

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

SUMMER TERM MEETING OF THE GOVERNING BODY MINUTES

Date 8th July 2015
Time 5.30 pm
Place School
Clerk Heather Hughes [TEL: 07762607019]
heather000@hotmail.co.uk

In attendance: Lallie Godfrey
Simon Lloyd
Laurie Eve
Lorraine Robinson
James Dickson
Diane Barrick
Julie Pritchard
Wendy Willett

Clerk: Heather Hughes

1. APOLOGIES

JW, LB and YF-S have given apologies for this meeting.

2. NOTIFICATION OF ANY OTHER BUSINESS

To note any late item of business, not on the agenda, which any governor wishes to raise and to decide, whether the urgency of the matter is such as to warrant consideration at this meeting.

Governors were advised that a CPD Partnership with Church Schools has been joined. The SLA gives reduced prices on other training. Training for Governors is also included (please see attached).

Action HH - Contact details to be updated and sent to all Governors.

3. DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST

New declarations were given to Governors to be completed and signed so that they are ready for the 1st of September publication on the website.

4. MEMBERSHIP AND CONSTITUTION OF THE GOVERNING BODY

Membership

To note any changes to the membership of the Governing Body. It was noted that YFS term of office coming to an end early 2016.

Action - The Chair agreed to contact to see if she wishes to continue.

Community Governor

To note any terms of office that are coming to an end and to consider re-appointment as a governor.

Parent Governor

To note that any Parent Governors term of office are coming and to note the need for an election at the school.

Noted that the Chairs term of office comes up before the HT recruitment, Governors agreed that so that there is a need for continuity during this time and that the Chair stay in place for the next year.

Terms of Reference

To ratify the Partnership terms of reference. Circulated before the meeting, and ratified.

5. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Summer Term meeting held on 6th May 2015.

Noted that RP had resigned. **Action HHS to send leaving paperwork.**

Item 3. done

Item 3. done

Item 4. done

Item 5. on agenda

Item 11. Strategic Plan – Governors agreed that the plan needs more work in a new format. Which will include monitoring and action plans. Data will be transferred into the new format, to be done in the next week.

Action -Meeting to be arranged during the holidays to take forward to the next FGB (on agenda).

Item 12. LR, YF-S, LB and WW to take forward to be done by end of term.

Item 13. Done

Item 14. GB improvement – done

Item 14. Stakeholder document done

Item 14. 20 questions documentation the agenda

6. MATTERS ARISING

To consider any matters arising from the previous meeting not covered elsewhere in the agenda.

Item Number	Action	By Who	By When
13.	School Fund update	JP	This meeting on agenda
13.	Finance Procedures review	JP	On agenda
16.	Training Log update	All Govs / JP	On agenda
17.	20 Question Audit	All Govs	10 th June

7. HEADTEACHER'S REPORT

Admissions: 3 appeals took place today, grounds were given and considered by the panel. Outcome will be given in 5 days' time.

Question asked: What will happen if the appeals are upheld, it was explained that the contingency plan would come into place.

Query on a year 6 child being classed as a sibling, Governors agreed that there needs to be a change 'time of admission' needs to be added on review in September and go onto consultation in October to be done before Christmas. For admissions for September 2017.

Question asked if there was a period of the school term when people ask for the time off. It was explained that there are patterns on Bank holidays, INSET's etc. Attendance is at 97.1% at present, which is above both local and national levels.

3 windows broken by vandalism early teens on a Sunday evening, been repaired and insurance claim is going through.

Fire drills annual inspection done, rated as non-compliant. LG advised Governors of the report. (attached). Fire risk assessment will be done next week, all other actions to be done **completed with the exception of smoke alarms which is dependent on outcome of risk assessment**

Overview of external testing report given to Governors.

EYFS – green highest score v's Thurrock. 4th in Thurrock for development, 22nd in Thurrock for APS. GLD – good level of development.

Year 1 phonics up on last year. Year 2 achieved significant progress 1st in Thurrock.

KS1 SAT's best results ever. Above national and local in everything.

Governors asked what issues are there with writing that differs from the reading and maths. And what are the schools plans to address this.

KS2 SAT's – it was explained that **it was expected that this cohort would be lower than the previous cohort..** Still above local figures. Grammar was an issue as dropped **significantly.** **Question asked** if any papers will be remarked. Noted that there maybe a couple of papers to be remarked. APS scores above local. APP much better than expected.

