

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

AUTUMN TERM MEETING OF THE GOVERNING BODY MINUTES

Date	7 th December 2016
Time	6.30 pm
Place	School
Clerk	Heather Hughes [TEL: 07762706019]

Present: Shelly Jones
Laurie Eve
Simon Lloyd
Diane Barrick
Lynn Bennett
Yvonne Fernside-Still
Julie Pritchard
James Dickson
Lorraine Robinson

1. APOLOGIES

JW and JR had sent their apologies which were accepted by the Governing Body.

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.

Proposed INSET dates for 2017/2018
Academisation
Social Media Related Issues
Residential for 2017/2018 (Year 5&6)

3. DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST

To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting.

None noted

4. MEMBERSHIP OF THE GOVERNING BODY INCLUDING ROLES AND RESPONSIBILITIES

a) Authority Governor – vacancy

Suggestion of a HT or teacher could be approached. SJ agreed to email the local HT's and to put an advert on the website.

ACTION – SJ to implement the above action.

b) Community Governor

c) Parent Governor – update on the vacancy –

Governors noted JR appointment and noted that another parent governor has been given a skills audit to complete before taking forward.

d) Foundation Governors – DB resigned as of December 2016. Noted that due to DB's resignation that the school is losing some very good expertise.

ACTION – Clerk to look at Governor Databases and speak with both Essex LA and Thurrock for a LA Governor.

Signed by:..... Date:.....
Chair of Governors

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5. GOVERNOR VISITS

- To discuss visits and monitoring

Governors were advised that visits need to be done more regularly.
JD to email a subject leader form to be populated, with what Governors need to look at so that there is a cycle of visits for responsible governors.

ACTION – JD to send to Clerk for circulation.

ACTION - The roles and responsibilities table to be updated.

ACTION – Blank template for visits to be sent to Governors – JD.

LE advised that her Pupil Premium Meeting with NL was cancelled and needs to be re-arranged.

JW attended training through Thurrock on Good Quality Monitoring Visits.

6. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Autumn Term meeting held on 12th October 2016

Minutes **were agreed** and signed by the Chair.

Extraordinary Confidential minutes were also **agreed** and signed by the Chair.

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
7	DB to be emailed to check if she is happy to stand again – unfortunately DB has resigned due to other commitments.	Clerk	
7	Thurrock Governor services to be contacted concerning an LA Governor	Clerk	Ongoing
8	Policy Schedule List to be emailed.	Clerk	Done
9	Skills Audit to be emailed to SJ	Clerk	Done
9	Skills audit to be completed by all Governors	All Govs	Ongoing
13b	Leadership Team needs to be clearer in the Sickness Absence Policy – on agenda	SJ	Done
15	Pen Portraits to be updated	All Govs	Done TIC commented
15	DBS – JP to email governors as what information is required. YFS advised to bring in her DBS for Fostering.	JP	Done
15	Badges to be updated	JP	Done
17	Confidential item – LE to write to the parent in question. Has also had a meeting with the parent.	LE	Done

8. HEADTEACHERS REPORT.

The report had been distributed to the Full Governing Body.

Governors were advised by SJ that all decisions on admissions were upheld.

SJ advised that another appeal for a year three child with medical issues. This decision was also upheld.

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SJ advised that she had complained about the service given by admissions. Apology has been given from Thurrock.

Reported racist incident

Question asked how often this is reported.

Governors were advised that racist incidents are reported to the LA once a term.

Fire drill done was 3 minutes.

Question asked if Governors are coming in for Christmas dinner.

Date 15th December 2016.

Governors were advised that the NSPCC do some very good on line training.

JD advised that he had evidenced the faded and cracked zig zags and two weeks later they had been re-done. He has also arranged for traffic wardens to attend once a month.

Community speed people to be contacted to arrange for them to come to school.

ACTION – JD to contact.

9. SCHOOL IMPROVEMENT PLAN

To discuss progress on implementing the School Improvement Plan and consideration of the school's Self Evaluation Form/Summary.

Colour coding is in place and some red areas are not being covered till next term.

Question asked if there is any crossover of children on the data on the curriculum report.

SJ advised that yes there will be crossover across the board.

This had been discussed in the curriculum meeting as concerns were raised on the data.

10. POLICY REVIEWS

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

- a. Volunteer policy – updated – no use of mobile phones to be added to the policy. Also a statement along the lines of 'If you do not comply with the policy I understand that I will not be invited to take part in a school trip'.

ACTION – agenda item for next meeting.

Question asked if the volunteers are briefed.

Governors were advised that they are briefed and have to sign the volunteer policy.

Suggestion that parents is invited to a meeting which discusses on line grooming etc.

ACTION – SJ to send a letter.

- b. Governor Allowance policy – deferred.

- c. Signing and reading of the KCSIE updates – All Governors gave their signed update to SJ.

11. SAFEGUARDING/CHILD PROTECTION

To receive a report from the Nominated Governor for Safeguarding/Child Protection.

Actioned under monitoring.

12. ITEMS FOR DISCUSSION

None noted

13. CONFIDENTIAL ITEMS

To confirm the minutes from the Extra Ordinary Meeting held 3rd November 2016 the minutes were **agreed and confirmed** as a true record of the meeting.

14. AOB

Proposed INSET dates for 2017/2018 – 4th September, 2nd and 3rd January (twilights to be done). 4th June, 20th July.

Signed by:..... Date:.....
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Governors **agreed** to the dates as above.

Academisation –

SJ advised Governors that the necessary paperwork has gone to the Diocese. Meeting for PCC has been attended who agreed to the conversion by a majority vote. The DfE have been in contact. LA meeting booked to discuss before Christmas. John Crane from The Vine has visited. Governors were advised that the conversion date could be the 1st of April 2017.

Social Media Related issues – discussed above.

Residential for 2017/2018 (Year 5&6) – SJ advised that she wants to look at a different way of doing and venues and looking at starting collecting money well in advance.

Volunteer requested on a small report for the website after the meetings. DB volunteered to do this report. Then Governors to take turns in doing

ACTION – Clerk – Agreement of who will action the Governor report for the website and safeguarding on each agenda.

Agreed Minutes of the FGB Mtg 7.12.16

Signed by:..... Date:.....
Chair of Governors

**ORSETT CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL**

Agreed Minutes of the FGB Mtg 7.12.16

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