

THURROCK BOROUGH COUNCIL

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

Date and Venue: Wednesday 3rd December 2014 at the School.

Present: Mrs L Eve, Mrs L Bennett, Mrs Fearnside-Still, Mrs J Wood, Mrs L Robinson, 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)

4.30pm to 5.30pm – PRIOR TO THE GB MEETING:

PRESENTATION FROM SUBJECT LEADERS: The following middle leaders presented to the GB.

- Roy Meleady – Computing
- Nikki Linale – History & Geography
- Rachel Spink - English

1. **APOLOGIES FOR ABSENCE:** Apologies were received from Mrs R Popoola and Mrs W Willett.
2. **MEMBERSHIP: a) Membership** – The Clerk to check the attendance record of Mrs R Popoola. Governors noted that she was appointed in January 2013, but has not been able to attend the GB or committee meetings regularly. She has not carried out any GB monitoring work in-between meetings. Governors agreed that this must be factored in when reconstituting the GB. The last GB RP attended was May 2014, over 6 months ago.

It was noted that Mrs Willett has been appointed as a member of staff.

b) Reconstitution – Governors discussed reconstitution options. They noted that the HT has attended Diocesan training on the subject. They agreed, in principle to the following; (This will be formally agreed at the next GB meeting):

2 parent governors
1 LA governor
1 co-opted governor
5/6 foundation governors
1 HT governor
1 staff governor total – 11/12

Governors handed in their completed skills audits. FC said that it was important to recruit new governors with the desired skills audits and that reconstitution presented an opportunity to review the input of governors against the 'professional governance' model. It is good practice for GBs to publish an annual report, detailing the work (and impact) of the GB as well as monitoring visits, training records and attendance records.

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:** a) **Child Protection Policy**
– This was approved.
- b) **Partnership Committee** – Governors noted that Rev Ed Hanson is no longer in the Parish. He used to Chair the Partnership Committee meetings. Mrs Wood agreed to take on the Chair's role.
5. **MINUTES OF THE PREVIOUS MEETING:** Governors agreed that the minutes of the Ordinary GB Meeting held on 1-10-14 were an accurate account of the meeting and they were signed by the Chair.
6. **MATTERS ARISING:**
- a) **Minute 2 – Gift. ACTION: JP to organise a gift of thanks for Mr Coles.**
- b) **Minute 15 – DB confirmed that she had conducted a monitoring visit. ACTION: DB to write up the visit and provide to Mrs Pritchard for the file.**

All other ACTIONS have been completed.

7. **HEADTEACHER'S BRIEFING PAPER:** The Headteacher referred to her briefing paper and Governors noted/discussed the following;
- **General** – The HT said that due to the proposal to move to a non committee structure there would be a full HT Report provided at the first termly GB meeting and a HT Briefing Paper presented at the second termly GB meeting. She commented that she felt slightly isolated from the GB due to the lack of opportunity to meet in formal meetings between now and the last GB meeting at the beginning of October. Governors agreed to visit the school on a rota basis to 'touch base' with the HT each month. The Chair said that she proposed to come into school for more regular meetings.
- The HT said that she would appreciate Governors responding to emails sent in-between meetings so that certain decision can be made. She said it was important for Governors to engage with the decision making process in-between meetings.
- **Parents in School** – Report noted. The HT reported her disappointment with the low turnout at a recent parent workshop. Over 80 parents were supposed to come, but only 30 turned up. She said this was frustrating, considering the amount of time staff had put into preparing the event. Governors noted the correspondence the HT sent to parents about his matter.
 - **Admissions** – Noted. JW asked for more details about the school's Open Days for prospective parents. She asked where the event is advertised (website, parish newsletters etc?). Governors discussed the fact that most parents who secure a place at the school for their child live in the immediate area. Governors agreed that it was important not to excessively advertise the school as it generates more applications than places and this builds up false hope. It was agreed that a governor will come to support the school on the Open Days in future. **ACTION: The HT to notify Governors of future dates.**

- **Staffing Update** – The content of the report was noted and discussed. The HT explained the reason why the school is now overstaffed (the relocation of a statemented pupil). Governors agreed that this was for unavoidable and unforeseen reasons. They discussed the budget implications of this and noted that the school has had to withdraw the permanent job offer from one of the newly appointed TAs.

Governors discussed maternity leave cover and possible future staffing changes. The HT explained that one member of teaching staff has resigned. She said this was a great loss to the school. The HT outlined the recruitment plan to fill this vacancy (employment of the SCITT student). The HT outlined the plans to cover the maternity leave. Governors were assured that the SLT has reviewed all the options and that suitable staffing arrangements will be made to ensure pupils still receive good provision. The HT added that one teacher plans to go travelling. More will be known at the summer term meeting in terms of staffing for September. Governors agreed that the HT should make specific staffing decisions in relation to forthcoming staffing changes and cover, taking into account the needs of pupils.

WW asked if a HLTA can be used to provide internal cover. The HT said that the school prefers only to use HTLAs for occasional cover and PPA. She said that SJ could provide cover in class for half a term if necessary.

- **Assessment Data, Curriculum Update, RAISE Online data and FFT data** – Governors were sent the full Raise Report as well as a detailed analysis report. The HT suggested that a Working Party could meet to look at the data in more detail.

Governors noted and discussed the FFT Report. They particularly noted that there are two areas to monitor more closely;

- *The achievement gap between SEN pupils (school action) v non SEN pupils
- *Attendance in Year 3

Governors were also provided with a detailed report following analysis of Autumn Term Pupil Data. They noted the key actions that need to be taken in order to respond to 'gaps' and slower progress of some groups. They also noted the identification of actions to be taken to ensure accelerated progress.

Governors were also presented with a 'Progress Overview' report.

- **School Improvement Plan and SEF** – The updated documents were circulated. There were no questions.
- **Finance Report** – noted.
- **Premises Update (LCVAP bid, new Premises Plan)** – Report noted. Governors also received the Finance and Premises Improvement Plan 2014-15.

8. **PROFESSIONAL GOVERNANCE:** This training session conducted by Frankie Chissim included the following salient points;

- Effective and Efficient Governance
- What Ofsted/the DfE Expect
- 20 Questions Audit
- The importance of Skills Audits and skills based recruitment
- Reconstitution of the GB
- Strategic Planning
- GB transparency, accountability, impact and organisation

FC highlighted the importance of the following being in place;

- Decision Planner
- Policy Delegation schedule
- Code of Conduct
- Stakeholder Communication Strategy
- Annual report to parents
- GB information on website
- Link Governors (with impact)
- Successful Governor Monitoring and Visits

FC explained the importance of the GB understanding its statutory roles and responsibilities and the importance of Governors taking a more strategic and less operational role.

Governors considered their roles in relation to;

- Safeguarding
- SEN
- Equalities
- Pay and Performance
- Content of Website
- Food in Schools
- Meeting the medical needs of the pupils

It was agreed that the GB would work on a 3 year strategic plan and conduct the '20 questions' audit at the next meeting. The GB will also review Link Governor roles.

It was agreed that FC, LE and LG would meet before the next GB meeting to finalise the agenda.

9. **RECEIVE ANY EXTERNAL REPORTS ON STANDARDS:** None.

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

11. **ANY OTHER BUSINESS:** See above.

16. **FUTURE ITEMS:** Admissions Criteria. Plus items identified above.

17. **TIME AND DATE OF NEXT MEETING:** Governors agreed that the next GB meeting will take place on Wed 28-1-15 at 5.30pm.

18. **CONFIDENTIALITY:** Governors were reminded of confidentiality.

End of meeting.

Chair & Date