Overall 4th in Thurrock **for L4+.**

Governors noted that there are plans in place to address the issues and that gap analysis being done. Team teaching being **undertaken to share good practice.** Clear guidance being produced to help address the writing issue.

EYFS exceeding in core **but** not in **understanding** the world, what are the school planning to do? Once in year 1 they will transfer over what they are doing now but stretching and structuring . **Next year following baseline assessments the class teacher will ensure a greater focus on areas where base line attainment is lower than expected.**

Financial audit has taken place. The report is still to be produced. Focus on assets. Virements over 5k hadn't been signed by The Chair of Governors **on a regular basis.** Action has already been put in place the Chair will attend every week to sign any virements.

LCVAP for toilets – specification was given to 3 companies, KS1 toilets, funding 20,000 from LCVAP 10% from Governors, quotes 9,000, 11,000 and 16,000. Call back in to the 9,000 to check that external materials are being used. Governors agreed that the revised quotes be emailed to them so that the paperwork can be done for the LCVAP. **Action JP.**

SIP/SEF new criteria being used for the update by LG. **All governors to receive the updated Achievement Section. LG to send SJ and DB a new Master Copy linked to the changes in OFTSED Criteria from Sept 2015.**

8. UPDATE ON SCHOOL IMPROVEMENT PRIORTIES

As above.

9. SAFEGUARDING/CHILD PROTECTION

Governors received the report.

Questions

Who is the e-safety co-ordinator – Roy Meleady. E safety Governor - Lyn

SCR is there a column for the disclosure form. Already in place.

Single record for child protection files – note that they are locked away.

Information to staff – supervision of staff who undertake safeguarding work.

Allegations against staff there haven't been any.

Child exploitation for year 5 and 6.

Emergency contact details for updating, always in the newsletter.

Noted that there are no details of how children's details are transferred.

JP stated that these went by Internal post and CTF files. If they move out of the area the parents are given sealed files to take with them,

10. POLICY REVIEW

Fire policy ratified and agreed.

11. HEADTEACHER'S REPLACEMENT DISCUSSION.

Confidential item – Update on the Headteacher recruitment process.

Governors have met have a clear view of the process and dates agreed. Other meetings agreed and the time line agreed to be ready by Christmas.

12. FINANCE & PREMISES ISSUES

To receive the School Fund report. Balance £13,535.00

To agree an auditor for the school fund for September 2015. Contact to be made with Mr Collier to audit the fund at the end of August.

To agree the changes to the Financial Procedures document, no changes since the last meeting. This is due for January 2016

13. CHAIR'S ACTION

To note any action taken by the Chair since the last meeting. None taken

14. CHAIR'S BUSINESS/CORRESPONDENCE

To note and/or consider matters arising from correspondence received by the Chair.
None noted.

15. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

To receive any reports from governors who have undertaken monitoring visits to school.
SEN & MFL received. LR has contacted the teachers concerned to agree meeting dates.

To receive a report from the Training Link Governor – no training has been undertaken since the last meeting.

To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body.

To identify any training needs for the governing body

To receive an update on the training log from JP.

To discuss Thurrock Governor training.

After a discussion on training from Thurrock the Gold package agreed by Governors, but Governors agreed that Essex training package would be looked at for next financial year.

Agenda item for September – which Governor roles and responsibilities.

Action HH – chase up SL’s new governor package.

16. GB IMPROVEMENT

Actions from previous meeting:

- Stakeholder Communication Strategy
- Strategic Plan
- 20 Questions Audit

Suggestion that an away day is put together to discuss the above three items. **Action HH to send an email to Governors asking for dates (after the 29th of September).**

17. Any Other Business

DMAT proposal – St Margaret’s spoke to the school about a DMAT. 3 schools agreed to share with governing body discussions on the DMAT. If the school does this then they would be part of the structure. The Diocese are keen to keep schools identity and autonomy.

Governors agreed to explore the possibility of the DMAT. **Action: The Chair to relay this to St Margaret’s.**

18. Confidentiality

Governors are reminded that all discussions are confidential.

The meeting closed with the Chair presenting the Headteacher with a very heartfelt speech and present from the Governing Body for her hard work, tenacity and support for her time at the school and wished her well for her forthcoming position within the Diocese.

The Headteacher reiterated her thanks to the Governing Body.