

THURROCK BOROUGH COUNCIL

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

Date and Venue: Monday 1st October 2012 at the School

Present: Ms D Barrick (Chair), Mrs L Eve, Rev E Hanson, Mr C Coles, Mrs W Willett, Mrs J Wood, Mrs K Collier, Mrs J Pritchard, Mrs Y Fearnside-Still, Mrs E Godfrey (Headteacher) and Mr R Meleady,

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

1. **APOLOGIES FOR ABSENCE:** There were no apologies.
2. **MEMBERSHIP: a) Changes –** Governors noted that Mrs L Clements had resigned. The Headteacher said he has contacted the LA about finding a replacement but has not yet had a reply.

b) Discuss Reconstitution Options: Governors discussed this and decided that there was no need for the Governing Body to reconstitute at this point. They agreed that the GB is an appropriate size and is effective in its current form.
3. **DECLARATIONS OF BUSINESS/ PECUNIARY INTERESTS:** There were none declared in relation to any of the agenda items. All Governors signed a new form.
4. **AGREE ITEMS OF ANY OTHER BUSINESS:** None.
5. **TERM OF OFFICE OF CHAIR/VICE CHAIR:** Governors agreed that this should be 1 year.
6. **ELECTION OF CHAIR/VICE CHAIR:** Governors duly elected Mr Coles as Chair and Ms Barrick as Vice Chair to the Governing Body.
7. **MINUTES OF THE PREVIOUS MEETING:** Governors agreed that the minutes of the Ordinary meeting held on 8-5-12 were an accurate account and they were signed by the Chair.
8. **MATTERS ARISING:** The following matters were discussed;

Changes to Ofsted Framework – Governors discussed the expectations regarding governance under the new Ofsted Framework. Governors noted the kind of questions Ofsted inspectors might ask governors during an inspection (e.g. about use of pupil premium, impact of governance on teaching and learning outcomes, SMSC provision and performance management systems). **ACTION: The Clerk to circulate some useful documents to Governors.**

ACTION: Ms Barrick to circulate training information about SMSC to the Clerk for wider circulation.

Minutes of Committee Meetings – The Headteacher asked that all Committee Chairs email the minutes of the meetings to Mrs Pritchard,

so that all Committee minutes re stored centrally and can be distributed by the Clerk prior to GB meetings.

Visiting Governors – ACTION: The Headteacher to circulate a governor visit record proforma and a list of useful questions Governors can ask while visiting the school.

9. **HEADTEACHER'S REPORT:** Governors noted/discussed the Headteacher's Report and were invited to ask questions. Governors commented that the report was very thorough and thanked the Headteacher for this level of detail. Governors discussed how the information provided ensures they have a deep and thorough understanding of the school so that they can effectively carry out their monitoring roles;

- a) **Admissions** – The Headteacher reported that 2 children left in Class 3, and 1 has joined (bringing the number to 29).
- b) **Attendance** – Governors noted the data (showing current average attendance at 96.5%). They asked what the school has in place if a child's attendance falls below 85%.
- c) **Staffing** – The report to the last Personnel Committee meeting was noted (including information about staff absence and performance management). The staffing update in the Headteacher's report was noted. The HT reported that one member of staff is on a phased return to work. One member of the support staff team is off on long term sick. Governors noted that the absences are putting added pressure on the School, and that all absences are being managed in accordance with HR guidance. Governors discussed that the school may have to recruit a temporary TA so that the intervention programmes can be delivered, but this will be an extra cost to the school. Governors questioned whether it would be value for money to buy in sickness insurance for support staff. The Headteacher said that the school has evaluated this, and sickness insurance is not cost effective. The Headteacher said that the absence is being covered internally, at the moment.

The School will be reviewing targets with another member of staff during their probation period.

Governors approved the staffing structure for 2012/13.

- d) **Accidents to staff/pupils** – The Headteacher reported six accident involving pupils. Mr Coles asked if the accidents were serious. The Headteacher said that they were not serious enough to be reported under RIDDOR. Governors discussed the formal H&S reporting process. There were no accidents involving staff.
- e) **Behaviour** – The information in the report was noted. There have been no exclusions and no racist incidents.
- f) **Thefts and Illegal Entries** – There were two thefts to report (staff purses). There were no break ins to report.

