

THURROCK BOROUGH COUNCIL

MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BODY OF ORSETT C OF E PRIMARY SCHOOL

Date and Venue: Wednesday 2nd October 2013 at the School

Present: Miss D Barrick (Vice Chair), Mrs L Eve, Mrs L Bennett, Mr C Coles (Chair), Mrs W Willett, Mrs Fearnside-Still, Mrs E Godfrey (Headteacher) and Mr R Meleady.

Also in Attendance – Ms F Chissim (Clerk) and Miss S Jones (DHT)

1. **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Mrs J Wood and Mrs J Pritchard. None were received from Mrs Popoola.
2. **MEMBERSHIP:** It was noted that Rev Hanson has now left the GB. His replacement is Mrs L Bennett. Governors noted that Mrs Collier has left the GB and that a replacement has not yet been found. Governors noted that Rev Hanson had agreed to organise finding a replacement for Mrs Collier and that this was still ongoing. Mrs Bennett said that she was on the PCC and that she will raise this again at the next meeting. There were no further changes to report.

Governors noted that Mr Coles' term of office is due to expire on 30-11-13. Mr Coles confirmed that he would like to continue to serve on the GB.
ACTION: The Clerk to clarify the process for re-application.

Governors formally thanked Rev Hanson and Mrs Collier for their time/commitment and support whilst on the Governing Body.

3. **DECLARATIONS OF BUSINESS/ PECUNIARY INTERESTS:** There were none declared in relation to any of the agenda items. Governors completed and returned their annual declaration form.
4. **TERM OF OFFICE OF CHAIR AND VICE CHAIR:** Governors agreed for this to be 2 years.
5. **ELECTION OF CHAIR AND VICE CHAIR:** Mr C Coles was nominated and was duly elected as Chair of Governors. Mrs W Willett was nominated and duly elected as Vice Chair. There were no other nominations.
6. **AGREE ITEMS OF ANY OTHER BUSINESS:** Governors agreed to discuss the following items at the end of the meeting:
 - a) *Headteacher's Absence.*
 - b) *FFT Data Dashboard.*
7. **MINUTES OF THE PREVIOUS MEETING:** Governors agreed that the minutes of the Ordinary GB Meeting held on 8-5-13 were an accurate account of the meeting and they were signed by the Chairman.
8. **MATTERS ARISING: a) Safeguarding/Child Protection visit –** The Clerk informed Governors that Mrs Wood did conduct a visit and has now submitted a report. **ACTION: The Clerk to circulate to Governors.**

All other ACTIONS have been completed.

9. **HEADTEACHER'S REPORT:** Governors noted/discussed the Headteacher's Report and were invited to ask questions.
- a) **Admissions** – Governors noted that since the report was circulated a Year 3 pupil has left. There will be a Year 5 pupil joining next week, and possibly two looked after children (Yr 1 and Yr 4).
 - b) **Attendance** – Governors noted the extensive report/data on attendance.
 - c) **Behaviour** - Governors noted that there have been no formal exclusions or reported racist incidents in the Summer Term
 - d) **Serious accidents to pupils/and or staff** – None.
 - e) **Thefts and Illegal Entries** – None.
 - f) **Fire Drills** – Governors noted that the last fire drill took place on 16-7-13.
 - g) **Staffing Personnel** – Noted. Governors asked when Mrs Manley plans to go on maternity leave. The HT said that she plans to leave at the end of November, and return before the end of the academic year, but this may change. Miss Bryant has been appointed on a temporary 1 year contract to cover the class. One other member of staff will be going on maternity leave next year.
 - h) **Staff Development** – Noted.
 - i) **Teaching and Learning** – Governors were pleased to see the increased % of outstanding teaching. They asked if these judgements were moderated externally. The HT explained the moderation systems in place, and said that it is hoped that links with other schools will strengthen so that external moderation can be provided within a schools' network. She explained that staff are being encouraged to take risks, particularly on 'Golden Wednesdays'. Governors asked for some examples. The HT explained that to be 'outstanding' teachers needed to produce memorable lessons, and create the 'wow' factor. Governors congratulated the school on achieving 100% good of better teaching across the school (based on triangulated data).
 - j) **Curriculum & Assessment** – Governors were pleased to note the results of formal assessments at the end of the Summer Term. They discussed the results and asked the HT to thank the staff for their hard work and contributions in raising pupil achievement.
 - k) **SEN Pupils, Vulnerable Groups and Safeguarding** – Since the report was circulated a Looked After pupil has been adopted and so has been removed from this category.
 - l) **Finance** – The HT said she had serious concerns about the school budget and explained that there had been a number of unexpected expenses which are reducing the end of year surplus. The water bill has come in at an additional £3,000, the removal of the gas meter in the Year 6 classroom will cost £300 and the discovery of another electricity meter in the hall has been another cause for concern.
 - m) **Premises** - Governors discussed the extended car parking area and noted that the school will try to save money by not having parking

