

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

AUTUMN TERM MEETING OF THE GOVERNING BODY MINUTES

Date 9th December 2015
Time 5.30 pm
Place School
Clerk Heather Hughes [TEL: 07762706019]

Present: Simon Lloyd
Lorraine Robinson
Yvonne Fearnside-Still
Wendy Willett
Shelley Jones
Laurie Eve
Diane Barrick
James Dickson
Rachel Spink
Julie Pritchard
Lynn Bennett
Jackie Wood

1. APOLOGIES

To receive apologies. JW no apologies received but arrived late. LB arriving late.

2. NOTIFICATION OF ANY OTHER BUSINESS

Request of absence from a member of staff.
Salaried SCITTs.
DMAT information and expansion.

3. DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST

None noted. Clerk requested the outstanding business interest's forms for the register.

Actions - HHS to send SJ the table. Noted that the attendance of Governors should also be noted. DB to check the criteria for this.

4. MEMBERSHIP OF THE GOVERNING BODY

a) Authority Governor

Noted that the update of an Authority Governor from Thurrock was unavailable so DB could not check the details but Newham have stated that LA Governors have to be appointed by the LA.

LB asked if JW could request the PCC to allocate LE as PCC Governor, then election of a new parent governor could take place.

b) Community Governor

c) Parent Governor

Signed: Laurie Eve
Chair of Governors

Date:.....

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5. ORGANISATION OF GOVERNING BODY COMMITTEES

- a) Update from Curriculum Committee – spelling mistake on racist on bullying.
Point 3 seconded by WW.
Point 13 should read bullying not bully.
HHS to send SJ link for Ford.

- b) Update from F, P, P & P Committee.
Governors had received the minutes from the meeting and there were no comments or questions raised.

6. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Summer Term meeting held on 30th September 2015.
Governors agreed the minutes as a true record with the above points noted.
Changed - Governor monitoring – agreed to discuss at away day and committee meetings.

7. MATTERS ARISING

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

Item Number	Action	By Who	By When
5	Declaration of Business Interests Register	HHS	Next meeting
6	PCC Governor	LE	Next meeting
7	Chairs & Vice Chair elections for committees	Governors	On agenda
7	Review of Constitution & Terms of reference for Pupil Discipline and staff appeals committee	Finance Committee	Next meeting
	HT Performance Management		Completed

8. REPORTS FROM COMMITTEES

To receive the minutes of the following meetings of the Standing Committees:

Curriculum Committee	11 th November 2015
F, P, P & P Committee	25 th November 2015

See above comments.

9. HEADTEACHER'S REPORT

Admissions

Governors noted that the Admissions ombudsman has moved to the appeals panel. The chair and clerk to the appeals panel have had a telephone interviews with the ombudsman.

Noted that two children are leaving in year two at Christmas. Waiting list in place for year two so that they will be replaced.

Question asked if a child and or children leave and want to come be readmitted would be the process. Governors noted that they would have to reapply and will go back on the waiting list. .

Attendance

Noted that attendance is good especially since the initiative and competition in classes has helped the situation. 97.8% 97.7% 97.6% in the top three classes. Reward given of 10 mins extra playtime.

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Behaviour

Noted that behaviour is good.

Question asked if the racist incident investigation would be reported. It was noted that this area is being investigated.

Fire Drill done in 2 mins 50 secs

Personnel

Noted that the MDA's change discussed previously is working well.

Staff Development

Question asked how the mentoring is going.

SJ stated that it is going well. Consultants in for leadership skills dates have been set for next term.

Question asked about the TIC notes and the number of meetings being held and the Acting HT work load.

Noted that changing the meeting dates has helped that situation.

Clarification sought as to what a 1 judgement denotes in the TIC notes? Noted that the rating would be Outstanding.

Noted that when the SEF is updated that the school will come out as a strong 2. Suggestion that the consultant's work with the HT to understand why the school would not be judged as outstanding. Suggestion that the Leadership team look at the criteria for 1's and tick off where they are.

Curriculum

Moderation events set up for next term.

Year 5 says boys are higher in writing than girls but it should be the other way around.

SEN

Question asked who is the SEN Governor. Noted that it is LE.

