

MINUTES

St Katharines Knockholt CEPS Governing Body Meeting

Wednesday 24th January 2024 at 6pm

In attendance: Richard Pickering (chair) Hannah Smyth, Nikki Bridel, Graham Nation, Doreen Jones, Tina Bennett, Sally Garner, Tim Edwards, David Eno, Louise Dancy (clerk)

	Discussion Points	Paperwork	Discussed
1	Prayers		Y
2	Apologies		Y
3	Declaration of Interest		Y
4	Minutes of last Governing Body meeting <ul style="list-style-type: none"> 27th September 2023 	y	Y
5	Minutes of Committee Meetings <ul style="list-style-type: none"> Curriculum 21st November 2023 Premises 21st November 2023 Finance & Staffing 21st November 2023 	y	Y
6	Headteacher's report		Y
7	9-month monitoring & BCM	y	Y
8	LCVAP 2024-25		Y
			Y
9	SEN report		Y
10	Disadvantaged Pupil Data	y	Y
11	Pupil Premium Statement	y	Y
12	Wrap around care provision		Y
13	Pupil/staff/parent survey responses	available	Y
14	Classcare contract	available	Y
15	Telephone system		Y
16	Upgrade fire alarm system		Y
17	Governor health check		Y
18	Visitors since last meeting	y	Y
19	Any other business		Y
20	Date of next meeting		y

1. **Prayers**
2. **Apologies** received and accepted from Rayne Harris and Andrew Miller.
3. **No declarations of interest**
4. **Minutes** of the last Governing body meeting were approved and signed by Chair
5. **Minutes** of the last Committee Meetings were approved and signed by Chair
6. **Headteachers report**
 - a. We've had a recent influx of children including 1 x LAC and 4 x FSM. The majority of which arrived prior to our Autumn census so we will receive the funding for them. There are SEN requirements. The children have all settled well and we'll manage the integration of the children and parnst over the coming months.
 - b. **Staffing** – Advert currently open for a TA position – 1 has been asked to come do a taster day. Appointment will be 0 hours until August 24 with a view for permanent in September 2024.
 - c. Mrs Barker will be leaving in May and we are looking at employing a student teacher who requires hands on training. She has over a years experience of teaching and Xanthe Veneziani is happy to mentor her. She has UQTS, she will join at Easter and double teach with Gini taking over in Term 6. Financially, this is good for the school and also allows us to shape a teacher but we have no concerns over her ability.
 - d. **Classcare** – We pay £550 a month for Classcare and don't feel it gives good value. We'd like to give 6 months notice and then leave – making sure that budgeted amount we pay for Classcare is put into a maintenance pot. We can build up a file of local tradespeople to carry out work.

GOVERNOR CHALLENGE – happy to support but would like to see a list of what classcare has provided us with over the last few years.
 - e. **Pamoja Hall** W have been offered use of the Pamoja hall for a whole school performance in June. We'd sell tickets and refreshments as a fundraiser.
 - f. **SIP review** – postponed until after half term.
 - g. **Bullying** - We have had one incidence of a parent suggesting bullying within the school. The child in question has since left but Senior Leadership Team were confident, they had put every measure in place to monitor and change behaviours of both the child and those accused.
7. **9 Months Monitoring and BCM**

See attached file for details. Monitoring will take place in February – Sarah Jane is

happy that figures should look acceptable but the current estimate of £18,000 up on budget shouldn't be relied upon as if monitoring is positive, spending can loosen up. Again, it was reiterated that the amounts funded for the increase in teachers pay did not reflect the quality of teaching staff.

We will undertake our 3 year forecasting in April.

The BCM is not an issue for us as we hold very little in reserve.

8. **LCVAP** 2024-25 was reviewed

9. SEN report – to be supplied at the next meeting

10. **Disadvantaged pupil data**

Disadvantaged pupils are a subcategory of pupil premium children. See the attached report for full details – bear in mind that we are dealing with very small numbers so percentages can often look worse than they actually are.

Our lowest progress scores have been in writing which is being tackled with the introduction of a school wide spelling program. Our writing data compared with the rest of Kent is still strong.

11. **Pupil Premium** children at December 2023 – We have 12 pupils – an income of £12,147. We have a 3-year plan in place to close the gap between those children and the expected standards. The attached report details where the money is spent to close the gap.

12. **Wrap around care provision**

The profile of need is changing and parents are asking more more breakfast and after school care. Government is requesting that schools provide or signpost to wraparound care by 2025.

We have a lady coming in the next week to discuss feasibility and help us understand what we should provide. We struggle for space – using the school house might be an option if we move some things around.

Sarah Jane feels we don't have the capacity to run a club as a school and would require a separate entity.

ACTION: Approach local childminders

ACTION: Survey parents to understand interest and requirement.

13. **Parent/Student/Staff surveys.**

Governors were talked through most recent survey data and were very pleased with the responses from all.

14. **Classcare contract**

See agenda item 6d.

15. **Telephone system**

We will need to move telephone system away from old analogue lines to a digital

system. LD is looking into new suppliers with a view to moving across in the next few months.

16. Upgrade Fire Alarm system

Action: Need to look at quotes for upgrading the fire alarm system

17. Governor health check.

Governor health check was distributed and will be collated .

18. Visitors since last meeting were reviewed.

19. AOB

SJT updated the governors on an incident outside the school gates involving one of our parents. The matter has been referred to the police.

20. Date of next meeting: Early May after budget setting