- g) **Fire drill:** A fire drill will be carried out in the next few weeks and reported at the next GB meeting. **ACTION: The HT to include in the next HT Report.**
- h) **Awards for All** – The Headteacher updated Governors on the situation. She said that the school may well decide to give the grant funding back, as the project was not as beneficial as they first hoped.
- i) **Staff Development** – The CPD Programme for the Autumn Term was noted. Governors discussed the NUT industrial action. Mr Meadley said that staff had met to discuss this, and had decided not to participate in any action. Governors thanked staff for full co-operation and for their commitment to school improvement. Mr Meadley said that there may be future strike action around the issue of pensions.
- j) **Performance Management** – Governors discussed the data provided.
- k) **Quality of Teaching and Learning** – Governors noted that observations continue on a termly basis, and that last week's observations were pleasing as 29% of lessons were judged as being outstanding. This is particularly positive as the new Ofsted judgement criteria is more rigorous. Governors noted that there is an 'initial support system' in place for NQTs. Governors asked what 'quality assurance' was in place, and the Headteacher said that an external observer will be invited into school next term. Governors were pleased to see that the School was rigorous in its pursuit of high quality teaching and learning. The Headteacher said that staff were positive about the idea of having the same notice period for the next round of observations as they would in an Ofsted inspection.

Governors received the KS1 and KS2 Action Plan for English (writing) and Maths. They also received the EYFS/KS1 Subject Leader's Improvement Plan.

- l) **Progress and Attainment Figures for 2011/12** – Governors discussed the detailed analysis of KS1 and KS2 data on attainment and progress. They asked whether the progress was good enough. They noted that in a good school, children should be making 3 levels of progress in KS2, and this is what the school is aiming for. Mr Coles asked the Headteacher to explain the % progress change from Sept 2010?

The data shows that all groups of children are making expected levels of progress.

Governors discussed the 2012 SATs data.

Governors noted that some pupils achieved a level 6, which was pleasing.

Governors asked how the school's data compared with other LA schools. They noted that the data shows the school is top

in the LA for EYFS, 5th for KS1 and top/middle for KS2 (as expected). Governors congratulated the school for the progress made by SEN and vulnerable groups. Mr Cole asked why the boys results were lower than girls KS2 results? They noted that there were 4 children on the SEN register (boys) whose needs had not been addressed properly until 2010. If these children's needs had been identified earlier, the results would have been better. Two other children did not perform as well due to personal issues/sickness.

Governors asked about the progress and attainment of G&T children. They noted that all children on the G&T Register are 'academically gifted'.

- m) **SEN Pupils, Vulnerable Groups and Safeguarding –** Governors noted the report.
- n) **Extra Activities –** Governors noted the information on curriculum development and extra curricula activities.
- o) **Premises Update:** Noted. **ACTION: the Finance Committee to agree a priority list for capital works projects.** Mrs Fearnside-Still pointed out that water is collecting in the main pedestrian entrance and asked if something was being undertaken to sort this out. Governors discussed surface flooding and possible drainage work needed.
- p) **Links with Parents –** The information was noted. The Headteacher said she is hoping that more parents come to the e-learning workshop planned this term (there have only been 33 responses so far, which is disappointing). Governors suggested opening it up to the parents of partnership schools.
- q) **Links with the Community/Horndon Partnership –** The information was noted.
- r) **Governors within the School –** Governors acknowledged the importance of visiting the school in order to carry out their roles effectively. The Headteacher thanked them for their visits to the school last term.

10. **APPROVAL OF THE SCHOOL IMPROVEMENT PLAN:** Governors discussed and approved the plan for this academic year. They noted that staff and SLT have been working on the key priorities. The Headteacher said that an 'achievement' section will be added and that Ofsted will be asked for a one page summary. Governors discussed the school's self evaluation process.

Governors noted that the school is now required to publish certain key documents on the school website.

11. **GOVERNORS SELF EVALUATION AND AGREE ACTION PLAN:** Governors discussed the increasingly important role that governance plays in school improvement. They discussed the 'good' and 'outstanding' judgement for 'leadership and management' within the new Ofsted Framework. The agreed/discussed the following plan for improvement:

The GB will demonstrate best practice and meet the ‘outstanding’ judgment criteria for leadership and management by being ‘highly ambitious’, ‘relentlessly pursuing excellence’ and by having a ‘deep and accurate understanding of school performance’. This can be achieved by;

