

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

SPRING TERM MEETING OF THE FULL GOVERNING BODY AGENDA

Date	22 nd March 2017
Time	5.30 pm
Place	School
Clerk	Heather Hughes [TEL: 07762706019]

Present: Shelley Jones
Laurie Eve
Simon Lloyd
Lorraine Robinson
Yvonne Fearnside-Still
Joan
James Dickson
Lynn Bennett
Jackie Wood
Jay Redsell

1. APOLOGIES

Everyone in attendance Julie Pritchard sent her apologies

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.

SEN report.

Finance Regulations and Scheme of Delegation.

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

- a) Authority Governor
- b) Community Governor
- c) Parent Governor

The membership was put on hold due to the impending academisation.

5. ORGANISATION OF GOVERNING BODY COMMITTEES

- a) Update from Curriculum Committee – all Governors have received the report, no questions asked, LR advised it was good to have the subject leaders reports with the minutes.
- b) Update from F, P, P & P Committee. – SL advised that the C/F should be £75k compared to 125K last year, but to balance the budget some of this carry forward would be used.

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Governors noted that the extra spend was due to staffing issues. The budget has been set using worst case scenario done at present until the deadline of the 31st May 17, but there may be a case for restructuring next year.

6. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Autumn Term meeting held on 7th December 2016. Governors were happy that the minutes were a true reflection of the meeting and the Chair signed the minutes.

7. MATTERS ARISING

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

Item Number	Action	By Who
4	Authority Governor vacancy – update SJ advised that she had looked for a HT across the borough. This has been put on hold due to the impending conversion to academisation.	SJ
6	Governor Visits – JD updated SL – ICT LR – This half term JW – RE / PSHE SL - Maths	JD
8	Contact with Community Speed – JD meeting with the lady from Thurrock this Friday. Governors were advised that there is increase of parking attendants in the area. JD advised that the travel plan is being updated but not linking through to Thurrock.	JD
10	Volunteer Policy – on agenda	
10	Letter to parents re online grooming – SJ advised that this issue is on newsletters and is ongoing. Link also on the website for keeping safe online. Year 6 have had the fire service who also went through keeping safe. Year 5 also visited the civic hall for keeping safe on line roadshow	SJ
14	Agenda item on each meeting as to who will action the Governor report for the website.	Clerk

8. HEADTEACHER'S REPORT

The report had been distributed to Governors before the meeting. Admissions SJ advised that the school have had 77 applications now, one place is being reserved for a directed place. This figure has now gone down to 33 children. Massive drop from last year. 9 of the children will be siblings. Block of out of Borough children on the list. Attendance – no questions.

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Accidents – LR asked about tea and coffee for parents at assembly / parents evening – in case of scalding (Governors were advised that a child had been scalded by a cup of coffee at another setting). Suggestion that if tea and coffee is offered that lids are put onto cups.

Question asked if the fire drill had been done differently.

SJ advised that it has been done at different times.

CPD – advised that there are very few free courses so the cost has gone up.

Question asked if there could be a member of staff trained to be able to train other staff.

ACTION - This is to be researched.

Question asked if the cost of CPD likely to go up?

Governors were advised that it will grow year on year.

Question asked if contracts could be amended to reflect repayment of training costs if required.

ACTION – to be investigated SJ

Governors were advised that the school pay for the training but do not pay overtime if it goes over the staff member's normal hours.

Question asked if online training has been looked at.

Advised yes, they have. LB advised that her school has joined Optimus training, to do online twilight training.

HHS to check what package the school has with Thurrock.

Question asked if safer recruitment had access on line.

ACTION - GEL and NGA logins for Governors – JP.

T & L – no questions. Governors advised that T & L continues to improve. Additional PPM meetings planned for after Easter. Looking at good KS2 results.

Question asked about C & A on page 1 as to why the spring figure lower.

It was explained that this is due to the shift up in age groups. Should be in the expected age group.

SEN report – Noted that the report was very informative.

Question asked if the local offer on the website.

ACTION - JD to check.

SIP – SJ advised that this will be brought in line with Academy year once the school has converted.

Question asked about the area under T L & A number 3, what was happening in this area

Governors were advised that this was an action to improve across cross curricula links.

Mr P Looking to use an online extra curriculum system. Not using SSP sports coaching any more.

Looking to do sports activities more often. Borough Olympics, Thurrock Cross Country.

SJ advised that she will do a survey to parents on all the parent events that have taken place over the last academic year.

School in the community, The Oasis Café – with the Church to raise money during term time.

Question asked if the school choir go down at Christmas to sing.

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9. ACADEMY CONVERSION

- Discussion of the scheme of delegation of The Vine for the conversion to Academy Status. SJ advised Governors that the Academy Order has arrived. That there is a link with the DfE (Marie). Meetings booked on conference call and next steps are discussed.

The proposed parent consultation document was distributed to Governors.

SJ proposed that the consultation is agreed and sent to parents after Easter for 6 weeks' consultation.

