



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

**MINUTES OF THE SPRING TERM MEETING OF THE GOVERNING BODY HELD
ON THURSDAY, 12TH MARCH 2015, COMMENCING AT 7.15PM**

Membership:	vacancy	Authority Governor	
	* Mrs P Wakeling	Co-opted Governor	
	* Mrs S Spall	Co-opted Governor	
	* Mr D Glasson	Co-opted Governor	
	vacancy	Co-opted Governor	
	* Rev A M Renshaw	Foundation Governor (ex officio)	Chairman
	Mr S Eastbrook	Foundation Governor DBE	Vice Chairman
	* Mr S Morgan	Foundation Governor PCC	
	* Mr R Potter	Parent Governor	
	* Mrs D Layland	Parent Governor	
	vacancy	Parent Governor	
	* Mr G Allen	Parent Governor	
	* Miss J Mackey	Staff Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors
Mrs C Walker – Deputy Head
Mrs T Davies – School Business Manager (SBM)
Mr P Butcher – Prospective Authority Governor

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Mr Eastbrook.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There were no other items of business.

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

There were no new business interests or conflicts of interest declared.

4. **MEMBERSHIP UPDATE**

The Chairman welcomed Mr Paul Butcher to the meeting as the prospective new Authority Governor.

The Governing Body noted the appointment of Mr Simon Morgan as a Foundation PCC Governor for a four year term of office, and the change of Mr Stewart Eastbrook's category from an Authority Governor to a Foundation DBE Governor.

Mrs Layland undertook to be the mentor for Mr Morgan, Mr Butcher and also Mrs Wakeling.

The Clerk undertook to send the new Governors a copy of the Governor Handbook.

Clerk

It was noted that there remained a vacancy for a Co-opted Governor and a Parent Governor; the school would look at advertising for a Parent Governor in the newsletter in the first instance.

5. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 4th December 2014 were **agreed** and signed by the Chairman as a correct record. There were no matters arising.

6. **REPORT ON NEW SEND REFORMS**

A SEND report was circulated at the meeting, which included an overview of the new SEND Code of Practice 2014 and how the school had adapted to the new reforms. Governors noted the numbers of SEN children on roll.

It was noted that the Local Authority (LA) was working hard to begin the process of changing all the current SEN Statements over to Education, Health and Care Plans (EHCPs). The Head teacher reported that the school had already held some EHCP meetings and had received some support from specialist teachers; as a result of this the school had generated some of its own paperwork in the absence of any LA paperwork.

Governors noted that the school had been successful in running One Plan meetings in place of annual review meetings for those children with a statement and feedback from these had indicated that parents and staff had felt that they had a more personal approach and allowed everyone to feel valued and play an important part in the future of those children. The Head teacher undertook to circulate the One Plan pro forma to Governors.

Head

A Governor asked whether the school had looked at what it would be teaching SEN children in terms of the new national curriculum. The Deputy Head confirmed that the school had done this and pointed out that the school was already successful with its quality first teaching and identifying

'gaps'. The SEN pupils would continue to be monitored and would receive consolidation through interventions.

The Head teacher explained that in terms of reading, if an SEN pupil was not at age related expectations then this would not fit with the year group national expectation as set out under the new assessment system. The school would move that child to the correct year group banding for that child to then build the necessary skills in order to reach national expectations. He went on to explain that the school had spoken to parents if their child was not at age related expectations for reading; some parents had been concerned over this as there was now a more apparent difference between those children at age related and those not at age related expectations. This difference had not always been as apparent under the old levelling system. Maths and writing would be looked at in due course.

A Governor asked whether it was positive that parents were more aware of their child's year group banding. The Head teacher commented that the school had received some positive comments from parents in relation to the new format for the progress booklets, but that the information was also much more explicit in terms of highlighting to parents how far behind their child was in relation to their expected age group. He went on to explain that there could be some potential benefits to this realisation with more parental support and engagement.

The Head teacher highlighted that the school had received funding for the provision of the PIVATS programme and software. PIVATS is an assessment tool that can be used for some of the SEN children with more complex needs who are failing to show progress. PIVATS breaks down the P scales and progress into much smaller steps, showing evidence of progress, even when it is only small. It was noted that the SENCO had received training on this.

In response to a question by a Governor, the Head teacher reported that the cost of the SENCO's extra days in school had been included in the budget. He went on to report that the level of complexity of some of the SEN children at school was exceptional but that other non-statemented children also needed some assistance from the SENCO; the extra days would allow this to be achieved.

A Governor went on to ask whether the SENCO's workload had increased to more than her contract allowed due to the level of need over the last two Reception intakes. The Head teacher confirmed that this was the case and that there had been an increasing trend of higher numbers of SEN children at the school. He explained though that the school did take some children who should not be in mainstream school and that the school was very supportive to parents in encouraging a move to a specialist school.

The Head teacher provided Governors with an update on a child who had returned to school from a specialist unit and how this had impacted on the school's attendance rate.

It was noted that the SENCO would attend the next Curriculum Committee.

7. **HEAD TEACHER'S REPORT**

The Head teacher apologised as he had not been able to provide Governors with a report due to some extenuating circumstances. He undertook to email a report to Governors; any questions that Governors had should be emailed to the Chairman and Clerk for inclusion in the minutes of the next meeting.