- *Agenda items to be focused on Ofsted areas*
- *Conduct a skills audit - **ACTION – The Clerk to provide***
- *Regularly view PM data (anonymised)*
- *Introduction of a revised Governors Induction Policy with clear expectations about governance*
- *More information to be circulated about school events so that Governors can take a more active role in the life of the school*
- *GB to set challenging targets*
- *Increase the amount of governor visits and record visits appropriately (with impact statement).*
- *Link Governor visits to school improvement priorities*
- *Governors to become more familiar with key documents such as RoL*
- *Coming to meetings well prepared*
- *Attend more GB training sessions provided by the LA*
- *Improve communication opportunities between meetings*
- *Governors Surgery/coffee mornings – Autumn term*
- *Improve Governor communication with stakeholders*
- *GB to gain a better understanding of what ‘outstanding’ teaching looks like*
- *Better use of school website*
- *More governor presence at parent meetings*
- *Introduce a Staff/Governor notice board*
- *Develop a Governor Handbook*
- *Regular Away/Training Days/Day time GB meetings*
- *Ensure the Governing Body reflect the community in which it serves*
- *Look at effective questioning (use Ofsted guidelines) and linking GB discussions to the SDP and the SEF.*
- *Develop a GB mission statement.*
- *To effectively monitor the new Framework in EYFS. The School to present the main changes at the autumn term Curriculum Committee meeting.*
- *Invite subject leaders to committee meetings so that Governors can fulfil their roles*
- *School to provide evidence of progress in children’s books*
- *Continue to hold the SLT to account through rigorous PM monitoring and through HT PM panel*
- *Continue to meticulously monitor pupil progress, especially in relation to narrowing underachievement gaps*
- *One Governor at least per term to meet with school council, attend school assembly, and conduct a learning walk*
- *All Governors to record their visits to the school appropriately*
- *Ensure the right people are in the right jobs and are paid accordingly (through reviewing PM processes) – add as a regular Personnel Committee agenda item*
- *Complete a formal ‘self review’ questionnaire - **ACTION – The Clerk to provide***

These GB Improvements have already been undertaken:

- *Review Michael Wilshaw’s speech to the National Governors Association on June 16th*
- *Review the new Ofsted criteria for judgements within ‘leadership and management’*
- *Governors to lead by example by pursuing excellence within the Governing Body.*

- *Adopt Terms of Reference for Link Governor roles*
- *A review of data on every GB agenda*
- *Establish a programme of governor visits*
- *Better clerking support: e.g. clear minutes with action points + showing the high level of challenge which takes place at meetings*
- *More challenging/monitoring questioning in meetings*
- *Curriculum Leader reports including impact at each GB meeting*
- *High level of information provided in the HT's Report to Governors*
- *Conduct a training audit*

12. CHANGES TO TEACHERS' PERFORMANCE MANAGEMENT AND APPROVAL OF NEW APPRAISAL AND CAPABILITY POLICY:
Governors approved the new Policy (as recommended by the Personnel Committee).

13. FINANCIAL MATTERS:

- **Budget Update** – Mrs Pritchard referred Governors to the latest Finance Committee minutes and said that the budget had been discussed in great detail by the Committee. She said that there were no major issues to report and that expenditure is on track. Governors noted the cost centre summary and budget update. Governors noted that some virements have been made. The predicted carry forward at year end is £38,279.
- **Approve End of Year Statement and Planned use of Underspend** - Governors approved the End of Year CFR Statement. They noted that the c/f from last year (2011/12) was £87,953.34. The planned use of the c/f has been notified to the LA, in accordance with procedures, as follows:
 - £20,500 – Refurbish the hall and Resources Room
 - £10,500 – ICT
 - £10,000 – Lottery funding
 - Additional Professional fees - £1,450
- **Approve the Charging and Whistle Blowing policies** – Governors approved the policies. **ACTION: The Finance Committee to approve the Pay and Write off/Disposal Policies at their next meeting.**
- **Insurance** – Governors noted that insurance is in place to mitigate risk to budget.
- **Asset Management** – Governors discussed the asset management systems in place for the school buildings and for internal assets. They noted that the school has an inventory of valuable items and that this is stored electronically and is updated regularly. There is also an ICT replacement plan in place.
- **SFVS** – The Clerk provided training on the new Schools Financial Value Standard and went through each of the 23 audit questions with Governors. The form was completed and approved. Governors discussed the improvements that could be made, as per the SFVS 'outcome of self assessment' summary.

- **Governor competencies** – The Clerk asked Governors on the Finance Committee to complete this questionnaire and return to the school office ASAP.
- **Pupil Premium and impact** – Governors noted the use of the Pupil Premium and its impact on disadvantaged pupils. **ACTION: The Finance Committee to look at this in more detail at their next meeting.** The Headteacher said that information about the use of the PP is on the school website.

