

THURROCK BOROUGH COUNCIL

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

Date and Venue: Wednesday 8th May 2013 at the School

Present: Miss D Barrick (Vice Chair), Mrs L Eve, Mrs R Popoola, Rev E Hanson, Mr C Coles (Chair), Mrs J Wood, Mrs Fearnside-Still, Mrs J Pritchard, 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 W Willett and Mrs K Collier.
2. **MEMBERSHIP:** There were no changes to report.
3. **DECLARATIONS OF BUSINESS/ PECUNIARY INTERESTS:** There were none declared in relation to any of the agenda items.
4. **AGREE ITEMS OF ANY OTHER BUSINESS:** Governors agreed the following item:
**Consider staff request for time off during term time.*
5. **MINUTES OF THE PREVIOUS MEETINGS:**
 - a) **Previous GB Meeting on 4-2-13** - Governors agreed that the minutes of the Ordinary GB Meeting held on 4-2-13 were an accurate account of the meeting and they were signed by the Chairman.
 - b) **Other GB Minutes** - Governors also approved the following minutes;
 - GB Meeting to discuss Academy Status – 12-3-13
 - LA/GB meeting re Bulge/Expansion – 21-3-13
 - GB meeting re Bulge/Expansion – 27-3-13
 - Budget Ratification GB meeting – 27-3-13
6. **MATTERS ARISING:**
 - a) **Bulge/Expansion Update** – Governors were updated on the expansion proposal, and noted reasons why the expansion was now not going ahead. The Headteacher said the process had been frustrating and that staff were disappointed. Governors noted that expansion may still be 'on the cards'. They expressed concern about the quality of communication within the LA about the expansion. The Headteacher said she has told the LA that the school needs more notice next time. Governors noted that future plans can move ahead quickly as the GB has approved expansion in principle. They discussed the need for additional school spaces, and the development of new housing in the area. Rev. Hanson said that it was important that the LA is clear that the GB did not agree the expansion to 2 forms of entry, and that they follow the correct consultation format.
7. **HEADTEACHER'S REPORT:** Governors noted/discussed the Headteacher's Report and were invited to ask questions.
 - a) **Admissions** – Governors noted that since writing the report, there is now an extra pupil in Class 3, taking the total on roll to 209. The

Headteacher said that the school may be asked to take 2 extra pupils, depending on the outcome of a court order.

- b) Attendance** – Governors noted the information in the report. The Chairman asked for more details about absence levels in Class 2. The Headteacher said that this class had a period of high absence due to a stomach bug, one pupil taking ‘adoption leave’ and one pupil being in hospital. The Headteacher said that sometimes, absences are unavoidable, and that attendance levels are ‘back on track’ at 98.1%. Mrs Wood asked if the School Nurse provided support with hygiene education so that pupils understand how they can reduce the spread of infectious bugs. The Headteacher said that due to time pressures, the School Nurse only comes into schools for child protection cases. She said that the school encourages good hygiene and teaches pupils about the importance of hand washing. The Chairman asked if there is a list of illnesses and the amount of time pupils should be off school to avoid cross infection. Mrs Pritchard confirmed that the appropriate information/advice is given to parents regarding pupil illnesses.
- c) Behaviour** – Governors noted that there have been no formal exclusions or reported racist incidents in the Spring Term. Miss Barrick asked for more information about how the school manages bullying. Governors discussed the importance of ensuring pupils and parents are clear about the definition of bullying. The Headteacher said that bullying is monitored and, where necessary, parents are contacted. The Headteacher described a recent incident where pupils were comparing the colour of their skin. Mrs Fearnside-Still asked who reported the ‘incident’. The Headteacher said it was reported by a Year 5 pupil, and said that it was the school’s view that this did not constitute a ‘racist incident’. Governors recalled the positive comments by Ofsted about high levels of acceptance and harmony within the school. The Headteacher gave some other examples where pupils have shown kindness and respect for one another. She said that pupils’ perception about behaviour is more positive.
- d) Accidents** – These were noted.
- e) Thefts and Illegal Entries** – There were no thefts or illegal entries to report.
- f) Fire Drills** – A fire drill is carried out every half term. The most recent fire drill occurred last week and was unannounced. Governors noted the issues that arose due to one class being out on the field when the alarm was sounded. **ACTION: The HT to document how this situation should be managed (as part of the Fire Evacuation procedures).** The Headteacher said that the next drill will be with blocked exits, to ensure that pupils and staff practice leaving the building in more challenging and realistic circumstances.
- g) Personnel** – Governors noted the reports. They discussed the staffing decisions/arrangements which are now necessary due to an unexpected maternity leave due in the Autumn Term. Governors were reminded of the confidential nature of this situation. They discussed how the maternity leave can be managed so that pupils’ learning is not impacted upon. Governors agreed for this member of staff to be out of class from September (providing cover and additional teaching support where needed) and for an NQT to be appointed on a fixed term contract (1 year). Governors noted that the school is insured for maternity leave/cover. However, this arrangement will cost the school approximately £6,500, but will be the benefit the pupils. Governors discussed the SENCO role, and noted that the current SENCO may be leaving. They discussed possible ‘sharing’ options with Horndon.

