

THURROCK BOROUGH COUNCIL

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

Date and Venue: Wednesday 18th March 2015 at the School.

Present: Mrs L Eve (Chair), Mr S Lloyd, Mrs Fearnside-Still (Vice Chair), Mrs J Wood, Mrs D Barrick, Mrs E Godfrey (Headteacher), Mrs J Pritchard, Wendy Willett and Mr J Dickson.

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

- 1. APOLOGIES FOR ABSENCE:** Apologies were received from Mrs Popoola, Mrs Bennett and Mrs Robinson. **ACTION: DB and EE to write to RP about her attendance, asking if she wishes to continue to serve on the GB.**
- 2. DECLARATIONS OF BUSINESS/ PECUNIARY INTERESTS:** There were none declared in relation to any of the agenda items.
- 3. AGREE ITEMS OF ANY OTHER BUSINESS:** The Chair asked that she could raise an important matter at this point. She explained that after much thought and careful consideration, the HT has decided to resign as the Headteacher of Orsett Primary School, due to changes in her personal circumstances. The HT explained why she felt this was the right thing to do at this time. Governors expressed their sadness to hear that the HT was leaving but all agreed that the reasons were understandable. The HT assured the GB that she would continue to support the school in any way she can, and said that she will have lots of opportunities to stay in touch in her new role as a Diocesan School Improvement Advisor. Governors discussed next steps in terms of informing the LA and the parents.

Governors discussed at length the process of recruiting a new HT. They agree that they should not rush the process of appointing a substantive HT. They took some advice from the HT about process and then asked the HT and JD to leave the meeting.

Governors discussed the options available to them and agreed that the Deputy Head, Ms S Jones should be invited to become 'Acting HT' for the next 2 terms. This will provide the GB with more time to consider their options and to allow the DHT to 'try out' the Headteacher role. It will provide greater stability for the whole school community. Governors discussed the acting DHT/AHT posts.

Governors invited SJ back into the meeting. They asked her if she would be interested in taking on an acting HT position for 2 terms. SJ agreed to this. Governors asked SJ what her thoughts were about the arrangements for creating an acting senior leadership team to support her in this period. SJ said that a job sharing arrangement between 2 members of senior staff would be an option. Governors agreed that the acting AHT job share post should be advertised internally and that a formal interview process should take place.

The HT and JD were invited back to the meeting.

ACTION: DB and EE to write a letter to parents about the HT's resignation and reassuring them that the school will be in safe hands until a substantive HT is appointed.

ACTION: EE to contact the LA and the Diocese to inform them of the HT's resignation.

4. **MEMBERSHIP: a) Membership** – Governors noted the membership. They welcomed Mr Lloyd who will become a parent governor, post reconstitution. It was confirmed that WW will continue to serve out her term of office as a Foundation Governor until 16-1-16.

b) Agree Final Instrument of Government – Governors recalled discussions at previous meetings. They noted that the Diocese has required that the school uses the Diocese format for the new Instrument of Government rather than the Thurrock format. They agreed to this. They agreed the amended Instrument as presented and agreed the following membership as per 1-5-15 (date of reconstitution):

TOTAL – 12

Parent Governors (2)

Mrs L Eve (Chair)

Mr S Lloyd

LA Governors (1)

Mrs Popoola

DBE/PCC/Foundation Governors (7)

Mrs W Willett (DBE)

Mrs J Wood (PCC)

Mrs Y Fearnside-Still (DBE) (Vice Chair)

Mrs D Barrick (DBE)

Mrs L Bennett (PCC)

Mrs L Robinson (PCC)

Vacancy (ex officio)

Staff/HT Governors (2)

Mrs E F Godfrey (HT)

Mr J Dickson (Teacher)

Associate Members

Mrs J Pritchard (with voting rights)

ACTION: FC to send the new Instrument to the Diocese and LA for approval.

5. **MINUTES OF THE PREVIOUS MEETING:** Governors agreed that the minutes of the Ordinary GB Meeting held on 28-1-15 were an accurate account of the meeting and they were signed by the Chair.

6. **MATTERS ARISING:** There was none.

All ACTIONS have been completed.

