting to listen to any potential suggestions for filling the Co-opted vacancy and in any developments on driving forward sustainability in school.</p>

	<p>Action – CoG to meet with other CoG’s within the collaborative group to look at ways of developing sustainable schools and ways of recruiting high quality governors.</p>																								
5	<p>Minutes of the last meeting 15.01.2024 These had been circulated prior to the meeting and all agreed were a true representation of the meeting. The Chair will sign the minutes when next in school.</p> <p>Actions from the minutes of 15.01.2024. Please refer to appendix 1.</p>																								
9	<p>Head Teacher’s Report This had been circulated prior to the meeting and a copy is stored with these minutes.</p> <p><u>School Improvement Plan</u> The SIP has been monitored against the milestones and actions are underway for term 4. Prior to the meeting the DHT had circulated the assessment data for KS1. Governors did not have any questions around this data. The HT asked the DHT to provide governors with an update on Year 6, KS2 assessment data.</p> <p>There have been a wide range of interventions put in place to help all pupils reach their expected levels including morning boosters, precision teaching and booster sessions which will be held during the Easter holidays.</p> <p>After Easter there will be some intensive work and careful planning to help pupils develop confidence and develop strategies around maths to enable them to be secondary school ready.</p> <table border="1"> <thead> <tr> <th colspan="2">READING</th> </tr> <tr> <th>Actual %</th> <th>Predicted %</th> </tr> </thead> <tbody> <tr> <td>74%</td> <td>87%</td> </tr> <tr> <td>GDS +24% EE</td> <td>GDS 40/% EE</td> </tr> </tbody> </table> <p>These results are much better than last year. Staff are working on fluency and exam techniques as well as inference to give children the skills required for exams. Reading plus has been used to incentivise children to read at home as well as at school.</p> <table border="1"> <thead> <tr> <th colspan="2">Writing</th> </tr> <tr> <th>Actual %</th> <th>Predicted %</th> </tr> </thead> <tbody> <tr> <td>78%</td> <td>AE+ 90%</td> </tr> <tr> <td>GDS 17%</td> <td>GDS 30/% EE</td> </tr> </tbody> </table> <p>Governors were asked to be mindful that children have not been taught all the writing curriculum yet and staff are confident that the predicted targets are accurate.</p> <table border="1"> <thead> <tr> <th colspan="2">Maths</th> </tr> <tr> <th>Actual %</th> <th>Predicted %</th> </tr> </thead> <tbody> <tr> <td>AE 71%</td> <td>AE 87%</td> </tr> <tr> <td>GDS 14%</td> <td>GDS 29% EE</td> </tr> </tbody> </table>	READING		Actual %	Predicted %	74%	87%	GDS +24% EE	GDS 40/% EE	Writing		Actual %	Predicted %	78%	AE+ 90%	GDS 17%	GDS 30/% EE	Maths		Actual %	Predicted %	AE 71%	AE 87%	GDS 14%	GDS 29% EE
READING																									
Actual %	Predicted %																								
74%	87%																								
GDS +24% EE	GDS 40/% EE																								
Writing																									
Actual %	Predicted %																								
78%	AE+ 90%																								
GDS 17%	GDS 30/% EE																								
Maths																									
Actual %	Predicted %																								
AE 71%	AE 87%																								
GDS 14%	GDS 29% EE																								

The DHT commented that children would require support to get them to these boundaries and reminded governors of the strategies that have and were being put in place.

Reading, Writing & Maths combined	
Actual %	Predicted %
	AE 79%

Governors were encouraged that this result is much better than last year.

The HT informed governors that nationally there was now no reporting of EE.

A governor asked what percentage a child was and learned that the cohort of pupils was 91 meaning 1.1%.

As 14-17% of pupils had not met the required levels, a governor questioned whether it was the same children for all subjects. The DHT said that staff had compared a list for each group and some but not all are on all of them. Governors were reminded that there was still 5 weeks to go before the SAT's.

Governors were extremely pleased with the assessment data and thanked all staff involved for their hard work and dedication especially to the staff who would be running the booster groups during the Easter holidays.

Pupil Numbers. Please refer to confidential items of these minutes.

Attendance Governors noted that the HT had updated her report as there had been an issue with SIMS regarding the attendance figures. Attendance remains at 95.7% disaggregated as there are still some pupils on vastly reduced timetables which impacts the attendance levels. Attendance is still above the national average, but the HT is striving for 96% which was the pre-pandemic level.

Staffing Please refer to confidential items part 2 of these minutes. After this item was discussed JB and KD left the meeting. The GP noted that the meeting was still quorate.

6

Finance LC was the only finance governor present at the FGB and provided a comprehensive summary of the discussions from the last two finance monitoring visits of 09.02.2024 and 15.03.2024.

09.02.24. 9 monthly monitoring & benchmarking Copies of all reports had been circulated to the FGB. The Teachers Pay Award grant had not fully funded the teachers' pay increases and because of an error with one of the cells on the BPS report there had been an unforeseen impact on the budget of £55,000 (fifty five thousand pounds). However, whilst there was money within the carry forward that would enable the school to manage this unforeseen expenditure this had made a significant impact on the proposed end of year carry forward figure. The school had therefore taken a more conservative spending strategy which would continue until the carry forward was in a better position.