Information session to be set up for parents. Governors will require to be at this meeting.

Question asked if anything official has gone to parents.

SJ advised that nothing official has been sent yet, although it has been mentioned on newsletters since September.

Date and time required. Consultation to be sent on the 20th of April 2017.

Closing date 8th of June 2017.

Information session 24th May 2017. 2.30 – 3pm.

ACTION - Governors to email SJ of their availability.

SJ advised Governors that there is a fund of £25k to covert, must be reported on and the information must be kept for 6 years. The funding had been paid into the school's bank account, instead of the Vine, this is being transferred back so that The Vine will pay the invoices for the solicitor's bills etc (solicitor costs approx. £16k). The total cost for converting will be around £26,000.

The Chair queried whether she should be signing the paperwork.
Noted that this would be The Vine.

SJ advised Governors that Thurrock are charging schools for converting to the cost of £5,000. Other local authorities are charging up to £12,000.
Governors were advised that they must decide whether to pay the £5,000 via the Vine.

Governors agreed that this would be paid via The Vine.

ACTION – SJ to advise The Vine of the Governors decision.

SJ advised that by 1st July the school need a new bank account.

SJ also advised that The Vine want the schools to be cashless, HT's are questioning this. Payroll is to be moved over, but advised Governors that there is a 6 months' notice period with Thurrock who are the provider at present notice will be given to Thurrock at the end of this financial year. The school are in control as to when other things move over.

Governors were advised that The Vine top slice 5% of the delegated budget share.

Benefits from The Vine (document attached) will come from the top slicing.

The Vine do not like School funds as it is a separate bank account, and that the school fund should be incorporated within the delegated budget.

Question asked if it is in the delegated budget can it be ring fenced.

SJ advised that yes, it can, and that the funds are currently being spent on the children.

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SJ advised that on the 24th April 2017, Bulphan are doing an assembly with representatives from The Vine. SJ, LE and JD are attending if any other Governors are available let SJ know.

TUPE meeting is arranged for the 26th April 2017 @ 3.30pm. If Governors would like to attend HR, Unions, The Vine will be in attendance. Governors were given FAQ on the transfer.

SJ advised that the school could continue with a Local Governing Board.

ACTION Meeting to be set to see how this is set up.

Governors were advised that 13 or 14 schools in the Vine are all working on their own and have their own LGB.

St Margaret's and Bulphan have IAB's so they work together. There could be a regional board with those two and Orsett.

ACTION – SJ to email how the governors wish to set up the LGB.

10. SCHOOL IMPROVEMENT PLAN

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

Commented on by the due diligence officer that there is lot of information, and was impressed with the SIP.

11. POLICY REVIEWS

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

Admissions Policy – reviewed in October 16

Charging & Remissions Policy – September 2016

Lettings Policy – Agreed to adopt annually.

Homework Policy – January 16 needs reviewed 2 years

Learning, Teaching and Curriculum Policy - 18

Marking & Effective Feedback – autumn 16 2 years

SEN Policy – Jan 16 needs reviewed – next meeting.

Whistleblowing Policy – Jan – 2 years

Volunteer Policy – autumn 16 – needs updated.

ACTION – The Clerk to re-do the schedule to reflect the above.

12. SAFEGUARDING/CHILD PROTECTION

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

Governors were advised that the Audit has been updated, LE checked SCR everything all on track. Still awaiting the Thurrock update on the format.

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 noted.

14. CHAIR'S BUSINESS/CORRESPONDENCE

To note and/or consider matters arising from correspondence received by the Chair.

LE advised that she had received a letter of confirmation of the conversion from the Dioceses.

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15. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) To receive any reports from governors who have undertaken monitoring visits to school. Covered elsewhere in the meeting.
SJ advised Governors that JP set a skills audit for due diligence to Governors and not all replies had been returned, and the report had been sent off without the information from relevant Governors.
- b) To receive a report from the Link Governor.
- c) To receive feed back from Governors who have attended training courses since the previous termly meeting of the Governing Body.
- d) To identify any training needs for the governing body including self-development session for the current year.
- e) To discuss the recent Skills Audit – on hold due to the conversion to Academy.

16. DATES/TIMES OF FUTURE MEETINGS

Summer Term 2017

Full Governing Body – Budget Setting Meeting	10 th May 2017	5.30pm
Curriculum Committee	21 st June 2017	5.00pm
F, P, P & P Committee	5 th July 2017	5.30pm
Full Governing Body Meeting	5 th July 2017	6.30pm

ACTION – Clerk to note LB apologies for 5th July 17

17. WEBSITE GOVERNOR REPORT – move to beginning of the agenda

Volunteer for the above report Governor visits, expansion of extra curricula and sporting events, policies.

18. CONFIDENTIAL ITEMS

If required.

19. AOB

Finance regulations change the wording on the Bank Card has been agreed by Thurrock and changed. Governors agreed to the change and the Chair signed the regulations.

Checking the central register LB volunteered to do the next check.

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