



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

**MINUTES OF THE SUMMER TERM MEETING OF THE GOVERNING BODY HELD  
ON MONDAY, 10<sup>th</sup> JULY 2017, COMMENCING AT 7.15PM**

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	
	* Mrs C Walker	Acting Head	

\* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors  
Mr M Moriarty - Head teacher Designate

**Action**

**1. APOLOGIES FOR ABSENCE**

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

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

There was none.

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

There were no new business interests or other conflicts of interest declared or the recording of any gifts or hospitality since the last meeting.

## Action

### 4. MEMBERSHIP

It was noted that Ms Canning's term of office as a Staff Governor expired on 31<sup>st</sup> August 2017. The Acting Head undertook to discuss the vacancy with staff, although Ms Canning had indicated that she would be willing to continue in that role.

Acting  
Head

Mr Glasson reported his resignation as a Co-opted Governor from the end of term. It was **agreed** that the vacancy should be advertised in the Tribune. The Chairman asked Governors to let him know of any suitable candidates for the role.

Acting  
Head

### 5. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

The minutes of the meetings held on 16<sup>th</sup> March, 22<sup>nd</sup> March, 23<sup>rd</sup> March and 12<sup>th</sup> June 2017 were **agreed** and signed by the Chairman as correct records. There were no matters arising.

### 6. COMMITTEE REPORTS

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

#### FPP Committee 15.6.17

Mr Glasson reported that the final carry forward amount at the end of March had been £59,501. £14,501 of that had been used to balance the 2017-18 budget, leaving a total of £45,000 for contingencies. This amount had been better than anticipated. The Governing Body **approved** the final 2017/18 budget.

Mr Glasson highlighted that the staffing costs were 86.5% of the budget – this was excluding the Head teacher's salary so it was anticipated that this percentage would increase.

As discussed at the Committee, the Acting Head confirmed that the school had now introduced an 'opt out' form for UIFSM which would be sent to EYFS and KS1 parents.

The Acting Head circulated a report on the Escape club – a £7,500 profit for the end of May was noted. **A Governor asked about meal provision at Escape.** The Acting Head reported that a quote of £6,000 had been received for the provision of a kitchen area. However, she explained that this would not be achievable in the budget at the current time – further quotes were being sought for the provision to be provided in stages. The school was also looking at grants and fundraising for this.

The Governing Body **approved** the following policies/procedures - Evacuation Plan 2017; Evacuation Plan for lettings; Lettings; Capability; Cover and PPA;

Equality and Diversity; Pre-employment checks; Probation; Redundancy and Restructuring.

**Mr Bishop highlighted that the Evacuation Plan would need a short review date and offered to review the Plan next academic year.**

**A Governor asked whether the SCR was now being checked regularly.** The Acting Head reported that she was checking the SCR every half term. The Chairman encouraged Governors to do the same when undertaking a monitoring visit and explained that there was a checklist for them to follow regarding confidentiality.

#### Curriculum Committee 14.6.17

The Committee had approved the following policies - Collective Worship; History; Library; Assessment.

### 7. **HEAD TEACHER'S REPORT**

The Governing Body had received and noted a report from the Acting Head.

Year 6 residential -

The Acting Head confirmed that the school would be continuing with the Cromer trip for next year and with the trip's current itinerary. She explained that the itinerary was more inclusive than an activity based week and provided the children with opportunities that they would not normally experience. **Mr Potter reported that he had attended the Cromer trip and spoke very positively about the activities and visits that the children had been involved in.**

LA Review 26<sup>th</sup> May –

The Acting Head reported that the actions from the review fed into the SDP priorities and confirmed that the review had not identified anything unexpected. She explained that the review day had been challenging for staff due to the large number of lesson observations that had taken place. Overall, the report was positive with progress evident since January.

Moderations –

The end of key stages had been externally moderated and the teacher's judgements had been verified as accurate. The moderators had commented favourably on the amount of evidence available to them and had said that the staff had been very professional.

**EYFS –**

It was noted that the LA Review had not identified any areas for development in provision. GLD was now 84.4% which was above Essex and national (GLD had previously been assessed as 74-75% prior to the LA Review but the review team had felt that those assessments were too harsh). The review team had stated that EYFS was a strength of the school.

**Year 1 –**

It was noted that this cohort were below floor in all areas. **A Governor asked how the school was addressing this.** The Acting Head reported that group work would be done using the assessment conversion pitched at the right level and an LSA would be in every KS1 class each morning from September to allow quality first teaching to take place.