At this point the HT informed governors that since the finance monitoring visit, she and the SBM had been working on the closedown figures. Originally the figures had predicted the carry forward to have been reduced from the £97,000 (ninety seven thousand pounds) at the start of the financial year to £35,000 (thirty five thousand pounds). However, the SBM and HT had worked meticulously on a robust contingency plan that they had in place to manage such unexpected expenditure and the carry forward was now looking likely to be £87,500 (eight seven thousand and five hundred pounds). They had achieved this by cancelling long term supply cover and using members of the leadership team to provide this instead. The school had also received a £15,000 (fifteen thousand pounds) payment from KCC for supporting pupils from Ukraine. The SBM had then gone back through the accounts and had found some VAT returns which clawed back an additional £4,000 (four thousand pounds). Governors were amazed at the fantastic efforts of the HT and SBM to achieve this and passed on their congratulations. It was noted that the carry forward of £87,500 (eight seven thousand and five hundred pounds) would mean that the closedown figure was likely to be only £11,000 down from the figure set at the start of the financial year. It was also noted that £30,000 (thirty thousand pounds) would be covered by excepted items in maternity cover.

For the benefit of the FGB the HT explained the error in relation to the BPS and how the school had put in measures to ensure that this did not happen again.

It was noted that there was likely to be a recommended 9% increase to support staff salaries KR3. Teacher absence would be covered by supply staff rather than existing staff as supply staff were not as expensive.

Benchmarking The school is in a comparable position to similar schools. TDS has a higher spend in support staff due to the number of key workers within the school and because of the breakfast and after school club staff, but the spend is slightly lower for teachers. Education, IT and energy costs were all lower than comparable schools.

Anti-Fraud, Bribery and Corruption Policy It was now a requirement for all schools to have this policy. The finance monitoring governors had reviewed the policy and were happy to recommend that the FGB approve the policy which had been circulated to all members.

The Anti-Fraud, Bribery and Corruption Policy was approved by the FGB.

Urgent Chair's action The CoG had approved the spending for a new telephone system.

SFVS The SFVS had been circulated to all members of the FGB and had been reviewed by the finance monitoring governors at their monitoring visit of 15.03.2024.

Pupil numbers Pupil numbers for September 2024 had been discussed at the monitoring visit. This discussion had already been covered within the HT report

	<p>earlier in the meeting. The breakfast and after school club were a real USP for the school as they offered flexible hours for parents which other local providers are not yet providing.</p> <p><u>Staffing</u> Please refer to confidential items, part 2 of these minutes.</p> <p><u>Purchasing</u> It was noted that new photocopiers had been ordered which would mean more effective costing for printing. There was also a new telephone system being installed over the Easter holidays.</p> <p><u>Risk</u> The monitoring governor had asked the SBM if there was a possibility of moving from low to medium risk if the financial resources significantly depleted. The SBM had provided reassurance that there was a plan in place so that there would not be a deficit budget and the update given by the HT at this meeting confirms that this has been robustly tested and is successful.</p> <p>The financial monitoring can evidence that there are robust procedures in place to ensure effective management of the budget.</p> <p>The governors thanked LC for her comprehensive verbal report and the SBM for her work in on the SFVS. The finance monitoring governor recommended that the FGB approve the SFVS for signature by the CoG.</p> <p>The FGB approved the SFVS for signature by the Chair and submission to KCC by 31.03.2024.</p> <p>Action – Chair to sign SFVS for submission to KCC before 31.03.2024.</p>
7	<p><u>SIP and Monitoring Visits</u> The new SIP had been circulated prior to the meeting and a copy is stored with these minutes.</p> <p><u>Science week</u> The FGB learned that AC and KS had attended on the Friday afternoon of the science week and had been very impressed with how the afternoon reflected the values and culture of the school. Progression of skills was evident throughout the school. The monitoring report for this visit will be circulated after the meeting.</p> <p>Action – Monitoring report from science week to be circulated.</p> <p><u>Quality of Education</u> The Q of E monitoring governors had attended metacognition training for TA's. They commented on how evident it was that these staff were valued and how beneficial it had been to attend the training with them. A report will follow.</p> <p>Action - Quality of Education monitoring report on TA's training for metacognition to be circulated.</p> <p><u>Pupil wellbeing</u> The wellbeing monitoring governors had attended school on Friday to speak to pupils on pupil wellbeing. After their visit they felt confident that pupils had options to report any problems that may arise. They noted that some of the children, particularly the older boys, were more reticent in talking</p>

