



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

**MINUTES OF THE AUTUMN TERM BUSINESS MEETING OF THE GOVERNING
BODY HELD ON MONDAY, 18TH SEPTEMBER 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	
	vacancy	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 M Moriarty	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors
Mrs C Walker – Deputy Head

Revd Renshaw led a short prayer at the start of the meeting.

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Mr Bishop and Ms Canning.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There was none.

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST/GIFTS AND HOSPITALITY

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

Governors updated the Register of Business Interests for 2017/18.

The Gifts and Hospitality Policy was **approved**.

4. **MEMBERSHIP UPDATE**

It was noted that Ms Jo Canning had filled the Staff Governor vacancy for a four year term of office ending 31.8.21.

There remained a vacancy for a Co-opted Governor which the school and Governing Body were actively seeking to fill.

5. **ELECTION OF CHAIR/VICE CHAIR**

The Clerk chaired the meeting for the election of Chairman.

It was noted that only one nomination had been received for each of the offices of Chairman and Vice Chairman. It was **agreed** that:-

Mr S Eastbrook should be elected as Chairman for the 2017/18 academic year (up to the first Governing Body meeting in 2018/19).

Mr P Butcher should be elected as Vice Chairman for the 2017/18 academic year (up to the first Governing Body meeting in 2018/19).

5. **STANDING ORDERS/CODE OF CONDUCT**

The Standing Orders were **approved** for continued use.

The Governing Body Code of Conduct was **approved** and Governors signed up to the roles and responsibilities within it.

6. **ORGANISATION OF GOVERNING BODY COMMITTEES**

The Terms of Reference for the FPP Committee and the Curriculum Committee were **approved** for continued use.

The Terms of Reference of the statutory Committees were **approved** for continued use.

The membership of the Committees was updated. It was **agreed** that a Chair for the FPP Committee would be elected at the first meeting and Mrs Riley would be Chair of the Curriculum and Pupil Related Matters Committee for the 2017/18 academic year. Vice Chairs would be organised at the next Committee meetings.

It was **agreed** that Mr David Bome would act as the external advisor for the Head teacher's Performance Management Review.

A Governor monitoring structure was circulated based on 2 Governors allocated to each triplet. In addition, the following roles were allocated -

Safeguarding – Revd Renshaw

Health and Safety – Mr Bishop/Mr Potter

Worship – Revd Renshaw

Link Governor – Mrs Riley

Pupil Premium/SEND/Gifted and Talented/Pupil Progress – Mr Eastbrook, Mr Bishop, Mr Butcher.

8. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 10th July 2017 were **agreed** and signed by the Chairman as a correct record. There were no matters arising.

9. 5 KEY POINTS FROM THE IMPROVEMENT BOARD

The 5 key points from the Improvement Board held on 17th July 2017 were received and noted.

The Chairman reported that he would be meeting with a National Leader of Governance following a recommendation from the Improvement Board to review challenge in meetings, undertake training on monitoring visits, and quality assure visit notes.

It was noted that a mentor for the Head teacher had been provided.

10. UPDATE BY THE HEAD TEACHER

The Head teacher reported that the new school year had started positively and staff morale was good. He highlighted the following to Governors –

- School Councillors had been elected.
- The new SLT had met and reviewed the SDP.
- A review had begun of RE and worship following previous issues with the significance of the Christian ethos in school and its link to British Values. The RE Co-ordinator had reviewed the RE syllabus. It was noted that further work was required before the next SIAMS inspection; the Head teacher explained that the inspection was no longer a tick box exercise and the inspectors would be looking at RE and worship in more depth.
- The mission statement and strap line on the website would be amended by the Head teacher and Revd Renshaw and discussed with the School Council.

Governors commented on how well the children had settled into the new year and the positivity of the staff.

11. SCHOOL DEVELOPMENT PLAN 2017/18

The 2017/18 SDP was received and noted. The Head teacher reported that an amended plan would be circulated, and explained that areas had been identified within it for Governors to monitor. He went on to explain that the main foci of the new SDP included handwriting, phonics in EYFS, and the involvement of upper KS2 in key aspects of worship. It was noted that the school had discussed the implementation of a prayer book for the school. It was acknowledged that the Lord's Prayer would need revisiting with the children.

12. ATTENDANCE TARGETS

The Governing Body **approved** an attendance target of 97% for the 2017/18 academic year. It was noted that attendance had been above national last year.

13. CHAIR'S ACTION/BUSINESS CORRESPONDENCE

There was nothing to report.

14. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

The Governing Body received and noted a monitoring report on enrichment.

Monitoring visit proformas were circulated. The Chairman explained that the expectation would be for Governors to complete a visit once a term and for the visit reports to be submitted to and discussed at each Governing Body meeting. It was suggested that Governors could also include any questions they had. Governors noted that their monitoring should be linked to areas within the SDP with a specific focus each term.

The Chairman reported that he would be attending some training on preparing for Ofsted.

Governors discussed training needs and identified data as a possible future area for whole Governing Body training.

In relation to the Governing Body Strategy it was noted that this would be reviewed again following review of the school's aims and vision by the Head teacher.

15. POLICY REVIEW

The **Child Protection Policy** was **approved**.

16. **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 re-elected the Chair of Governors and appointed a Vice Chair, allocated themselves specific responsibilities, set up a monitoring plan, received the new School Development Plan and considered the recommendations of the Improvement Board.

17. **ANY OTHER URGENT BUSINESS**

A Governor thanked the Head teacher for his work so far and for the positive start to the school year. The Head teacher reported that there had been good parental attendance at the recently organised 'coffee and chat' session; parents had been keen to discuss challenging the more able and 'setting' in some subjects. The school was looking at holding an open day for both prospective and current parents with the inclusion of an evening session.

Governors discussed the usefulness of having some documents stored in the 'cloud' for reference purposes.

Governors discussed the subscription to the Governance Support service and **agreed** that they did not want to subscribe at the current time.

18. **DATE OF NEXT MEETING**

14th December 2017 7.15pm.

MEETING CLOSED 8.25PM

Chairman.....

Date.....