



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, 23rd MARCH 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

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Ms Canning, Mr Butcher, Revd Renshaw and Mr Morgan.

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.

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

The minutes of the meetings held on 8th December 2016 and 11th January 2017 were **agreed** and signed by the Chairman as correct records. There were no matters arising.

5. **FUTURE OF THE SCHOOL**

The Chairman reported on the Extraordinary Governing Body meeting held on 22nd March and explained for those Governors not present at that meeting that the Head teacher Selection Panel had decided not to appoint – this had been ratified by the Governing Body. The Acting Head reported that she was happy to remain in her current role until December 2017. The Head teacher recruitment process would be reviewed at the next Governing Body – it was anticipated that interviews would take place in September 2017 with a start date of January 2018.

The Chairman reported the Governing Body's decision regarding the Kelvedon St Mary's proposal (minutes of 22nd March 2017 refer).

The Acting Head reported that staff were in support of the decisions made. In response to some concerns from staff, the Chairman explained that, if the Governing Body felt that the candidates were unsuitable in the second round of recruitment, it would not appoint. He explained that the school's SEC, Kerrie McGrory, and David Bome had been present at the interviews and had been in agreement with the Panel's decision.

The Governing Body extended its thanks to the Acting Head for her work since taking on the role after half term.

6. **COMMITTEE REPORTS**

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

Curriculum Committee 8.3.17

The Acting Head reported that the school had changed the way it assessed and had created non-negotiables. The Acting Head confirmed that there were no concerns regarding teaching but that the assessments had been inaccurate due to some harsher judgements being made. The school's SEC had suggested that the school use a system that took the children's starting points to predict their likely result at the end of KS2.

In Year 6, it was noted that 24 out of the 39 children were at ARE in reading (62%) and 25 were at ARE in writing and maths (64%). Further moderations had been carried out and additional evidence identified and an 'in school' moderation grid had been developed.

The Chairman reported that the FPP Committee had approved the extra hours for booster sessions.

A Governor asked in what context a film had been shown to one year group as parents could misinterpret the school's intentions. The Acting Head explained that the children had been shown the film 'The Dawn Treader' as part of the The Big Write – the children did not watch the whole film but saw segments of it to enable them to gather ideas to then be able to write their own chapters.

It was noted that a Parent's Forum had been held that week and 6 parents had attended - the meeting had been positive and the actions the school had taken in relation to the suggestions made by the parents would be included in the newsletter.

The Committee had approved the Behaviour, Anti-Bullying and Marking Policies.

FPP Committee 16.3.17

Mr Glasson reported that a carry forward amount of £51,000 was predicted for year end. £18,988 of this carry forward would be used to balance the 2017/18 budget.

The 2017/18 budget had been based on 305 pupils. The budget was looking better than expected. More money had been put into premises for kitchen equipment and servers. Mr Glasson extended his thanks to Mrs Marks and the SBM for their work on the budget.

It was noted that the school would be subject to the Government's new Apprenticeship Levy from April – this would equate to 0.5% of the payroll but would be reimbursed if the school took on an apprentice.

The Committee had discussed the possibility of senior leaders holding their own budgets.

In relation to health and safety, the Acting Head reported that finger guards had been fitted onto doors at a cost of £600. The front door exit button would be moved to a higher position.

The Governing Body **approved** the **SFVS**, and the **2017/18 budget** in principle, subject to Governors being notified of any minor amendments.

7. REPORT FROM THE ACTING HEAD

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

A Governor commented on the decision that the school would not be using Cromer for the Year 6 residential trip next year. The Acting Head explained the reasons for this and reported that the school was looking at using Danbury Outdoor Centre as an alternative. This would be agreed at the next FGB.

A Governor queried the attendance and asked whether sickness was classed as authorised absence. The Acting Head confirmed that it was and went on to explain unauthorised absences in school.

A Governor commented that having one to one tours round the school for prospective parents was a great idea. The Acting Head explained that the school was considering the September inductions and had discussed having an event after school for the 2018/19 in take – this would include various stands that covered different aspects of the school plus there would also be clubs in action. The school was also looking at a banner, new leaflets and a revised prospective to raise the profile of the school.

The Acting Head circulated the proposed staffing structure for the summer term and went through it with Governors. **In response to a question by a Governor**, the Acting Head explained that the staffing for Classes 5 and 9 had been communicated to parents but no feedback had been received.

The Acting Head circulated the proposed staffing structure for September and explained the reasons behind the allocation of staff.

The Acting Head explained that staff were on very different contracts and that the SBM had been working with HR to review this. It was noted that some job shares would come to a natural completion and that the school was looking to spread the job shares more evenly across the key stages. The Acting Head went on to explain that one to one meetings had been held with all staff to discuss their areas of strength. It was noted that the school had historically found the transition from Early Years into Year 1 challenging and had tried to address this in the staffing structure.

The Governing Body noted the details in relation to maternity cover proposals and job share contracts.