Governors agreed for the Headteacher to approach both teaching practice students with the offer of a 1 year fixed term contract to cover the maternity leave.

- h) Staff Development** – Governors noted the information. The Headteacher described the process of her training to become an Ofsted inspector. Governors noted that although there are significant costs associated with the training, this will be a future source of income generation for the school. Governors also noted that the Headteacher is being paid for her support as a member of an ‘IEB’ at another Thurrock School. This will bring in an additional £4,500 of income to the school over the next few months. The Headteacher confirmed that this money will be put in the CPD budget. Governors also noted the income generated through Ms Jones providing support to other schools. Mrs Wood asked if the amount of outreach work was capped. The Headteacher said that she wouldn’t want to do any more than 1 Ofsted inspection per term. Governors agreed that the Headteacher’s Ofsted work would not only be good for the school financially but that it would provide the Headteacher with a wider perspective of practice in other schools and up to date information about wider changes in education. Governors agreed to pay for the Ofsted training (£3,200 plus VAT). They agreed that the Headteacher’s absence would provide good CPD and experience for Ms Jones who will be deputising.
- i) Teaching and Learning** – Noted. The Headteacher said that quality of teaching continues to improve.
- j) Curriculum and Assessment** – Noted. Governors discussed changes to the National Curriculum and whether the school would need to spend a lot of time on this given the possibility of becoming an academy. The Headteacher said that the school would be keeping a lot of the current skills based curriculum. Governors noted the progress and attainment data. Miss Barrick asked if Year 4 was a concern. The Headteacher said that she and the Deputy have been into the classroom, and have looked at the books. There is lots of progress being made, but more will be known after the next ‘data drop’. The Headteacher said that these pupils made rapid progress in Year 3, and that they will make better than expected progress across the key stage. Governors discussed the impact of high attainment levels in KS1 on progress in KS2. The Headteacher said that a full report will be presented at the next Curriculum Committee meeting.
- k) SEN Pupils, Vulnerable Groups and Safeguarding** – Noted. Mrs Fearnside-Still asked for more details about the SEN categories. The Headteacher explained SEN support and the statement process. Mrs Popoola asked to what extent the parents of SEN pupils are involved. The Headteacher explained the communication between the school and parents regarding SEN pupils. The Headteacher confirmed that there are currently no pupils with a Child Protection Plan.
- l) Finance** – Governors noted the report. The Headteacher reported on the water leak, and the increased bill as a result of this. Governors noted that the water bill has increased from £51 to £419 per month. Mrs Pritchard gave Governors an overview of the situation and said that it is likely that the pipe was leaking, unnoticed, for a year. The leak was masked by the fact that schools were told to expect a significant increase in water bills. Governors noted that wherever possible, the schools is trying to conserve water.

Governors noted that the school is yet to hear whether it was successful with the LCVAP bid.

- m) **Premises** - Noted. The Headteacher said that they have asked for quote for the hall so they can see what is affordable from the £11,000 of DFC. With the additional teacher (maternity cover arrangements) it may not be possible to move forward with some of the items of the 5 years rolling programme of decoration/upkeep.
- n) **School Improvement Plan and SEF** – Noted.
- o) **Extra Curricular Activities** – Governors acknowledged the high quality and quantity of before and after school clubs.
- p) **Parents in School** – Noted.
- q) **The School in the Community** – Noted. Governors discussed the support being provided by St Clare's. Miss Barrick asked why the School isn't linking with William Edwards. The Headteacher said the links depend on whether secondary schools are proactive and more interest in working with their feeder schools. Governors noted that St Clare's and Gable Hall are very proactive in making links with primary schools.
- r) **Governors within the School** – The Chairman encouraged Governors to arrange monitoring visits at their Committee meetings.

8. **REVIEW OF PROGRESS AGAINST KEY SCHOOL IMPROVEMENT PRIORITIES:** Governors noted that a full report was provided within the 'Headteacher's Report'. There were no further questions.