SIP

Away Day information already sent to Governors.

Parent Questionnaires

Question asked if the HT had met with the parents who had questioned certain aspects via the questionnaire.

SJ advised that she had telephoned, and discussed the parent's statement and issues. Letters have been sent to other parents with specific queries.

Question asked if the money for trips is collected in advance of the trip. And if so why is permission requested to take the child on the trip.

Question asked if the child is opted out do they come into school.

Noted that some children do attend school and some do not. If the child does not attend school it is noted as an unauthorised absence.

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Questions asked on the questionnaires (see LR notes).

Noted that as a parent the school is very supportive in helping the child get through difficult times.

Question asked if the Culver Cup was still given for the best attendance over the whole year.

Governors noted that there are lots of different awards and letters which are sent home to parents so that parents are aware and kept up to date with ongoing events in school.

School in the Community

Moderation with other schools noted that feedback from teachers was that it was good to share best practice and very helpful.

G & T is 0 would Ofsted question this?

Noted that yes it would and there needs to be reviewed and addressed. Noted that there are plans to work with this group of children which is will take place next term.

Feedback from LR that the choir performed really well at the hospital.

10. SCHOOL DEVELOPMENT PLAN/SEF

- a. Proposal to reduce some of the targets on the SIP. (Lead LE)
Noted that this is part of the strategic plan on the January agenda as a key action.
- b. Strategic Plan – Confirmation of key priorities for this year. (Lead LE)
Reduced to two key points, summary sent to Governors from LE.
Governors advised that if they had any additions to email LE.

11. POLICY REVIEWS

To review and adopt the following policies for use in the school:

- a. None noted at this time

12. SAFEGUARDING/CHILD PROTECTION

The safeguarding Governor was not in attendance.

ACTION - SJ was advised to record the time taken to deal with these types of cases.

13. CHAIR'S ACTION

To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Paragraph 8 of The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013

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

- a) To receive any reports from governors who have undertaken monitoring visits to school.
- b) To receive a report from the Link Governor – no reports received.
- c) To receive feed back from Governors who have attended training courses since the previous termly meeting of the Governing Body.

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Noted that the away day was successful, to be logged as training for the Governors.
Governors felt inspired and happier knowing that the team are good.

Child exploitation training DB

Child Protection training DB

Ofsted update training all DB

- d) To identify any training needs for the governing body including self-development session for the current year. – admissions, complaints training required by JW. SJ to book JW onto the training that she and JP are doing on the 24th February. LR requested to go as well.

16. DATES/TIMES OF FUTURE MEETINGS

To note the dates/times of meetings of Committees and the Governing Body. **Please see attached proposed list of dates which will be discussed and agreed at the meeting.**

Autumn Term 2015

Governing Body	30 th September	5.30pm
Governing Body	9 th December	5.30pm
Pay and Performance Committee	9 th December	7.30pm

Spring Term 2016

FPP&P	3 rd February	5.30pm
Curriculum	2 nd March	5.30pm
Governing Body	23 rd March	5.30pm

Summer Term 2016

FPP&P	18 th May	5.30pm
Governing Body to ratify the budget		
Curriculum	15 th June	5.30pm
FGB	6 th July	5.30pm

17. CONFIDENTIAL ITEMS

None noted.

18. AOB

SJ requested unpaid leave for KW October, November 2016 a week's holiday in Dubai, one weeks of paid leave. Governors agreed to the request.

Salaried SCITT trainee – possibility of someone coming this year have had a volunteer for the last few years who wishes to go down the SCITT route. Governors were advised that don't have to do it. For 16-17. Information given to Governors. Refer to page 3 for costs and salaries. DB to check as there maybe changes to the funding.

Link Governor for PSHE requested by JD. JW volunteered.

Governor's newsletter insert to be sent to SJ by Tuesday.

Staff lunch took place today. Governors to contact JP re contributing to the lunch.

Suggestion that a lunch be provided from the Governors from Costco.

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DMAT update now being looked at again.

Expansion – SJ advised Governors that Thurrock LA had visited the school to look at expansion.

ACTION SJ to check if the school go academy would Thurrock still fund an expansion plan.

Signed: Laurie Eve
Chair of Governors

Date:.....