The Governing Body **agreed** two temporary flexible contracts for 1 year for members of staff in Classes 4 and 9, with review after that year.

The Acting Head explained to Governors the issues regarding the SLT for September. She went on to report that contingency plans had been developed for all staffing eventualities.

The Governing Body commented that the proposed staffing structures looked positive for the school and approved the staffing structure for September 2017.

8. PUPIL PREMIUM REPORT

The Pupil Premium strategy had been received and noted – this had been included on the website. The report set out an overview of Pupil Premium expenditure and allocation of the funding.

The Acting Head explained that £47,000 out of the £50,000 funding was spent on LSAs – the school had increased the LSA support for Pupil Premium children and that support was also provided for external activities.

The Acting Head reported that the school had set up the Pupil Premium children as a separate group in each year group on Target Tracker so that their progress and ARE as a group could be tracked more easily.

It was noted that if the Pupil Premium children were not progressing the school would review the provision to ensure that impact was evident and the gap was narrowing.

Some Pupil Premium children were also tracked on the SEND grid as they fell into both SEND and Pupil Premium groups.

9. EQUALITIES OBJECTIVES

These would be submitted to the next meeting.

Acting
Head/Mrs
Riley/Mrs
Lomer/Mr
Butcher

10. SDP UPDATE

The SDP that had been drafted until July 2017 was reviewed.

The Acting Head explained that the orange areas were strategies that had been put in place but needed continuous monitoring and evidence gathered to ensure that sustainability was being achieved. It was noted that the green areas were actions that had been achieved and the red areas needed to be addressed.

It was noted that every staff and SLT meeting was linked to the SDP and staff had been set three performance management objectives that were also linked to the SDP.

A Governor commented that the SDP was in alignment with the areas that Governors would be monitoring.

A Governor asked how teachers had reacted to their PMRs being completed in February 2017 rather than October 2016. The Acting Head explained that they had been concerned that they would need to do more but that she had provided reassurance that this was not the case. The new objectives that had been set were all achievable. Interim reviews would be held in June.

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

The Chairman reported that he had received a letter from one of the school's neighbours asking if an overhanging tree could be cut back – the school would be surveying this. He reported that he had also received a letter from Tiptree Pre-school asking if they could use some of the land or buildings at the school for their pre-school set up. The school would be considering this request.

12. **APPROVAL OF 2017/18 NON PUPIL DAYS**

The following non pupil days were **approved**:-

4th September 2017; 5th September 2017; 2nd January 2018; 16th April 2018; 4th June 2018.

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

A number of Governor monitoring reports were noted for phonics, Pupil Premium, health and safety, collective worship, Class 11, and literacy in addition to any submitted to Committees.

In relation to the visit on phonics, **a Governor asked about 'the limiting factor being the shortage of adults to provide as much boosting as is needed.'** The Acting Head explained that the LSAs supported phonics and that Year 2 received a daily phonics booster session. An HLTA was also available to provide phonics boosting. The Acting Head felt that this would be sufficient for this year but that for next year the school would look at the LSA deployment for phonics boosting.

The Chairman and Mr Potter reported that they had attended an Effective Governance course, Mrs Lomer had completed her Governor induction course, Mr Glasson had attended a SEND and experienced Governor update and Mr Potter had undertaken some health and safety training.

The Link Governor confirmed that all Governors had completed their induction training.

The Chairman thanked Governors for their monitoring efforts and the attendance at some additional meetings. He asked if there were any barriers to monitoring? It was confirmed that Governors were expected to carry out a monitoring visit once a term for their area of responsibility.

14. **POLICY REVIEW**

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

- a. Finance Regulations
- b. Grievance Procedure
- c. Recruitment
- d. Pay
- e. Sickness Management
- f. Leave of Absence
- g. Educational Visits
- h. Critical Incident Management Plan
- i. Discipline and Dismissal
- j. Sabbatical
- k. Child Protection

In relation to d. above, it was noted that the policy had originally been agreed in the Autumn. The Governing Body discussed the removal of UPS2 from the pay scales due to budget constraints – capping the range at UPS1 would provide savings of approximately £3,000 on the 2017/18 budget. The school would continue to have the opportunity to reward and remove TLRs. It was **agreed** that UPS2 would remain in the Pay Policy for further review in Autumn 2017.

In relation to i. above, it was **agreed** that only the Chair of Governors and the Head had the power to suspend an employee and suspension could only be ended by the Chair of Governors or the Governing Body.

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 agreed a staffing structure for September, discussed gaps in learning and booster sessions to address these, reviewed the SDP, agreed a budget for 2017/18, received details of Governor visits, approved the 2017/18 non pupil days and had approved a number of policies and procedures.

16. **ANY OTHER URGENT BUSINESS**

The Acting Head reported that the September in take was currently indicating 30 first choice places out of a PAN of 45. She went on to report that 2 new children had started at the school with the possibility of a further 3 children joining.

17. **DATE OF NEXT MEETING**

10th July 2017 at 7.15pm.

MEETING CLOSED 9.05PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
9	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	