

# ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

## AUTUMN TERM MEETING OF THE GOVERNING BODY MINUTES

Date	30th September 2015
Time	5.30 pm
Place	School
Clerk	Heather Hughes [TEL: 07762706019]

Present: Shelley Jones  
Laurie Eve  
Simon Lloyd  
James Dickson  
Wendy Willett  
Lynn Bennett  
Diane Barrick  
Jackie Wood

In attendance: Heather Hughes (Clerk)

Observer: Rachel Spink (send joining paperwork –HHS)

### 1. APOLOGIES

Apologies received from Lorraine Robinson. Governors signed a get well card for Lorraine.

### 2. NOTIFICATION OF ANY OTHER BUSINESS

- Update on admissions SJ
- Committees
- Residential trip details

### 3. DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST

None noted

### 4. ELECTION OF CHAIR/VICE CHAIR

To decide the period of office to be served by the chair/vice chair until another election/determine the date of the end of the term of office.

To elect the Chair and Vice Chair for the 2015/2016 academic year.

LE was asked if she would be happy to stand as Chair for the next academic year. She agreed that she was DB proposed LE as Chair and LB seconded the proposal. LE as Chair then took over the meeting.

Election of the Vice Chair -YF-S was asked if she was happy to stand again for the next academic year, YF-S agreed that she was happy; she was then proposed as Vice Chair by DB and seconded by LE.

### 5. GOVERNORS' REGISTER OF BUSINESS INTERESTS

Signed by Laurie Eve.....  
Date:.....  
Chair of Governors

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To review current information held on the Governors' Register of Business Interests and to create a new register for the 2015/2016 academic year.

Governors were asked to complete the declaration before the meeting. All completed forms were given to HHS.

**Action:** HHS to produce a list and return to school.

## 6. MEMBERSHIP OF THE GOVERNING BODY

a) **Authority Governor** – to be discussed next meeting once information has received back from Thurrock re LE as Authority Governor.

### b) **Community Governor**

To note that YFS term of office as an Community Governor ends on 30<sup>th</sup> September 2015 and to consider her re-appointment.

YFS agreed that she was happy to stand again, proposed by DB and seconded by LE.

LB agreed to approach the PCC re having LE as a PCC Governor.

### c) **Parent Governor**

No changes noted at this time

## 7. ORGANISATION OF GOVERNING BODY COMMITTEES

a) To update the membership of committees for the 2015/2016 academic year.

Discussion around opinions on how well are governors holding the school to account effectively.

Governors felt that the structure of committee was not as structured as it should be, Governors were aware that the school will be inspected by Ofsted before too long.

Suggestion that finance and personnel are done twice a year.

Suggestion that curriculum be resurrected.

Agreed that the Terms of reference need to be done for committees at the first meetings.

Dates for see diary

Finance & Premises & Personnel & Pay. – Yvonne, Diane, Julie, Simon, Shelley, James, Rachel)

Curriculum, T & L, behaviour, assessment (Lynne, Laurie, Jackie, Lorraine, Wendy, Rachel, James)

Admissions – Julie, Jackie, Shelley, Yvonne, Lorraine – **Action** Tof R to be checked by JP.

Agreed that Safeguarding was to be reported to FGB.

3 or 4 governors on each committee

Partnership Committee to be included.

**Action** - Chairs & Vice chairs to be elected at the first meeting.

b) To review the constitution and terms of reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee. Action -To be added to the new committee for Finance etc.

Signed by Laurie Eve.....

Date:.....

Chair of Governors



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Fire drill, SJ explained that there had been an unplanned fire alarm went off, the school was evacuated within 3 minutes, it was found one of the children had set the alarm off.

Personnel – Member of staff due to go on maternity leave end of Jan/Feb, HT looking at different options including a HLTA who had left in the summer term which would be a 3 day fixed term contract for one term only. Options to have them swap in December or January so that there is a hand over. **Question asked as to the implications to the budget?** Noted that it would not have any major effect on the budget. It was noted that there would be no maternity costs to pay for the school.

**Question asked if that would have an impact on the year 6 class.** It was explained as to how the lessons would be delivered and Governors were happy that the transition would not affect the children.

**Question asked if observations etc are still being carried out** the AHT explained that everything has been explained to the staff and everything is going ahead as normal, with changes made in line with the new Ofsted Teaching & Learning criteria. Explanation given as to how this is evidenced for the children. It was also explained that interventions are now more short term.  
(Curriculum committee discussion).

