



**ST LUKES C of E CONTROLLED PRIMARY SCHOOL**  
Church Road, Tiptree, Essex, CO5 0SU

**MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BODY HELD  
ON THURSDAY, 8<sup>th</sup> DECEMBER 2016, COMMENCING AT 7.10PM**

Membership:	* Mr P Butcher	Authority Governor	Vice Chairman
	* Mrs P Wakeling	Co-opted Governor	
	* Mrs S Spall	Co-opted Governor	
	* Mr D Glasson	Co-opted Governor	
	Mr A Jones	Co-opted Governor	
	* Rev A M Renshaw	Foundation Governor (ex officio)	
	* Mr S Eastbrook	Foundation Governor DBE	Chairman
	* Mr S Morgan	Foundation Governor PCC	
	* Mr R Potter	Parent Governor	
	* Mrs D Riley	Parent Governor	
	* Mrs A Lomer	Parent Governor	
	* Mr M Bishop	Parent Governor	
	Ms J Canning	Staff Governor	
	Mr G Malcolm	Head teacher	

\* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors  
Mr D Bome – Advisory Head

**Action**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received and accepted from Mr Malcolm, Mr Jones and Ms Canning.

**2. NOTIFICATION OF ANY OTHER URGENT BUSINESS**

There was none.

**3. DECLARATION OF NEW BUSINESS INTERESTS (PECUNIARY AND PERSONAL INTERESTS)/CONFLICTS OF INTEREST**

Mr Bome reported that he was Head teacher at Copford Primary and a Governor at Tyrrells Primary school. There were no new business interests or other conflicts of interest declared or the recording of any gifts or hospitality since the last meeting.

4. **MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting held on 22<sup>nd</sup> September 2016 were **agreed** and signed by the Chairman as a correct record. A matter arising is set out below.

Minute 8 – Mrs Riley, Mrs Lomer and Mr Butcher were yet to meet with the Head teacher to look at the production of some equalities objectives.

**Mrs Lomer/  
Mrs Riley/  
Mr Butcher**

5. **SCHOOL LEADERSHIP**

This is set out as a confidential item.

6. **COMMITTEE REPORTS**

The minutes of the following Committees had been received and noted:-

Curriculum Committee 16.11.16

The Committee had approved the Collective Worship, Assessment and Able, Gifted and Talented Policies.

Mr Bome reported that the school had received an LA Review that morning. The reviewers had noted that there was not a consistent shared understanding of assessment across the school and that some cross-moderation was required. They had also noted that pitch, progression and expectation were at the wrong level with some of the children's work pitched at below Age Related Expectations (ARE).

Mrs Riley commented that the Committee had expressed concern over the Year 5 data. Mr Bome suggested that it would be beneficial for Governors to receive the ARE 'snapshot' chart from Target Tracker each term and that this could form part of the Head teacher's report.

FPP Committee 17.11.16

It was noted that the chimney cost was now approximately £8,000 and would therefore not be eligible for capital funding.

The Governing Body **approved** the following:-

- a. Financial Regulations.
- b. Audited school fund accounts.
- c. Health and Safety Policy.

In relation to the Health and Safety Policy, Mr Potter and Mr Butcher undertook to check whether the school had submitted the internal health and safety monitoring report.

**Mr Potter/  
Mr Butcher**

Verbal report of the Pay Committee 17.11.16

It was noted that the Committee had approved the 1% inflationary increase on teacher's pay as per the national guidelines. Mr Bome circulated the PMR recommendations for the teaching staff and the Committee would review these at the rise of the Governing Body meeting. Mr Bome explained that some paperwork had been missing for some members of staff; **Governors were aware that it was a statutory requirement for teaching staff PMRs to have been completed by 31<sup>st</sup> October and a plan would be put in place to ensure this requirement was met going forward.**

The Pay Policy was **approved**.

## 7. REPORT FROM THE ADVISORY HEAD

The Governing Body had received and noted a report from Mr Bome.

Mr Bome reported that the Single Central Record was compliant following a review by the school's SEC.

Mr Bome explained that the current SLT had taken on a huge amount of work in the Head teacher's absence. HR would be coming into school to review personnel contracts as some staff worked over and above their contracted role - this would then inform the rationale for a restructure if required. **Governors acknowledged the work undertaken by the SLT and that the wellbeing of those members of staff required close monitoring.**

The Interim SIP was circulated and the key areas to be addressed were noted. Mr Bome went through the actions that had been addressed – it was noted that the actions relating to safeguarding had all been acted upon.

In relation to Pupil Premium, Mr Bome highlighted that there was no audit or evidence of the use of the funding and that a Pupil Premium Strategy would need to go on the website as per the new requirement.

The meeting was informed that Copford's SENCO had been into school to review the number of children currently on the SEN register and the needs of those children. It was noted that, although there were a high proportion of children with significant needs, the amount of adult support provided did require review. Mr Glasson reported that he had undertaken a SEND monitoring visit in October.

Mr Bome reported that from his observations of the school over a short period he had identified strengths and pockets of good practice, but also areas for development where there were inconsistencies and differences in expectations. These were set out in the report and included the Learning Objectives not targeting learning, little evidence of feedback impacting on learning, inconsistent levels of challenge, expectations in books and poor use of high frequency words.

