



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 THURSDAY, 18TH JUNE 2015, COMMENCING AT 7.15PM**

Membership:	* Mr P Butcher	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 Riley	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)

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Mrs Riley and Mr Allen.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

The following item of other urgent business was agreed:-

Two requests for leave of absence.

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

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

4. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12th March were **agreed** and signed by the Chairman as a correct record. Matters arising are set out below.

5. **MATTERS ARISING FROM THE MINUTES**

From the summary of decisions section in the minutes, the following updates were noted (other items having been completed or finalised):

Minute 6 – the One Plan pro forma had not yet been circulated.

6. **GOVERNANCE ISSUES**

It was noted that from September it will be a requirement for Governing Bodies to publish information about governing body members, including associate members, on the website and to publish the register of business interests on the website. The SBM confirmed that there was a Governor section on the website that was currently being re developed by Mrs Riley.

Clerk

7. **HEAD TEACHER'S REPORT**

The Governing Body received the Head teacher's report, which had previously been circulated; they were pleased with the new format of the report.

A Governor commented that the number of pupils in Year 6 to achieve a level 5+ in writing was currently 2% below the national figure; he asked why this was. The Head teacher explained that aspirational targets had been set for the end of KS2. However, these targets had unfortunately been affected by two situations in Year 6; one child had a significant illness and had not been in school and the LA had felt that the hours of support for a statemented child should be reduced.

The Head teacher drew Governors' attention to page 19 of the report and explained that it was important to look at the starting points of the children when reviewing overall progress.

He went on to explain that the school was looking at the grading of the new curriculum but that there were currently no national guidelines to facilitate this. The school would be involved in some Consortium training involving external advisors in order to address this and to ensure consistency across all Consortium schools. It was noted that the school had sub divided the 'beginning', 'working within' and 'exceeding' steps into six areas.

It was noted that there were 'gaps' in the children's learning under the new curriculum; some children were therefore showing below their year group expectation.

The Year 1 and 5 teachers would be attending a Consortium meeting in order to moderate writing in relation to the new criteria. The Deputy Head explained that Target Tracker would assess how many steps a child had made but that there were no projections ahead of that year.

The Head teacher pointed out that it looked likely that the targets for a level 4+ in reading and maths would be met in Year 6. He explained that the maths SATS paper had been very challenging with some of the questions aimed at a higher level. Governors noted that the Year 6 cohort had a change of teacher mid year and that this may have affected them. However, the Head teacher reported that he had been pleased with the way the children had performed and with the strong relationship the new teacher had formed with them. Teaching the Year 6 children the necessary skills this year had been challenging.

The Deputy Head reported that the Year 2 cohort had already been following the new maths curriculum and SPAG and as they had been working from the Year 3 new curriculum, any 'gaps' in learning should not be as evident.

A Governor asked about discipline at school and the effectiveness of the behaviour policy (red and yellow card system). The Deputy Head explained that the use of the yellow card was for serious incidents of behaviour and that there were levels of behaviour management strategies below that. The Head teacher reported that behaviour was good at school and the whole school approach to this was very visual and was clearly understandable by the children and parents.

A Governor commented favourably on the behaviour of the Year 6 children on their recent trip to Cromer; staff were congratulated on the children's behaviour by members of the public and staff at the places that they visited. The Head teacher concurred with this and reported that he had been astounded by their exemplary behaviour.

A Governor asked about the dress code policy for pupils. The Deputy Head reported that the school did have a dress code policy but that this was waived in exceptional circumstances. The Chairman reported that information on the correct dress code had been sent out to parents that week. It was noted though that the wearing of school uniform was not enforceable.

The Head teacher drew Governor's attention to the fact that the Wellbeing mentor, Sarah Lewis would be finishing her diploma in Play Therapy next term and would await confirmation of her final award in January 2016. He reported that she had therefore requested a review of her job title, the roles she undertook and the way in which her new skills would be utilised by the school. She had also asked for a review of her salary to be undertaken to see whether there was an opportunity for either her overall salary scale to be reviewed, or whether there may be an opportunity for her to be paid on a different pay scale when she is undertaking specific play therapy work with pupils.

Further discussion of this is set out in Appendix A to the minutes as a confidential item.

8. **COMMITTEE RPEORTS**

The minutes of the following Committees had been received:-

Curriculum Committee 8.5.15

The **Child Protection Policy** and **Pastoral Care Policy** were **approved**.

FPP Committee 21.5.15

The Governing Body had received a copy of the ICE report. The SBM explained that when the ICE audit had been undertaken at school the verbal feedback that had been given from the auditor indicated that there would be no 'yellow' areas and only recommendations. However, the auditor's report had since been moderated and some of the areas had been highlighted as 'yellow'. The Governing Body noted the action plan in relation to this.

The School Fund accounts for the year end 31.8.14 were **approved** and signed by the Chairman; approval for the auditor for the fund had previously been given.

Mr Glasson reported that he had reviewed the risk assessment for the Cromer residential trip and that this was robust and well put together.

9. **REVIEW OF THE SIP**

The Head teacher reported that a review of the current SIP had been included in his report. The new SIP for 2015/16 would be drafted at a whole school review next term which would involve both staff and Governors. It was noted that, arising from Governors' comments about the vision and values of the school not being explicit enough, the school's vision statement would also be reviewed.