lines drawn on. They discussed the improvements needed in the hall (electrics, redecoration and flooring) and agreed for the HT to move forward with the electrical work at the cost of approximately £5,000 (one quote has come in). The school will use DFC money for this project. The HT said that the GB may need to review the Finance Policy to increase the tendering levels to work over £5,000.

Mr Coles asked for more details about the improvements needed to the hall floor. The HT said that there were 3 options;

- repair/re-sand/re-varnish
- Replace with a special 'hall' floor
- Purchase high quality 'Altro flooring'.

The HT also updated Governors on the quotes she had received for new lighting. Governors discussed 'quality', 'price', 'service' and 'value for money'. They discussed the various lighting options and the work/reputation of the Contractors. The HT said she would move ahead with the lighting upgrade on the basis of 'best value'.

Mr Coles asked about financial benchmarking. The HT confirmed that the school is benchmarked against other Thurrock schools, as well as nationally. She said that on the Benchmarking website, there were many other comparisons that can be made such as 'similar sized schools'.

n) School Improvement Plan and SEF – Governors received the SDP and the SEF. They noted and approved the key school improvement priorities for 2013/14. They noted that the 'attainment' section of the SEF is in the process of being updated with the latest pupil data, and then the HT will circulate it. **ACTION: The HT to do.** Governors noted that middle managers (subject leaders) are being asked to reflect on their subject area in a similar way (i.e. Using the SEF format).

SIAMS SEF - The HT said that the SIAMS inspection was imminent (probably November) and that the school would be given one week's notice. The inspectors will request to speak to Rev. Hanson, the Chair of Governors and one other governor. Governors discussed the SIAMS SEF and noted that the school has judged itself as 'requires improvement'. However, the SLT will be reviewing this judgement tomorrow and may upgrade it to 'good'. The HT confirmed that the school has addressed the key issues raised in the previous inspection.

o) Parents/Governors/Community – Noted. Governors discussed the growing problem of parents not being willing to make voluntary contributions toward the costs of school trips and extra-curricular activities. Governors discussed possible reasons for parental reluctance to make voluntary contributions and the impact of this on the school resources. There are fewer donations to the PTA and overall, the school fund is decreasing. The HT said that the school may have to consider asking parents to make a donation to the school fund on a regular basis, in order for the school to be able to offer trips and additional activities. Governors suggested that the school cancels trips if there is not enough financial contribution. The HT said that in the past, the school asks parents if they would be prepared to support a particular trip. They say 'yes'. The trip is

booked. Then parents don't pay. She said it becoming increasingly problematic. **ACTION: The school to write to parents on behalf of the GB explaining the financial pressures on the school, the need for voluntary contributions for extra curriculum trips/activities and to clarify that the school does not receive extra money from the Church.**

Governors noted that the recent coffee morning was well attended. They discussed other issues around lack of parental engagement with activities/workshops, late collection and a lack of engagement with homework.

p) School events and extra-curricular activities – Noted.

- 10. APPROVAL OF NEW SCHOOL IMPROVEMENT PRIORITIES 2013/14:** Governors noted that a full report was provided within the 'Headteacher's Report'. There were no further questions.
- 11. REVIEW DATA FROM END OF LAST TERM INCLUDING SATS RESULTS:** This was discussed above.
- 12. TARGET SETTING:** The HT said that targets are always set at the FFT 'D' benchmark (which is in line with the top 25% of schools Nationally). Therefore they continue to be aspirational targets. Governors agreed the following;

Year 6

- Year 6 pupils will be expected to make 4 points progress this year
- L4+ Reading – 100%
- L5 – Reading – 83%
- L4+ Writing – 90%
- L5 Writing – 38%
- L4+ Maths – 93%
- L5 Maths - 52%
- L4 combined – 90% (hopefully 97%, if make 4 points progress)
- L5 combined – 38% (hopefully 52%, if make 4 points progress)
- 2 levels of progress in Reading – 100%
- 2 levels of progress in Writing – 93% (hopefully 100%, if make 4 points progress)
- 2 levels of progress in Maths – 93%