14. GOVERNOR TRAINING:

- Feedback from Link Governor** – There was nothing to report. Governors were urged to take advantage of the free LA training each term.
- Training Reports** – The following training was noted;
 - Whole GB training on SFVS earlier this evening
 - D Barrick – Ofsted, Appraisals and SMSC
 - S Jones , L Eve and L Godfrey - Safer Recruitment
 - L Godfrey – First Aid
 - L Godfrey , S Jones – Ofsted, Appraisal & Capability
 - L Eve – Literacy
- Training Needs** – The following training needs were Identified.
 - Training on new Ofsted Framework and expectations about governance
 - Safer Recruitment
 - Governor Visits

ACTION: Governors to email Mrs Pritchard with details of training they have attended. Mrs Pritchard to email to all Governors a ‘training record form’ to gather information about areas of training completed and to identify any training gaps.

15. GOVERNOR VISITS: Governors noted the following verbal reports;

C Coles – Came into school to attend a staff INSET on Tuesday. He also came to school on 4 other occasions;

- To conduct an ‘internal’ H&S audit
- During the LA H&S Inspection
- To discuss educational visit risk assessments
- To do a ‘reading focused’ visits (with K Collier)

Rev Hanson – Came into School on the first day back after the holidays. The Headteacher said that this visit was much appreciated.

L Cements – Did a Child Protection/Safeguarding and SEN visit.

L Eve – Did a visit focusing on G&T and another visit focusing on reading.

D Barrick and J Wood – Did an EYFS visit

K Collier – Came to school to discuss Admissions with Mrs Prichard.

D Barrick – Came into school to participate in transition meetings at the end of term.

W Willett and L Clements – Visited Year 5 to look at peer/self assessment and safeguarding

W Willett - Did a reading visit in Year 4

ACTION – All visits should be recorded on a proforma and discussed at relevant committee meetings.

The Chair commented positively on the amount of Governor visits this term.

16. COMMITTEE MEETING MINUTES AND FEEDBACK FROM COMMITTEE CHAIRS: Governors noted the following Committee minutes;

Personnel on 21-6-12

Church Schools Partnership on 21-6-12

Curriculum on 3-7-12 – ACTION: Ms Barrick to provide to the Clerk for wider circulation.

Finance & Premises on 11-7-12

Admissions - ACTION: Mrs Collier to provide to the Clerk with the latest minutes for wider circulation.

W Willett and J Wood confirmed that they were at the last Personnel Committee meeting (the minutes need to be amended accordingly).

17. CONFIRM COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE:
The following Committee membership was agreed:

Finance & Premises Committee L Godfrey D Barrick(Chair) C Coles K Collier Y Fearnside-Still	Personnel Committee L Godfrey D Barrick Y Fearnside-Still (Chair) J Pritchard J Wood W Willett
Admissions Committee L Godfrey K Collier (Chair) Y Fearnside-Still J Wood	Curriculum Committee L Godfrey D Barrick L Eve (Chair) K Collier R Meleady
Church Schools Partnership L Godfrey C Coles Rev E Hanson R Meleady W Willett	

The Terms of Reference for the above mentioned Committees were approved. The Chair of Governors is an automatic member of all Committees.

18. **CONFIRM LINK GOVERNORS AND APPROVE TERMS OF REFERENCE FOR LINK GOVERNORS:** Governors revised the link governors as follows:

- **Headteacher's PM** – Rev E Hanson, C Coles and D Barrick
- **Safeguarding and Child Protection** – J Wood
- **SEN** – J Wood
- **Equalities** – D Barrick
- **H&S** – C Coles
- **Training** - Y Fearnside-Still
- **English** – K Collier
- **Maths** – W Willett
- **Behaviour for Learning** – Y Fearnside-Still
- **EYFS** – J Wood

Governors noted the terms of reference for the key link governor roles.

19. **REVIEW ADMISSIONS CRITERIA FOR 2013/14:** Governors agreed the Admissions Policy for 2013/14. **ACTION: Governors to hold a separate 'Admissions GB Meeting' to approve the 2014/15 Admissions Criteria/Policy.**
20. **INFORMATION UPDATE- THURROCK:** There was nothing further to note.
21. **CHAIR'S ACTION:** None.
22. **ANY OTHER BUSINESS: a) Parking Restrictions** – The Headteacher said that the Council are considering the introduction of yellow lines/parking restrictions nearby, and that they would need to be aware of the impact of this on parents and pupils. Governors discussed possible ways to manage the situation, with possibly the introduction of a waking bus.
23. **TIME AND DATE OF NEXT MEETING:** Governors agreed the next GB meeting should take place on 4-2-13 at 5.30pm.
24. **CONFIDENTIALITY:** Governors were reminded of confidentiality.

End of meeting.

Chairman

Date