10. **PUPIL PREMIUM GRANT**

Details of the Pupil Premium grant expenditure for 2014/15 were circulated and these had been included on the website, as per the statutory requirements. This showed the impact and progress made.

The Head teacher reported that those Pupil Premium children in Years 2 to 6 were in line with or exceeding their peers (they had made nationally expected progress or better) thus evidencing that the interventions put in place had had a positive impact.

The Deputy Head reported that extra LSA support would be put into Year 5 for September as this was a vulnerable year group; this was identified by Ofsted at the last inspection. The LSA would have a structured role.

The Head teacher provided an explanation of the criteria for the entitlement to Pupil Premium funding for the benefit of the new Governors.

11. **SAFEGUARDING**

The Chairman, as Governor for Safeguarding, reported that she was satisfied that the school was meeting its statutory safeguarding requirements. No issues had been reported apart from the one identified in the Head teacher's report, all training was up to date and no allegations had been made.

12. **GOVERNANCE STATEMENT**

The Governing Body **approved** the Governance Statement for 2014/15 for inclusion on the website.

13. **HEAD TEACHER'S PERFORMANCE MANAGEMENT REVIEW**

The Head teacher reported that Mr Julian Sorsby had previously been the external advisor for his PMR. However, he brought to Governor's attention that Mr Sorsby had commissioned him to undertake some work for other schools but that those schools paid the Head teacher direct for this work and not Mr Sorsby. The Governing Body was satisfied that there was no conflict of interest. It was therefore **agreed** that Mr Julian Sorsby should be appointed as the external advisor for the Head teacher's Performance Management Review. It was also **agreed** that Revd Renshaw, Mr Potter and Mr Glasson would comprise the Panel for the Head teacher's PMR. The Chairman recommended that other Governors undertake some training on this in order for them to undertake the PMR in the future.

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

There was none.

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

Mr Glasson reported that he would be undertaking a health and safety visit and that he would be coming into school to speak to the SENCO.

Governors were reminded that there was a Governor monitoring form in the office for them to complete.

The Chairman commented that in order to increase the number of visits made, Governors would be allocated monitoring areas that tied in with the priorities in the new SIP; this would be done at the first FGB in the Autumn term.

Action

It was noted that Governor visits could be undertaken out of school time. The Clerk circulated some further information on the purpose of Governor monitoring.

It was **agreed** that Governors receive a training session on Governor monitoring. The Head teacher pointed out that it may be useful for Governors to receive some training on the new Ofsted inspection framework which would be changing from September and also on the new curriculum.

Chairman

16. POLICY REVIEW

The following policies were reviewed:-

- a. Admission Arrangements
- b. Pre-employment checks
- c. Recruitment
- d. Sickness Management Procedure
- e. Equality and Diversity
- f. Marking

It was noted that the Marking Policy was new; peer marking was used frequently at school and was an effective marking tool. The Head teacher explained that Ofsted now expected to see that children were aware of how well they were doing and what they needed to do to challenge themselves further; monitoring of this would be key to ensure that the school was challenging effectively. He commented that it would be beneficial for Governors to come into school and observe the Marking Policy being used.

The Policies a. to f. were **approved**.

17. DATES OF FUTURE MEETINGS

The following dates of meetings of the Governing Body for 2015/16 were **agreed**:-

24th September 2015 (planning meeting); 26th November 2015; 17th March 2016 and 7th July 2016.

18. ANY OTHER URGENT BUSINESS

Requests for leave of absence due to exceptional circumstances:-

The Head teacher explained that Mr Daw had been invited to take part in the European amateur cycling finals to be held in Denmark on 3rd and 4th September 2015; he read out Mr Daw's letter to the Governing Body. It was noted that the two dates requested for leave of absence were inset days.

The leave of absence request from Mr Daw was **approved**.

The Head teacher reported that, as previously reported to Governors, he had been requested to attend a tribunal hearing that related to a staff conduct issue from his previous school. The hearing had been reconvened to 16th-18th September 2015 and he wished to request this time as leave of absence. The Governing Body **approved** the Head teacher's leave of absence request to attend the tribunal hearing on 16th, 17th and 18th September 2015.

New library:-

The Governing Body was pleased to see that the refurbishment of the library had been completed and that it had created a wonderful space for the children to use. The Head teacher wished to record his thanks to Miss Shonagh Keys and her father for the work they had put in to transform the library. Miss Keys had wished her thanks to be recorded to Lauren Francis, Tracey Byrne, Jane Beadle, Jayne Hens, Lottie Fuller, Debbie Mole, Tracey Davies, Sue Gosling, Suzanne Spall, Gordon Malcolm and all staff for their work on the library.

Cromer trip:-

The Governing Body wished to formally record its thanks to the school for such a successful residential trip. The Head teacher commented that this was a testament to the school and the expertise and enthusiasm of the staff that went on the trip. It was noted that an article would be placed in the Tribune and the Church magazine.

19. 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 discussed how they could monitor effectively, reviewed pupil progress, looked at the impact of the Pupil Premium funding, looked at safeguarding, approved a number of policies and had recognised the exceptional behaviour by Year 6.

20. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 24th September 2015 at 7.15pm.

MEETING CLOSED 9.15PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
6	Governors Register of Business Interests to be e-mailed to school for inclusion on the website.	Clerk	
15	Chairman to speak to Mrs Riley about proposed Governor training.	Chairman	