	<p>about their problems. They will feedback their discussions to the DHT who is currently working on the school's re-accreditation for the Wellbeing Award.</p> <p><u>Health & Safety.</u> The H&S governor had left the meeting, but the HT updated governors on her recent monitoring visit. Please refer to confidential items, part 2 of these minutes.</p> <p><u>Food standards policy</u> This had been circulated to the FGB for their approval and a copy is stored with these minutes.</p> <p>The HT informed the governors that to comply with DfE food standards this was a new policy and that the H&S governor had worked with the HT to develop it. The HT had sought the views of the Parent Partnership Group during the last academic year and then sent out a parent questionnaire in relation to school foods, mid-morning snacks and birthday treats. The HT then consulted the Food Standards website and using the guidelines and the parental responses compiled the policy. The HT had been pleased that there had not been many objections from parents in relation to birthday treats as due to the many allergies within the school these were the biggest cause for concern. The HT proposed to implement the policy from the next academic year ready for the new intake and will revisit the views of the PPG at that time.</p> <p>The Food Standards Policy was reviewed and approved by the FGB for implementation in September 2024. The policy will be reviewed bi-annually.</p>
8	<p><u>Staff and pupil wellbeing</u> As discussed under item 7, the school was working on re-accreditation for the Wellbeing Award. The positive responses from questionnaires to parents have indicated that parents felt that children's wellbeing was understood in school. The monitoring governors had used their monitoring with pupils to look at the amber areas that had been highlighted through pupil voice. As already recorded, the governors will pass on their findings to the DHT.</p>
9	<p><u>Chair's Report/Update from GP</u> The CoG had already delivered an update under item 4 of the agenda in relation to collaboration with other local CoG's.</p> <p>The CoG reported back on the success of the school football and netball teams. Governors were particularly heartened to hear how the girls football team had demonstrated the school values by offering to play on the opposing team when they were short of players. All agreed that it was good to see numbers of pupils, particularly girls, participating in sport and this could become a real selling point for the school in attracting prospective parents.</p>
10	<p><u>Policies and other documents</u></p> <ul style="list-style-type: none"> • Anti-Fraud, Bribery and Corruption Policy – Reviewed and approved by FGB. • Food Policy – Reviewed and approved by FGB. • Charging & Remissions Policy – Reviewed and approved by FGB. • Lettings Policy – Reviewed and approved by FGB.
11	<p><u>Governor Training & Development</u></p> <p>It was noted that the CoG, Vice Chair and GP would be attending the Annual Governance Conference on 20.05.2024.</p>

	<p>Within the HT report there was a link for all governors to complete their PREVENT training. The CoG asked for this to be completed by the next FGB on 20.05.2024.</p> <p>Action – All governors to complete PREVENT training by 20.05.2024.</p>
12.	Correspondence – Nil
13.	AOUB – Please see confidential items of these minutes
14.	<p>Confidential items</p> <ul style="list-style-type: none"> • Staffing • Pupil numbers • Velux window replacements
15.	<p>Impact of meeting</p> <ul style="list-style-type: none"> • Chair of Governors will be meeting with other CoG's within the collaborative groups to foster relationships to work towards developing sustainability. • Year 6 data was looking strong, with staff holding booster groups during the Easter break to enable pupils to reach their full potential for the upcoming SAT's and ensure that they were secondary school ready. • Following an error with the BPS tool, the 9 monthly monitoring had shown that the carry forward figure had depleted considerably, but the budget contingency plan put into place by the SBM and HT had evidenced that this plan was robust as the closedown figure was now only approximately £11,000 (eleven thousand pounds) lower than planned at the start of the financial year. • The financial monitoring evidences that there are robust procedures in place to ensure effective management of the budget. • The SFVS had been scrutinised at a finance monitoring visit on 15.03.2024 and following recommendation to the FGB, was approved for submission to KCC by 31.03.24. • Benchmarking showed the school to be in a comparable position to other schools of a similar context. • Monitoring visits in science had demonstrated evidence of the school values and ethos as well as progression of skills throughout the school. • The Quality of Education monitoring visit demonstrated how TA staff were valued with training in metacognition. • The wellbeing governors had met with pupils to look at wellbeing for pupils in the school which had resulted in positive findings and the school is currently working on re-accreditation for the Wellbeing award. • The following policies had been scrutinised and were approved by the FGB – Anti-Fraud, Corruption and Bribery Lettings Policy Food Standards Charging & Remissions • Governors were provided with a link to PREVENT training to be completed by 20th May which will ensure that the FGB stays abreast of its statutory responsibilities.
16.	Date and time of meeting. Monday 20 th May 2024 6.30 pm to approve the new budget following scrutiny by the finance monitoring governors.

Signed..... Chair/Vice Chair

Date.....

Appendix 1

Actions from the FGB meeting Monday 25th March 2024

4	<u>Membership update</u> CoG to meet with other CoG's within the collaborative group to look at ways of developing sustainable schools and ways of recruiting high quality governors.
6	<u>Finance</u> - Chair to sign SFVS for submission to KCC before 31.03.2024.
7	<u>SIP & Monitoring visits</u> Monitoring report from science week to be circulated. Quality of Education monitoring report on TA's training for metacognition to be circulated.
11	<u>Governor Training & Development</u> All governors to complete PREVENT training prior to next FGB meeting 20.05.2024 using the link in HT report to the National College programme.
14	<u>AOUB</u> TOR's to be updated to reflect recommendation by HR regarding staff dismissal panels to be heard by one governor not 3.
14	<u>AOUB</u> HT to speak to member of staff re holiday dates, L&M governors to meet with member of staff as delegated by FGB.