

**Minutes of a meeting of the governors of St Katharines Knockholt CEPS
6pm 27th September 2023**

In attendance: Richard Pickering, Andrew Miller, Nikki Bridel, Dorren Jones, Tina Bennett, David Eno, Sarah Jane Tormey and Louise Dancy (clerk)

	Discussion Points	Paperwork	Discussed
1	Prayers		/
2	Apologies		/
3	Welcome New Governors		/
4	Declaration of Interest		/
5	Election of Chair		/
6	Election of Vice Chair		/
7	Review Committee Structures		/
8	Minutes of last Governing Body meeting <ul style="list-style-type: none"> Wednesday 17th May 2023 	Y	/
9	Minutes of Committee Meetings <ul style="list-style-type: none"> Premises 18th January 2023 Premises 23rd March 2023 Premises 20th September 2023 Curriculum 23rd March 2023 Finance & Staffing 18th January 2023 Finance & Staffing 23rd March 2023 Finance & Staffing 20th September 2023 	Y	/
10	6 Month monitoring	Y	/
11	Headteacher's report	Y	/
12	Policy update <ul style="list-style-type: none"> Charging Complaints Equality Finance Mobile technology and social media Technology Whistle blowing 	Y	/
13	2023 Data		/
14	School Voluntary Fund Review		/
15	Update business interests forms and Diversity Data 2023	Y	/
16	Any other business		/
17	Confidentiality		/
18	Date of next meeting		/

1. Andrew Miller opened the meeting with a prayer.
2. Apologies received from Graham Nation and Sally Garner.
3. N/A
4. There were no declarations of interest.
5. **ELECTION:** Richard Pickering was elected as Chair of Governors. The vote was unanimous.
6. **ELECTION:** Doreen Jones was elected Vice Chair of Governors. The vote was unanimous.
7. **COMMITTEE STRUCTURES:**
Tina Bennett will join Curriculum Committee.
Hannah Smyth will join Premises Committee.
See attached paperwork for full list.

SJT reminded Governors that there are minimum requirements for attendance laid out by Governance guidelines and that % attendance will be displayed on our website.

8. **APPROVED:** Minutes of the last Governing Body meeting
 - Wednesday 17th May 2023
9. **APPROVED:** Minutes of Committee Meetings
 - Premises 18th January 2023
 - Premises 23rd March 2023
 - **Governor question: Update on the fallout from the Knockholt Festival held in August? Attendance was low due to inclement weather. School had been secured by strategically parked cars.**
 - Premises 20th September 2023
 - Curriculum 23rd March 2023
 - Finance & Staffing 18th January 2023
 - Finance & Staffing 23rd March 2023
 - Finance & Staffing 20th September 2023

10. 6 Month Monitoring

Showing a £21k rollover at present but once the term stabilises, spending will increase.

Governor challenge: Explanation for variance of supply teaching staff.

SJT explained sickness at the end of the previous academic year. Includes salaries for KD which is claimed back from sports premium. CK on a 2 week supply due to agreements with VB about her return. It also reflects the unbudgeted pay award given from April 2023.

There is money in the capital budget of which we only pay 10% of costs from main budget. SJT undertaking a perimeter project to heighten safety of the perimeter including a new gate and topography.

11. Headteachers report

SJT updated that “The Zone” (the old swimming pool area) will be in use soon. Waiting for gates to secure the area and storage solutions.

SJT wished to highlight to governors the benchmarking data received from KCC in which the school fared well. Specifically, highlighting the low levels of support for FSM pupils we receive in comparison with the Kent average. (5% of students at St K. vs 25% Kent Average which means our FSM funding is also approx. £70 - £80k less than the Kent average.

Miss Luckham-Down has completed her ECT training with outstanding feedback. All TA performance management has been undertaken with Headteacher and teachers being carried out this term.

See the attached reports for 2023 data which is excellent.

The Little Wandle scheme is really working. This year we shall be focusing on stretching those reading at greater depth. This year will see the impact of our writing scheme and we expect our score to improve. We note that whilst our grammar scores are good, our spelling performance could improve and we have taken measures this year to improve those with the addition of a new programme for pupils.

We have 1 child in YR who will be staying part time whilst we apply for funding to support them. Staff timetables are being managed where possible so there is support in the classroom at all times and SJT is satisfied that the situation is being dealt with in a way that does not impact learning for the rest of the class.

Bullying – We have no incidences of bullying since the previous report. There has been some unkind behaviours exhibited but SJT is satisfied this is not targeted and has been dealt appropriately and continues to be monitored.

12. Policy update – all policies approved, subject to final proofing.

- Charging
- Complaints
- Equality
- Finance
- Mobile technology and social media
- Technology
- Whistle blowing

Child Protection policy to be circulated amongst governing body for proofing and approval via email. SJT has adapted the Child Protection policy to including details of the filtering policy from EIS who oversee our internet provision.

13. School data – covered in HT report

14. APPROVED: School Voluntary fund Review

- **Governor challenge** – Reasons for money transferred to KCC budget (KCC budget being main school budget) This money is for trips and donations made to the school.

- 15. Updated business interest forms and Diversity Data**
Business interest forms and diversity data collection will be circulated (via Governor Hub)

- 16. N/A**

- 17. Notes attached separately**

- 18. Committee meetings to be held after half term.**
Full Governor meeting in January / February – budget review dependent.