Head

8. **COMMITTEE RPEORTS**

The minutes of the following Committees had been received:-

Curriculum Committee 5.2.15

Following a discussion at the Committee regarding increasing its membership, the Chairman agreed to become a member of the Committee, depending on the times of the meetings going forward.

It was agreed that, rather than change the terms of reference of the Committee to allow for Policy approval, Policies submitted to the Committee should continue to be submitted to the Governing Body for ratification.

FPP Committee 26.2.15

The SBM reported that, since the meeting, Highways at ECC had agreed that they would be undertaking the drainage works in The Chase.

The Best Value Statement was circulated at the meeting and had been updated to reflect the new Committee structure. The Statement was **approved**.

The risk assessment for the Year 6 residential trip to Cromer was required to be submitted to the County Council six weeks beforehand for approval. The SBM had a copy of the risk assessment for last year's trip to provide an indication of the size of the document. It was noted that the final itinerary was in the process of being finalised as the trip was completely organised by the school; it was noted that the submission of the risk assessment had been delayed due to the re-arrangement of an event. The Governing Body had given Mr Glasson delegated authority to review the risk assessment before submission to the County Council and he undertook to report back to Governors on this via email.

Mr Glasson

2015/16 budget:-

The final budget for 2015/16 was circulated. It was noted that the final carry forward figure was approximately £66,000 with approximately £36,000 in contingencies.

The SBM highlighted to Governors that the staffing budget had decreased from last year and now stood at 83% of the budget.

The SBM went through with Governors the highlighted yellow areas in the budget report.

A Governor questioned whether the budget included monitoring costs from outside agencies. It was noted that the external advisor costs for the Head teacher's PMR had been included and that the LA would be moderating the school's EYFS. The Head teacher reported that he had undertaken some consultancy work, the money for which would come back to the school. It was also noted that the school had been chosen to be part of a free pilot to help schools self evaluate themselves and move forward.

A Governor questioned whether the contingency amount would be able to sustain a reduced budget if school budgets were cut generally following a potential change in Government. The Head teacher commented that he had hoped that the contingency would be greater but that a cautious budget had been set. He reported that the school playground needed resurfacing and hoped that the LA would see this as a priority due to the drainage problems being experienced by the school. The school would need to contribute to the cost of this though and that this should be borne in mind going forward.

The Head teacher explained to Governors that the school would be over staffed in September and he gave the reasons for this and the benefits for the children. **A Governor commented though that it was more preferable to over staff than use supply teachers.**

The **2015/16 budget** was **approved**. The Governing Body thanked the SBM for her work in the production of the budget.

9. REVIEW OF THE SIP

The SIP covering the period January – July 2015 was circulated and the Deputy Head provided Governors with an update on the actions contained therein.

It was noted that the school was in the process of revising its Marking Policy to reflect the whole school focus on dialogue marking.

The Chairman pointed out that it would be beneficial for Governors to work with staff in the production of the next SIP as it was a strategic document. It was therefore **agreed** to have a whole school review of the SIP between staff and Governors on 3rd September 2015.

10. **EQUALITIES OBJECTIVES**

The school's equality objectives in relation to improving the physical environment was circulated; the objectives that the school had met in the last 12 months were highlighted. It was noted that the school had an Equalities Plan and Policy.

The school had identified a number of children with severe special needs so accessibility and disability were areas of priority. The Governing Body noted that the school would like to investigate the provision of automated doors for external access to accommodate wheelchair users.

The current targets would be maintained for the next academic year.

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

The Chairman reported that she had authorised for the Head teacher to undertake half a day of consultancy work; she had met with the Deputy Head to review the Collective Worship Plan and would be looking at how Governing Bodies could work together with two of the challenge partner schools.

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

Mr Allen reported that he had undertaken a monitoring visit looking at First Class Maths.

Mrs Spall and Mrs Wakeling had completed their Governor Induction training.

Mr Potter, Mrs Layland and Mr Glasson had attended a 'Developing Accountability' session.

Mrs Layland undertook to circulate a training feedback form to Governors.

Mrs
Layland

It was noted that the Governing Body had some premises, and health and safety training scheduled which had been identified as an area for development from the completed skills audits.

The Head teacher reported that the school was working with Thurstable to look at centralising Governor training so that it could be provided more locally.

13. **NON PUPIL DAYS 2015/16**

The following non pupil days were **approved** by the Governing Body:-

3rd September 2015, 4th September 2015, 2nd November 2015, 4th January 2016, 11th April 2016.

14. **ANY OTHER URGENT BUSINESS**

There was no other business.

15. **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 the 2015/16 budget; had monitored what action the school was taking to fulfil the SIP and had received further information on the SEND reforms.

16. **DATE OF NEXT MEETING**

It was noted that the next meeting would be held on 18th June 2015 at 7.15pm.

MEETING CLOSED 9.20PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	New Governors to be sent a copy of the Governor Handbook.	Clerk	
6	The Head teacher undertook to circulate the One Plan pro forma to Governors.	Head	
7	Head to email his report to Governors; any questions that Governors had should be emailed to the Chairman and Clerk for inclusion in the minutes of the next meeting.	Head	
8	Mr Glasson to review the risk assessment before submission to the County Council and to report back to Governors on this via email.	Mr Glasson	
12	Mrs Layland to circulate a training feedback form to Governors.	Mrs Layland	