July progress analysis year 3 and 5 in reading, attainment figures in red were challenged by Governors. Explanation was given as to where and why this was. Expected progress for 3 and 5 for reading, TA were higher than expected. Ofsted will look at the systems in place and that the progress is evidenced. Information being received is contradictory, and mixed messages are coming to HT's.

Finance – End of September end of month 6. Budget update, **Question asked why the figures from month 5 budget update don't balance.**

It was explained that the committed figure will go in a uncommitted expense to ensure that the budget balances.

**Question asked where the money for the consultant will come from,** it was explained that it would come from the contingency.

**Question asked if the consultancy fee would come from Governors funds,** explanation given that only £100.00 is budgeted for Governors. JP explained the reasons behind this and that the funding would come from the professional fees which are already in the budget.

Governor monitoring – agreed that this needs more development.

## 12. SCHOOL DEVELOPMENT PLAN/SEF

Included in the Headteachers report.

## 13. ATTENDANCE TARGETS

Target previously set at 97.5%

It was noted that all classes were above the target last week.

## 14. POLICY REVIEWS

To review and adopt the following policies for use in the school:

- a. Safeguarding Policy – sent to Governors. Prevent agenda was added. It was also noted that the FGM needs to be added, **Question asked if CSE and missing in education needs to be added.** Policy to be resent once amended.

Noted that all Governors have seen the keeping children safe in education July 15. The volunteers coming into school are also been given the document for reference.

Signed by Laurie Eve.....

Date:.....

Chair of Governors

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## 15. SAFEGUARDING/CHILD PROTECTION

To receive a report from the Nominated Governor for Safeguarding/Child Protection. See above.

## 16. CHAIR'S ACTION

To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Paragraph 8 of The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013

- a. Chair advised that she was involved in moving the bank account to Lloyds from the previous bank to save money.
- b. Child being admitted to year 4 on the advice from admissions. (home tutored LAC child).

## 17. CHAIR'S BUSINESS/CORRESPONDENCE

To note and/or consider matters arising from correspondence received by the Chair.  
None noted

## 18. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) To receive any reports from governors who have undertaken monitoring visits to school.
- b) To receive a report from the Link Governor.
- c) To receive feed back from Governors who have attended training courses since the previous termly meeting of the Governing Body.
- d) To identify any training needs for the governing body including self-development session for the current year.

LR and YF-S attended prevent training.

LE took part in a webinar on HT Performance management.

Child sexual exploitation in November DB to attend.

HT standards DB, SJ and LE to attend.

Governors are reminded that the training form needs to be completed and emailed to YF-S.

## 19. DATES/TIMES OF FUTURE MEETINGS

Governors to discuss the away day as discussed at the last meeting in more depth taking where, when and timings of the away day into consideration.

To note the dates/times of meetings of Committees and the Governing Body.

### Autumn Term 2015

Curriculum Committee	11 <sup>th</sup> November	5.00pm
Finance Committee	25 <sup>th</sup> November	5.00pm
Governing Body	9 <sup>th</sup> December	5.30pm
Pay and Performance Committee	9 <sup>th</sup> December	7.30pm

### Spring Term 2016

Governing Body	10 <sup>th</sup> February	5.30pm
Governing Body	23 <sup>rd</sup> March	5.30pm

### Summer Term 2016

Governing Body	18 <sup>th</sup> May	5.30pm
Governing Body	6 <sup>th</sup> July	5.30pm
Pay and Performance Committee	6 <sup>th</sup> July	7.30pm

Signed by Laurie Eve.....

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## 20. CONFIDENTIAL ITEMS

If required.

## 21. AOB

HT recruitment committee have met and established a budget around £5k which covers advertising.

HT recruitment panel, DB advised that the panel have been meeting monthly concentrating the job specification and job description ready and preparing the advert, action plan done, hope to be ready before Christmas.

It was noted that parents are asking why the process is taking so long, suggestion that an update done to parents. Breakdown required for the process. EPM costs email to be sent from JP to LE to go to Simon.

Residential booked to Finburgh Hall same place as last year 6. Year 5 Belchamps, costings being queried. Year 4 letter to parents for an overnigher for the children. **Question asked when the Year 4 overnigher would be** - noted late spring term.

Admissions policy noted that if the policy needs to be changed for 17/18 that the policy needs to be out by October of the previous year.

**Question asked if children are recorded going to church service**, noted that the children are now being recorded.

Suggestion that this is put onto the school newsletter that there is a point of contact for signing SIF forms.

Meeting closed at 7.30pm

Signed by Laurie Eve.....  
Date:.....  
Chair of Governors