7. **HEADTEACHER'S REPORT:** The Headteacher referred Governors to the documents she had previously sent in relation to her report. Governors discussed/noted the following;

- **Admissions** – Noted. The number on roll is 214 (2 children left to move to New Zealand on Friday) and two more children are moving out of the area shortly. The HT said that there are pupils on the waiting list.
- **Attendance** – Noted. Governors noted the detailed report provided on average pupil attendance per class, reasons for absence and overall absence for the Autumn and Spring terms. An overview of staff absence for the Spring Term was noted.
- **Behaviour** – Noted. There have been no exclusions or no racist incidents so far this academic year.
- **Accidents to Staff/Pupils** – None.
- **Thefts and Illegal Entries** – None.
- **Fire Drills** – Noted.
- **Staffing & Personnel** – Noted.
- **Staff Development** – Noted. Governors noted the content of the reports on Spring Term 2015 CPD and Staff Meetings.
- **Teaching & Learning** – Noted. A detailed report of overall T&L judgements for the Autumn and Spring Term was provided. 100% of teaching is good or better. Governors also noted the Learning Observation Proforma.
- **Curriculum & Assessment** – Noted. Governors discussed the detailed attainment and progress analysis reports for all year groups. They noted the % of pupils at or above 'age-related' expectations. They also noted the narrative of the data which identified key issues and suggested actions. The HT explained how many schools are moving away from Target Tracker and are doing their own thing regarding assessment (with a bigger emphasis on pupil progress in books). The HT said that the big focus for SLT has been to agree what 'secure' within the age expected description is. The changes to assessment and the lack of experience in using the new performance descriptors has meant that the data this term has been inconsistent. It has now been established that when a pupil provides evidence of meeting the PD three times, it can be recorded as 'secure'. The HT said that the June data will provide an accurate base line for September. She said that the most important way to measure progress is through evidence in the books. Therefore, the books are passed up as pupils move to the next class.
- **SEN Pupils, Vulnerable Groups and Safeguarding Update** – Noted. Governors discussed the overview and analysis of the achievement data for these groups.
- **Pupil Premium** – A detailed report showing PP allocation from 2011 to 2014 and impact was noted.

- **Finance** – Noted. This will be discussed in greater detail under item 10.
- **Premises** – Noted.
- **Parents/Governors/Community** – Noted.
- **School Events and extra-curricular activities** – Noted.
- **Stakeholder Views** – Governors received a summary report and analysis in relation to the recent parent questionnaire. They discussed the parental responses to Ofsted questions and discussed the positive comments as well as concern and suggestions. Governors commented that they felt extremely proud about the comments made by the vast majority of parents, particularly about the changes to homework. The HT said the ‘show day’ for homework really helped parents gain an understanding of why the approach to home learning was changed. The HT said that the school has also received lots of positive emails from the school community. JW asked for an example. The HT said that emails have been received thanking the school for the letters of congratulations that were sent out. Governors suggested that some of the negative comments needed to be responded to.

8. **UPDATE ON SCHOOL IMPROVEMENT PRIORITIES:** Governors noted the SDP and the information in the HT’s report on the SDP.

Latest Pupil Data – This was covered in the HT’s Report.

External ‘quality assurance’ reports – There were no reports to note.

Subject Leader Monitoring Report – Noted.

9. **DISCUSS UPDATED SEF:** Governors received the amended SEF. The HT thanked Governors for their support and challenge over the past term. She said that when SLT review the SEF judgements later this week, the L&M will be returned to ‘outstanding’ in recognition of improvements to leadership and more active governance.

10. **FINANCE AND PREMISES ISSUES:**

Budget Update (month 9 and 11) – Governors noted the budget report at month 11. The predicted surplus at the end of the financial year is £75k.

Budget 2015/16 – Governors received details of income and planned expenditure for 2015/16. The income is £17,197.37 higher than last year, mainly due to the increase in pupil numbers. However in real terms the minimum funding guarantee has reduced by 1.5%. The HT explained that £25,500 of the underspend from the 2014/15 budget has been used to set a balanced budget. These figures do not reflect the HT’s resignation and therefore in reality the staffing costs will be less from September. The HT said that the GB needs to create a sustainable staffing structure, moving forward. Governors agreed that the carry forward cannot be used indefinitely to balance the budget and therefore some changes need to be made. It is unlikely that the school will be able to support a non-class based Deputy in the future. JP said that the school received £40k of extra income this year (14/15) which has not been factored into next year’s budget.

Therefore income is likely to be more. JW asked if the school could work more closely with the 2 other schools in the partnership to create savings. The HT said that the school does try and find savings through collaboration, however it has been a challenge to work collaboratively in terms of joint procurement. JP said that collaboration is pursued wherever practicably possible.

Best Value Statement 2015/16 – Approved.

Statement of Internal Control – Approved.