Year 2

- Year 2 pupils will be expected to make 4 points progress this year.
- L2b+ Reading – 73%
- L3 – Reading – 47%
- L2b+ Writing – 67%
- L3 Writing – 37%
- L2b+ Maths – 97%
- L3 Maths - 50%

- 2 levels of progress in Reading – 100%
- 2 levels of progress in Writing – 100%
- 2 levels of progress in Maths – 100%

Governors discussed possible future changes to the 'levels' assessment system and the freedom of schools to develop their own tracking system. They noted that rigorous targets have been set in every year group. Mrs Barrick asked what pupil targets form teachers' performance management targets. The HT confirmed that the targets are based on progress, not attainment. Teaching Assistants' performance is measured on the progress of the groups of children they work with.

Governors agreed an attendance target of 97.5%. They discussed that attendance is still an issue in terms of parents taking holidays during term time. They also discussed that some parents take their children out of school to prepare for and sit entrance exams. Although schools can issue fines for unauthorised absence, Thurrock do not encourage it.

13. POLICY APPROVAL: Governors discussed/approved the following policies;

- a) **Ratify Pay Policy** – Governors ratified the Pay Policy.
- b) **Delegation of Policy Review** – Governors formally approved the statutory policy review/delegation plan, which was previously circulated by email.
- c) **Equalities Objectives** – The HT said that the policy and objectives had been updated. Further updates won't be done until the new website is established. .
- d) **Child Protection Policy and Procedures** – Approved.
ACTION: Mr Coles to forward the DfE website link for the Safer Recruitment training. Mr Coles informed Governors that he is in the process of organising Child Protection Training for Governors (hopefully before Christmas).

ACTION: The HT to highlight where changes have been made to a particular policy in future.

14. DISCUSSION ON DIOCESAN MULTI ACADEMY TRUST - STATEMENT FROM PARTNERSHIP COMMITTEE: Mr Coles read from an email from Janet McCheyne. She was concerned that Horndon may be forced into an existing (possibly commercial-sponsored) Academy situation and be effectively lost to the partnership, with the knock-on effect that Orsett and Bulphan will become more vulnerable. However, they noted that following their Ofsted inspection in July, Horndon is a 'requires improvement' school and not a school in special measures as expected. Governors noted that Horndon does want to be part of the Partnership of schools, although it is developing close connections with Giffards Primary. **ACTION: The HT to discuss this matter with the Partnership heads at the earliest opportunity (specifically to establish with Mr Martinson whether he would consider being part of a 'Partnership Diocesan MAT', and continue to explore academy status.**

The HT said that Orsett needed to consider what is best for the pupils in this school. Governors discussed 'teaching schools' and other partnerships being formed within the Authority and within the Diocese. Governors discussed the benefits of becoming a stand-alone academy, and continue to be active within networks and partnerships. **ACTION: The GB to discuss further at the next GB meeting.**

15. FINANCIAL MATTERS:

- **Latest Financial Matters** – The finance report was noted (as per the Headteacher's report).
16. **SAFEGUARDING/CHILD PROTECTION:** Mrs Wood's report will be circulated to Governors by the Clerk. Mrs Wood will be invited to speak to governors about her report at the next GB meeting. There were no issues or concerns about safeguarding systems or procedures to report.
17. **GOVERNOR TRAINING:**
- a) **Feedback from Link Governor** – There were no training reports to note.
 - b) **Training Reports** – Mr Coles said that he had booked onto 'Chairs Training'. **ACTION: All Governors who complete training to complete an 'impact report' following their training (i.e explain how the training has been beneficial to their role as a governor, and therefore ultimately the school).**
 - c) **Training Needs** – Safeguarding.
18. **GOVERNOR VISITS/MONITORING:** a) **Reports** - Governors noted that there have been 3 visits since the last GB meeting;
- Mr Coles – Health and Safety visit in July 2013.
 - Mrs Willett – Numeracy focused visit (in the Spring Term, unreported at the last meeting). **ACTION: Mrs Willett to complete a visit report.**
 - Mrs Eve – Mental Maths focused visit (Yrs 1, 4 & 5).
 - Mrs Eve and Mrs Willett have continued to visit the school for Reading monitoring and input. However, they requested that this role is taken on by another governor(s). Mrs Fearnside-Still agreed to undertake this role.
- b) **Governor Links to School Improvement Priorities** – Miss Jones gave Governors a newly developed 'governors monitoring pack' including a monitoring programme, report feedback proforma, and monitoring sheets for Reading, Writing and Maths. Miss Jones went through the materials with Governors and they discussed how the new system would have a greater impact on the quality of leadership and management. Miss Jones said that she would support each governor in providing feedback to the Full GB every term. Governors acknowledged the importance of developing expertise within the GB so that it can effectively hold the SLT to account.
19. **COMMITTEE MEETING MINUTES:** Governors noted the following Committee minutes;
- Personnel on 12-6-13
 - Church Schools Partnership on 6-6-13 – Governors agreed the amended Partnership Vision Statement and the new terms of reference, as recommended by the Partnership Committee.
 - Curriculum on 18-6-13
 - Finance & Premises on 10-7-13.
20. **GOVERNING BODY ORGANISATION:**

