

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

MINUTES OF THE SUMMER TERM MEETING OF THE FULL GOVERNING BODY

Date	5 th July 2017
Time	6.30 pm
Place	School
Clerk	Heather Hughes [TEL: 07762706019]

Present: Shelley Jones
Laurie Eve
James Dixon
Simon Lloyd
Yvonne Fearnside-Still
Lorraine Robinson
Joan Richardson

In attendance: John Crane & Mike Summers (The Vine)

SJ welcomed JC & MS to the meeting.

1. APOLOGIES

To receive apologies from absent Governors.

Jay Redsell was absent and no apologies given. Lynn Bennett had given her apologies, Jackie Wood may be unable to attend, but Governors noted that JW has resigned her position as Governor. Governors agreed to accept the 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.

Admissions
Sports Day
Opt-in

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.

No declaration of interests were noted.

4. MEMBERSHIP OF THE GOVERNING BODY

- Authority Governor
- Community Governor
- Parent Governor

Governors noted that due to the school obtaining academy status from 1st July 2017 that the membership was due to change.

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

5. ORGANISATION OF GOVERNING BODY COMMITTEES

- a) Update from Curriculum Committee
- b) Update from F, P, P & P Committee.

Both sets of minutes had been received by Governors via email before the meeting.

6. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Spring Term meeting held on 22ND March and the Budget Setting meeting 10th May 2017.

Governors agreed that both sets of minutes were a true reflection of the meeting and were happy to ratify both sets.

7. MATTERS ARISING

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

Item Number	Action	By Who
8	Train the trainer research – SJ advised that this will be slightly easier going into the Vine as there is more training available, Governors were advised that online training is still being explored. Edu-care online training from the vine.	SJ
8	CPD on contracts research – SJ advised that this does not happen in school	SJ
8	GEL & NGA logins to be emailed to Governors – SJ advised that this has been rectified by joining the Vine	JP
8	To check to see if the Local Offer is on the website – Governors were advised that it is.	SJ
9	Governors to email availability to attend the information session on the 24 th May - gone	Govs
9	Meeting to be convened to discuss LGB, SJ to email Governors how this is to be set up. Governor report for the website. - Done and agreed.	SJ
11	Amendments to policy schedule to be done – on hold due to conversion.	Clerk
16	Note that LB will not be able to attend the meeting on the 5 th of July.	Clerk

8. HEADTEACHER'S REPORT

The report had been distributed to Governors before the meeting.

Admissions note on HT report noted that it should read 30 and not 3 children.

New intake is 30 children including the child that the school had been instructed to admit.

The EHCP has been agree, so fully ready to support the child.

Attendance – ranges 97.5% - 97.2%. National figure 96.2%.

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Question asked about holiday absences.

SJ advised that some parents still take holidays in term time as the school have no backing from the government.

SJ advised that there were 3 persistent absences, Monday and Fridays off, SJ met with parents and has now changed for two out of the three families.

Governors noted that the data was very good.

Pastoral Care new position for vulnerable pupils including transition, using TA's. Guided by weekly meetings with staff.

Staff star of the week continuing.

Fire drills done, another this half term before the end of the summer term with another one in the Autumn Term.

Apologies from JP

Accident today, child taken to Broomfield as fell and cut his head above his eye quite badly.

Question asked about how long the MDMS was off after her accident.

SJ advised that she wasn't off for very long.

Attainment and Progress update changes in year 1 and year 6, KS results are in for KS2.

Actuals for reading 90%, writing 87% TA, Maths 93%, SPAG 90% combined 87%

National combined 61%.

Governors gave a very well done to the HT and the team.

Year 1

Noted that the year 1 teacher was marking very cautiously. Reports interrogated by SJ as it was felt that they did not tally up.

Decision made to let the children do a year 2 SAT's paper which has shown the level they are at.

JD advised that the teachers moderate with the teacher who is taking over their class for clarity.

Could have been higher, lack of additional challenge and pushing the children further. Noted that the children found the paper very difficult as it takes them

Away from the style that they are used to.

Phonics was 90%,

Governors were provided with a one page summary report from the Academy Review Meeting.

Question asked if there would still be collaboration with St Clere's Trust.

SJ advised that she would like to do something different with them.

Question asked if the conditional survey will continue and if there would be a report to be used for the future.

SJ advised that the survey would still be in place.

Community work is led by Lola, training on how the links are utilised.

Governors advised that there had been comments as to how the children looked at the Music Festival. SJ advised that a prospective parent had called to comment also.

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

9. ACADEMY CONVERSION

Update on progress.

The conversion went through on 1st July 2017.

Noted that Bulphan are still in the process.

Applications for the Local Board are being taken deadline end of next week, so that the process can begin to be ready for the new academic year.

Mike and the Diocese appreciate all that has been done and achieved for the school in the past.

Governors noted that the chair is appointed from the board, the vice locally.

10. SCHOOL IMPROVEMENT PLAN

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

To be updated in light of the data.

11. POLICY REVIEWS

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

None to be updated due to conversion.

12. SAFEGUARDING/CHILD PROTECTION

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

On hold till the autumn term will become part of the HT report.

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 signed the academy paperwork, but that the staff letters are still to be actioned.

15. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

a) To receive any reports from governors who have undertaken monitoring visits to school.
English LE report has gone out to Governors.

b) To receive a report from the Link Governor.

LE advised that she had taken part in the diocese leadership conference.

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. – to be advised by the Academy trust

There will be online training for those who apply as well as induction training.

e) To discuss the recent Skills Audit – obsolete due to the conversion.

ORSETT CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

16. PROPOSED DATES/TIMES OF FUTURE MEETINGS FOR THE ACEDMIC YEAR 2018 / 2018

Due to the conversion no dates were set for the new academic year. This will be done in conjunction with the Vine trust.

17. WEBSITE GOVERNOR REPORT

Mike and SJ to discuss on their meeting on Monday 10th July.
There is a compliance check which The Vine will do.

18. CONFIDENTIAL ITEMS

SJ advised that she had received a formal complaint from a parent, and was due to meet with her 6th July 2017. Outcome letter to be done and statement with where she can appeal. Vine Trust complaints policy to be given to the parent after the meeting to be taken into consideration.
SJ felt that the parent will be satisfied with the outcome and that it won't be taken any further.

19. AOB

Question asked about policies see notes in Finance meeting.

On website, all previous policies will stay the same until the new one has been adopted.

Admissions meeting Friday, no update from last meeting and there are no appeals. Governors happy that don't need to meet.

Question asked what happens for the future. Will be dealt with at LHB meetings.

Minutes agreed as a true record of the meeting. The Vice Chair signed the minutes.

Sports Day _ - new format tried out very good feedback on the format. Whole school so half day rather than whole day. Covered all abilities of children.

Opt-In – Thanks to the PTA summer sale raised £1600.00. To be put in the Governors report for the website. Father's day sale made £270.00.

SJ thanked the Governors for their help and support.

*ORSETT CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL*

Agreed FGB Minutes from 5th July 2017