School Fund Balance – ACTION: JP to provide for the next meeting.

Approve SFVS – Approved.

H&S Report – See HT’s Report.

11. **DEVELOPING A STRATEGIC PLAN:** Governors were provided with some examples of GB Strategic Plans. They also noted the School’s Vision Statement and school aims. They agreed the ‘bare bones’ of a strategic plan for the next 3 years as follows;

Succession Planning & Change Management	<ul style="list-style-type: none"> • Make interim arrangements for the leadership of the school, following the HT’s resignation • Appoint Substantive Headteacher • Appoint Substantive Leadership Team • Safeguard vision, ethos and behaviour in the context of leadership changes • Ensure GB is aware of changes to National and statutory educational requirements and provide the appropriate level of support and challenge during this period of rapid change
Budget stability	<ul style="list-style-type: none"> • Deliver a balanced budget for 2015/16 • Plan a three year sustainable budget • Consider academy status as an option over the next 3 years
Ensure school is outstanding in all key areas in order to provide the best service we can to our school community	<ul style="list-style-type: none"> • Undertake a self-evaluation of current systems and provision to identify areas of success and those requiring improvement • Through effective leadership and the improvement / embedding of systems, ensure the quality of provision across the school is outstanding in all areas. • Work closely with partners to support change including local authority, the Diocese and other local schools.
Ensure the school works closely with all stakeholders to ensure success	<ul style="list-style-type: none"> • Systematic capturing of stakeholder views and using views to inform school improvement planning • Auditing data and community information to insure provision meets student needs

ACTION: The GB to agree the final version in the summer term.

12. **REPORTS FROM GOVERNOR’S MONITORING VISITS:** LE reported that she has been into school to review PM systems and can report that all systems are highly robust and incredibly well managed. Governors noted her written visit report.

Four governors visited the school to learn more about ‘Mantle of the Expert’.

JW reported that she had come into school to discuss admission issues with the HT.

LR visited the school to conduct monitoring on behaviour and teaching & learning. Her two written reports were noted. WW suggested that pupils are asked questions about how safe they feel. **ACTION: A member of the Behaviour & Safety Working Group to conduct a monitoring visit to ask a sample group of children some questions about behaviour and safety.** FC suggested using some of the questions from the Ofsted pupil survey.

ACTION: All Governors who conducted a monitoring visit this term to write a formal visit note to place on record.

13. **REPORTS OF GOVERNOR TRAINING:** Governors will be attending the training on, "The governors' role in holding to account and judging impact" with other Partner Schools this evening, which will be provided by FC. Three Governors will be attending the Governor Conference and training sessions this Saturday. Training was also provided this term by the HT on Assessment and Data.

DB reported that she has attended training on safer recruitment, British Values and preventing violent extremism (Prevent training).

The HT, SJ and JD reported that they have completed online child exploitation training.

14. **GB IMPROVEMENT:** LE reported that she and WW have met to start working on the items below. The final documents will be presented at the next meeting. **ACTION: The Clerk to note for the agenda.**

- Stakeholder Communication Strategy
- 20 Questions Audit

15. **NATIONAL/LA INFORMATION UPDATES:** Due to lack of time, this item was postponed. FC gave a quick overview of changes in relation to;

- *Changes to the Ofsted Framework – Sept 15*
- *Threshold for persistent absence*
- *No notice behaviour inspections*
- *Security and Counter Terrorism Bill*

16. **APPROVE ANY RESIDENTIAL TRIPS:** None.

17. **CHAIR'S ACTION:** None.

18. **NOTE TERM DATES AND AGREE NON-CONTACT DATES FOR 2016/17:** Governors agreed the following dates;

3rd Sept 2015, 4th Sept 2015, 4th Jan 2016, 11th April 2016 & 22nd July 2016

19. **ANY OTHER BUSINESS: a) Clerking** – Governors noted that the process of finding a new clerk is in progress. They formally thanked Ms Chissim for her work as the Clerk to Governors over the past few years. They presented her with a card and present.

- 20. **FUTURE ITEMS:** Budget Setting. SIC. End of Year Statement. Best Value Statement. GB information update. Review Equality Objectives. SMSC Report/Presentation. Plus items shown above.
- 21. **TIME AND DATE OF NEXT MEETING:** Governors agreed that the next GB meetings will take place on 6th May 2015 at 5.30pm and 8th July 2015 at 5.30pm.
- 22. **CONFIDENTIALITY:** Governors were reminded of confidentiality

End of meeting.

Chair & Date