**Phonics –**

71.4% of the cohort had achieved the expected standard in the phonics test with 88.6% of the Year 2 re-takes achieving the expected standard. Although this was an increase on last year, the percentage remained below national and would therefore remain a priority on next year's SDP. **A Governor commented that the phonics issue had been identified in January and actioned very quickly.** The Acting Head explained that staff had received training in phonics and had observed phonics teaching at other schools. There would be a phonics booster group from September. **A Governor commented favourably on the phonics workshop that had been held for parents.**

**Year 2 –**

A combined ARE of 66.7% was noted which was above the floor target. Reading, writing and maths individually were also above floor.

**Year 6 –**

The Acting Head explained that the Year 6 starting points from the end of KS1 had been low and that 20% of the cohort had not been at the school at the beginning of KS2 and had therefore not received 4 years of consistent teaching. It was noted that, due to the turbulence issues, the focus had been to achieve age related rather than greater depth.

The SATS results were as follows – 45% combined ARE (65% reading at or above, 67.5% at or above in GPS and 55% at or above in maths). It was noted that the writing assessments were accurate as verified by the external moderator.

**A Governor asked about the attainment of the groups.** The Acting Head reported that Year 2 had a higher percentage of lower achieving boys, no gender difference was evident in Year 6 and Pupil Premium differences were

evident across the school. It was noted that 50% of the Pupil Premium children in Year 6 were also on the SEND register.

**Governors recognised that it had been a challenging year for the school due to staffing changes in Year 6 since Easter but the LA Review had recognised the work by the HLTA in that year. It was positive that age related had been achieved in reading and GPS. It was acknowledged that improvements that had been put in place had impacted since last year especially with regard to lesson pitch, pace and expectations. Governors thanked the Acting Head and all staff for their hard work.** The Acting Head reported that there was a strong team in place in Year 6 for September and that data trends for the Year 4 and 5s were looking more positive.

SEND report –

This was received and noted in addition to a family welfare report. The Acting Head reported that the school was looking at reintroducing the ‘Step by Step’ parenting course although there would be a cost implication for this; the school was investigating the provision of this in conjunction with other Tiptree schools so that the cost could be shared.

General discussion –

**A Governor commended the school on the improvements to the outside environment.** The Acting Head reported that the school was becoming more involved in community events and opportunities. **Governors commented generally on the positive morale and atmosphere in school.**

The Acting Head reported that interviews for the SLT post (until Easter) would be held the following week.

The Acting Head reported that the Pupil Premium LSA would be target teaching – this would create less paperwork and more discussion so that interventions could be much quicker. The school would be evaluating the impact of the interventions.

## 8. **EQUALITY OBJECTIVES**

The Governing Body noted that schools had a legal requirement to prepare and publish one or more specific and measurable equality objectives which would help them further the three aims of the Equality Duty. The impact of the objectives should be reviewed yearly and updated every 4 years.

The following equality objectives were **approved** –

1. To promote spiritual, moral, social and cultural development through all appropriate curricular opportunities, with particular reference to issues of equality and diversity.

2. To narrow the gap between children eligible for Pupil Premium funding and those who are not, in terms of achieving age related expectations.

## **9. SDP UPDATE**

The Governing Body had received and noted the evaluation and impact of the 2016/17 SDP and the new and continued priorities for 2017/18. The Acting Head highlighted the following –

- Presentation and handwriting remained a focus.
- There remained no consistent approach to writing although good progress had been made in cross-curricular writing.
- The change to the KS1 timetable had impacted.
- Assessment had been changed and was now accurate across the school.
- KS1 phonics remained a focus.
- KS2 maths was a priority for next year following the improvement seen in KS1 maths.
- Behaviour was of a high standard during the LA Review and continued to remain so.
- The SEND register had been re-written.
- LSA monitoring would include sharing good practice.
- Governors had become more visible in school.

## **10. SAFEGUARDING**

Safeguarding, as stated in the LA Review, was now effective and embedded at school. There had been consistent and signed safeguarding induction meetings with all new staff, as well as training. A Governor safeguarding monitoring visit had been carried out and the point for development actioned in terms of training midday assistants in behaviour management as well as CSE, FGM and radicalisation. Cascade training had been given to teaching staff about educational visits and the PREVENT Duty, as well as the CEOPS ambassador training teachers to become CEOPS trainers in online safety.