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

- a) **Pay Policy** – Governors agreed to delegate this to the Finance Committee. The Headteacher said that Governors needed to make some key decisions in relation to pay. Miss Barrick and Mr Meleady will report to the Committee on the feedback from the Unions. Governors discussed the main changes to pay and conditions, and noted the additional stress of these and other educational changes on senior leaders within schools. Governors discussed the stress that Headteacher's are under while waiting for their Ofsted inspections. **ACTION: The Clerk to note 'Ratification of the Pay Policy' on the next GB agenda.**
- b) **Performance Management Policy** – Governors approved the amended Policy and noted that the review period has been changed.
- c) **Delegation of Policy Review** – Governors noted that many statutory policy reviews can be delegated to the Headteacher, and that many of the review periods have been changed to, 'GB to decide on frequency of review'. Governors agreed that where the frequency of the review period has been delegated to the GB to decide, this should be 'as required'. In terms of delegation of policy reviews, Governors agreed for the Headteacher to review the DfE advice document and make a recommendation to the GB for approval.
- d) **Equalities Objectives** – Governors agreed for the Headteacher and Chairman to review the objectives, make any necessary changes/updates to the website and report back at the next meeting.

10. FINANCIAL MATTERS:

- **End of Year 12/13 Statement** – Governors noted the End of Year Statement and noted a final end of year balance of £91,926.
- **Best Value Statement** – Approved.
- **Statement of Internal Control** – Approved.
- **Allocation of Underspend** – Governors agreed to allocate the 12/13 underspend as follows;

£10,435 – already committed

£81,491 – uncommitted;

- £52,000 – Premises contingency
- £1,500 – Personnel contingency for training
- £11,000 – Curriculum support
- £16,991 – General contingency

11. **YEAR 6 RESIDENTIAL TRIP:** Mr Meleady reported on the planned trip to Stubbers and the benefits of such a trip for students. Governors noted that, although there is no pressure on pupils to participate in an activity, they are encouraged to 'give it a go'. Governors approved next year's Y6 residential trip to Stubbers. Mrs Eves asked how many children usually go on the trip. The Headteacher said that the majority stay over, and that there is an option for others to join their classmates for the day.
12. **PUPIL PREMIUM GRANT:** Governors noted the document and thanked the Headteacher for such a detailed and informative report.
13. **SAFEGUARDING/CHILD PROTECTION: ACTION:** Mrs Wood to conduct a 'safeguarding' visit to the school and report back at the next GB meeting.
14. **HEAD TEACHERS PERFORMANCE MANAGEMENT REVIEW:** Governors confirmed that Mr Coles, Miss Barrick and Rev Hanson are the Headteacher Performance Review Governors. They agreed for Mr Shevlin to be appointed as an external advisor to the Panel for the Autumn Term review meeting. **ACTION: Miss Barrick to contact Mr Shevlin. The Panel to agree a date for the mid-year review at the end of the meeting.**
15. **GOVERNOR TRAINING:**
- a) **Feedback from Link Governor** – Mrs Fearnside-Still reported on the following;
- Mrs Popoola has attended the induction training for new governors.
 - There was a whole GB training session in April on "Holding the School to Account". Six governors attended.
 - The Chair reported that he attended SIAMS training.
 - The Chair and Vice Chair will ensure that any actions points from this training session are followed up.
- b) **Training Reports** – See above.
- c) **Training Needs** – Governors discussed their training needs. They agreed that it would be beneficial to have a 'whole GB' training session on 'safeguarding'. **ACTION: The Chair to contact Jo Lang to arrange this.**
16. **GOVERNOR VISITS:** Governors noted that there have been 6 visits since the last GB meeting. Mrs Pritchard confirmed that the written reports from Governors are on file.

- 17. COMMITTEE MEETING MINUTES:** Governors noted the following Committee minutes;
- Personnel on 6-3-13
 - Church Schools Partnership on 19-3-13.
 - Curriculum on 19-3-13
 - Finance & Premises on 6-3-13.
 - Admissions on 11-3-13
- 18. INFORMATION UPDATE – DfE/THURROCK/REDBRIDGE/ESSEX:** Governors noted the following documents;
- Redbridge Briefing Paper.
 - Essex briefing papers on ‘School Improvement’ and ‘Confidentiality’.
 - DfE Advice on Changes to Teachers’ Pay.
- 19. CHAIR’S ACTION:** None reported.
- 20. ANY OTHER BUSINESS:** a) **Leave Request** – Governors noted the request from a newly appointed member of staff (teaching assistant) to take her holiday during term time. This holiday was booked before being appointed. Governors approved the leave (unpaid).
- b) **Training Dates** – Governors agreed the following training days:
- 2-9-13, 6-1-14, 22-4-14, 21-7-14 and 22-7-14
- 21. TIME AND DATE OF NEXT MEETINGS:** Governors agreed that the next GB meeting regarding Academy Status should take place on 6-6-13 at 5.30pm. Governors noted the date of the Partnership Governor social event at ‘Bulphan’ on 16-7-13. Governors agreed the following dates of ordinary GB meetings:
- 2-10-13 at 5.30pm
 29-1-14 at 5.30pm
 7-5-14 at 5.30pm
- 22. CONFIDENTIALITY:** Governors were reminded of confidentiality.

End of meeting.

Chairman

Date