**In response to a question by a Governor**, Mr Bome explained that the Learning Objectives were often portrayed as tasks rather than objectives and provided some examples.

Mr Bome commented that the EYFS data was looking positive although there was a lack of higher depth work across the school and the more able children were not being challenged.

In relation to end of year targets it was reported that the target for the end of KS2 was for 53.8% of children to reach ARE in reading, writing and maths.

**A Governor asked whether the school shared expectations with the children.** Mrs Spall explained that in Year 6 targets and examples of good practice work were shared with the children.

It was noted that although behaviour remained a concern, there had been some improvement - this had been helped by the pro-activeness of the staff to reinforce behavioural expectations. The School Council was looking at the introduction of a Code of Conduct.

The Governing Body noted that 96 parents had returned the Parent Questionnaire and that there was a lot of positivity and an appreciation amongst the parents about being consulted. It was noted that 39.6% of parents responded 'don't know' when asked whether the Governors supported the school well.

Governors thanked Mr Bome for his work at school and expressed their thanks to staff for their supportive attitude and hard work in such a short space of time.

## 8. **GOVERNING BODY STRATEGY**

The Governing Body acknowledged that it should focus on the Interim SIP at the current time and noted that a column had been included in the document for monitoring purposes and for the inclusion of elements of its Strategy.

The Chairman commented that overall the Strategy was good but that the detail of it would require further review next term.

Mr Butcher

## 9. **REVIEW OF THE SIP**

Minute 7 refers.

## 10. **SAFEGUARDING UPDATE**

As previously reported a safeguarding review had been held at school following a monitoring report from the Safeguarding Governor last term. Some actions had been identified following the review and these were circulated. Mr Bome reported that he was the designated safeguarding lead.

**Governors agreed that they all required updated safeguarding training and that this could be done as a group session.**

Mr Bome thanked staff for their work on the safeguarding review.

#### 11. **CHAIR'S ACTION/BUSINESS CORRESPONDENCE**

The Chairman reported that he had taken Chair's Action to appoint Mr Bome as Advisory Head and as the designated safeguarding lead.

#### 12. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**

A number of Governor monitoring reports were noted for maths, Food Festival, EYFS, Year 6 and SEND in addition to any submitted to Committees.

Mr Bome commented that Governor reports should be meaningful and hold the school to account and circulated a suggested proforma for Governor visits. The Governing Body **agreed** that the proforma should be used going forward. The Chairman asked that Governors come into school once every half term to look at the issues raised in the LA Review – phonics, presentation and handwriting, and pitch and progression in maths. **The Governing Body agreed that it would want to be able to articulate to Ofsted that it was aware of the issues faced by the school and that evidence could be produced of the actions taken to address these issues.** It was **agreed** that Governors would highlight an aspect of their monitoring visit to share at Governing Body meetings.

The Link Governor reported that Mr Butcher had attended 4 courses and that other Governors had signed up to the induction training. Mr Glasson reported that he had attended a course on Head teacher's Performance Management. Governors highlighted a number of courses that they would be able to attend.

It was noted that the Governor skills audits had been completed recently when the Governing Body had vacancies.

Mrs Riley reported that a group e-mail had been set up for Governors and that she was looking at uploading agendas and minutes to the OneDrive on Outlook.

#### 13. **ANY OTHER URGENT BUSINESS**

Marking Policy – Mr Bome undertook to review the policy and implement it as appropriate. The Policy was **ratified** by the Governing Body.

Mr Butcher and Mr Bishop undertook to review the policies to ensure that they were dated correctly, fit for purpose and on the policy review schedule. Mr Bome reported that the Consortium shared policies with schools and held some model policies.

**Mr Bishop/  
Mr Butcher**

The Chairman reported that the LA Review had recommended that a maths specialist should come into school to review maths provision especially in relation to pitch and progression. The Governing Body **agreed** this at a cost of £1,200 for 2 days. Phonics support would be provided by Copford school.

**A Governor commented that the school's enforcement of the Uniform Policy would need addressing at some point.**

**14. WHAT HAVE WE DONE THIS EVENING THAT HAS IMPROVED THE OPPORTUNITIES FOR PUPILS AT TIPTREE ST LUKE'S C OF E PRIMARY SCHOOL?**

Governors summarised that they had received the Interim SIP; put a plan in place to improve standards, teaching and behaviour; planned how they would monitor these areas and support the staff.

The Chairman reported that he would write to parents informing them of the current situation and the action the Governing Body was taking and would speak to staff on 20<sup>th</sup> December.

**15. DATE OF NEXT MEETING**

23<sup>rd</sup> March 2017.

MEETING CLOSED 9.00PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	Mrs Lomer, Mrs Riley and Mr Butcher to meet with the Head teacher to look at the production of some equalities objectives and to report back to the next Governing Body.	Mrs Lomer, Mrs Riley, Mr Butcher	
6	Mr Potter and Mr Butcher to check whether the school had submitted the internal health and safety monitoring report.	Mr Butcher/Mr Potter	
8	Governing Body Strategy to be submitted to next meeting.	Mr Butcher	
13	Mr Butcher and Mr Bishop to review the policies to ensure that they were dated correctly, fit for purpose and on the policy review schedule.	Mr Butcher/Mr Bishop	