In terms of engaging parents with safeguarding, a whole school online safety event was held on 13<sup>th</sup> June and attended by approximately 21 parents. Pupils attended online safety workshops pitched at the appropriate age. School newsletters were being used to highlight updates in safeguarding to parents including new policies, training and events attended by staff.

It was noted that the Single Central Record was compliant.

## **11. GENERAL DATA PROTECTION REQUIREMENTS (GDPR)**

The Chairman reported that he had attended some GDPR training in readiness for the new requirements from May 2018. He explained that the assumption would be non compliance with the Data Protection regulations unless evidence could be provided to show otherwise. Part of the requirements would be for

each school to have a Data Protection Officer – a Governor or member of staff was not permitted to undertake this role. The Consortium was looking into the feasibility of having its own Data Protection Officer at a cost of £1,565 for each Consortium school. It was noted that Essex could provide a data protection audit at a cost of £750.

**12. CHAIR'S ACTION/BUSINESS CORRESPONDENCE**

The Chairman introduced Mr Martin Moriarty as the school's new Head teacher designate. Mr Moriarty explained that his current Head teacher would be willing for him to start at St Luke's in September but that this would need to be approved by his school's Strategic Board.

The Chairman reported that he had received a letter of complaint regarding bullying and would be meeting the complainant the following day.

**13. GOVERNANCE STATEMENT**

The Governance Statement was **approved** for inclusion on the website.

Website compliance would be reviewed in readiness for September.

**14. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**

A Governor monitoring table had been circulated.

The Chairman commented that Governor monitoring was currently not very consistent and asked if there were any barriers to monitoring. A Governor explained that she required further guidance on the role of Governor monitoring and what to look for when carrying out a visit. It was noted that Governor training was available for this. A Governor highlighted that it was good practice to ask the children a safeguarding related question when carrying out a visit.

The Acting Head reported that on the inset day in September, subject co-ordinators would be agreed and included in the SDP and this may assist with Governor monitoring.

The Chairman encouraged Governors to become familiar with the documents that had been circulated (SEF, SDP, LA Review) in readiness for an Ofsted inspection.

It was agreed that a yearly monitoring timetable would be useful going forward.

Governor monitoring reports in relation to safeguarding, maths, and health and safety had been received and noted. **A Governor asked about the damp issue identified in the H&S report.** Mr Bishop reported that this was being monitored both by the school and during the H&S visits.

**A Governor queried whether the inconsistencies that had been identified in how MDAs were handling behaviour issues had been rectified.** The Acting Head explained that an MDA meeting had taken place at which the Behaviour and Anti Bullying Policies had been discussed – the MDAs now felt more empowered to follow these.

The Chairman reported that he had attended Data Protection training.

## 15. **POLICY REVIEW**

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

- a. Child Protection
- b. Recruitment Procedure
- c. SEND and Local School Offer
- d. Fundraising

## 16. **DATES OF FUTURE MEETINGS**

The following dates were agreed –

### **Autumn term 2017**

FGB	18 <sup>th</sup> September	7.15pm
FPP Committee	16 <sup>th</sup> November and Pay Ctte	7.15pm
Curriculum Committee	15 <sup>th</sup> November	4.00pm
FGB	14 <sup>th</sup> December	7.15pm

### **Spring term 2018**

Curriculum Committee	9 <sup>th</sup> March	4.00pm
FPP Committee	8 <sup>th</sup> March	7.15pm
FGB	22 <sup>nd</sup> March	7.15pm

### **Summer term 2018**

Curriculum Committee	15 <sup>th</sup> June	4.00pm
FPP Committee	14 <sup>th</sup> June	7.15pm
FGB	12 <sup>th</sup> July	7.15pm

## 17. **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 approved a number of policies and procedures, reviewed their monitoring, acknowledged the improvements that had been made and impacted at school, received a safeguarding update and acknowledged the improved role of the SLT.

## 18. **ANY OTHER URGENT BUSINESS**

Mr Glasson read out a note of thanks to the school and commented that it had been a privilege to have been a Governor for the last 9 years.

**Action**

The Chairman thanked all Governors and staff for their work over the last year and felt that the school was now well placed to move forward.

MEETING CLOSED 8.40PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	Staff Governor vacancy to be discussed with staff.	Acting Head	
	Co-opted vacancy to be advertised in the Tribune.	Acting Head	