a) Confirm Committee Membership and Term of Reference.

Governors agreed the following membership:

<p>Finance & Premises Committee L Godfrey D Barrick(Chair) C Coles Y Fearnside-Still L Eve R Popoola</p>	<p>Personnel Committee L Godfrey D Barrick Y Fearnside-Still (Chair) J Pritchard W Willett R Popoola</p>
<p>Admissions Committee L Godfrey L Bennett Y Fearnside-Still J Wood J Prichard (a Chair will be elected by the Committee at the next meeting)</p>	<p>Curriculum Committee L Godfrey D Barrick L Eve (Chair) J Wood R Meleady L Bennett</p>
<p>Church Schools Partnership L Godfrey C Coles Rev E Hanson R Meleady W Willett</p>	<p>Pay Committee D Barrick Y Fearnside-Still (Chair) J Wood W Willett R Popoola</p>

They approved the terms of reference for all Committees. There are no changes. The Pay Committee Terms of Reference will be added as an appendix to the Finance & Premises Committee Terms of Reference. **ACTION: The Clerk to do and send to the HT.**

b) Confirm Link Governors – Governors agreed the following:

- **Headteacher’s PM** – C Coles, W Willett and D Barrick
- **Safeguarding and Child Protection** – J Wood
- **SEN** – J Wood
- **Equalities** – L Bennett
- **H&S** – C Coles
- **Training** - Y Fearnside-Still
- **English** – L Eve
- **Maths** – W Willett
- **Behaviour for Learning** – Y Fearnside-Still
- **EYFS** – J Wood
- **RE** – C Coles

c) Confirm arrangements for Statutory Panels – All Governors (except staff) will form a pool from which a Panel will be selected on the basis of suitability and availability. The terms of reference for these panels will be as per the appropriate statutory procedure.

d) To review the Standing Orders for the Governing Body and approve them for continued use – Governors discussed the

documents. They agreed that Governors should only be able to vote if they are physically present at a GB meeting (i.e. not allowed to vote by video conferencing/Skype or phone) unless there are extenuating circumstances. **ACTION: The Chair and HT to review the Standing Orders documents and make recommendations for the next GB meeting.**

e) **Note the changes to the School Governance regulation (with effect from 1-9-13) – Noted.**

f) **To determine whether to approve alternative arrangements for governors to participate or vote at meetings of the governing body including, but not limited to, by telephone or video conference – See above.**

21. INFORMATION UPDATE – DfE/THURROCK/REDBRIDGE/ESSEX: Governors noted the following documents;

- Governor Handbook (DfE) – Noted.
- Essex briefing papers on ‘Getting the right people around the table’ – Noted.
- Other updates – Thurrock & Redbridge – Noted.

22. CHAIR’S ACTION: a) Appointment of Miss Bryant.

23. ANY OTHER BUSINESS:

*a) **Headteacher’s Absence** – The HT explained the reason for her planned absence from school later this month, and said she expected to be back in school after half term. She said that she could be contacted at home if necessary. Ms Jones will be covering in the HT’s absence.*

*b) **FFT Data Dashboard** – Governors discussed the data report, and noted that further discussion can take place at the next Curriculum Meeting.*

*c) **Appointment of Miss Bryant** – Noted.*

24. TIME AND DATE OF NEXT MEETINGS: Governors agreed that the next GB meeting will take place on 29-1-14 at 5.30pm.

25. CONFIDENTIALITY: Governors were reminded of confidentiality.

End of meeting.

Chairman

Date