



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

**MINUTES OF THE AUTUMN TERM PLANNING MEETING OF THE GOVERNING
BODY HELD ON THURSDAY, 24TH SEPTEMBER 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	
	vacancy	Parent Governor	
	* Ms J Canning	Staff Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

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

Action

1. APOLOGIES FOR ABSENCE

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

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There was none.

3. **DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST**

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

Action

4. **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:-

Revd A M Renshaw should be elected as Chairman for the 2015/16 academic year (up to the first Governing Body meeting in 2016/17).

Mr S Eastbrook should be elected as Vice Chairman for the 2015/16 academic year (up to the first Governing Body meeting in 2016/17).

5. **GOVERNORS' REGISTER OF BUSINESS INTERESTS**

The Governors' Register of Business Interests for 2015/16 was updated by Governors.

6. **MEMBERSHIP**

The Governing Body noted the resignation of Mr Gareth Allen as a Parent Governor; the Chairman reported that she had sent a letter of thanks to Mr Allen.

It was noted that 2 vacancies existed for Parent Governors and 1 vacancy for a Co-opted Governor. The school undertook to seek parental interest in filling the vacancies and the Chairman asked Governors to let her know of any suitable candidates for the Co-opted Governor vacancy.

7. **STANDING ORDERS/GOVERNING BODY CODE OF CONDUCT**

The Standing Orders and Governing Body Code of Conduct were **approved** by the Governing Body.

8. **GOVERNING BODY COMMITTEES**

The Terms of Reference for the FPP Committee and the Curriculum Committee were **approved** for continued use, subject to the amendment of the composition of both Committees to 6 Governors.

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

It was proposed that the Community Learning team should be reinstated as a working group.

Action

The membership of the Committees was reviewed. It was **agreed** that Mr Glasson would be Chair of the FPP Committee and Mrs Riley would be Chair of the Curriculum and Pupil Related Matters Committee for the 2015/16 academic year.

Governor roles/responsibilities:-

The Governing Body **agreed** that Governors should be linked to the following school priorities for 2015/16:-

SEN – Mr Glasson
Safeguarding – Revd Renshaw
EYFS – Mr Morgan
Maths – Mrs Riley
Reading – Mrs Wakeling
Health & Safety – Mr Glasson/Mr Potter
French – Mr Eastbrook
Science – Mr Potter
Citizenship and Community learning – Revd Renshaw/Mrs Riley
British Values – Mr Butcher
Assessment and marking – Mr Butcher

Governors agreed that they would meet once a term with the staff lead for their particular priority and report back to the Governing Body on the progress made against those priorities. This would fulfil one of the core functions of the Governing Body in relation to organisational efficiency and effectiveness and would assist Governors in fulfilling their monitoring role.

Mrs Riley would remain as the Governing Body's Link Governor.

9. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18th June 2015 were **agreed** and signed by the Chairman as a correct record. Matters arising are set out below.

10. **MATTERS ARISING FROM THE MINUTES**

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

Minute 7 – the Head teacher reported that the Wellbeing Mentor had submitted a request for Governors to review her roles and responsibilities; he went on to provide some further information in relation to this. It was **agreed** that the Head teacher, Mr Glasson and Mr Morgan would meet to discuss this further and to report back to the Governing Body at its next meeting.

Head, Mr
Glasson,
Mr Morgan

Action

11. **SCHOOL EFFECTIVENESS PLUS**

The Head teacher reported that the school had taken part in the LA's School Effectiveness Plus (SE+) pilot. Based on the 25 characteristics of high-performing schools, SE+ is a complete improvement system for schools. SE+ helps schools to assess strengths, prioritise improvements, work with other schools, deliver good outcomes, and evidence that to Ofsted.

The Head teacher went on to report that as part of the project, parents, pupils, staff and Governors were asked to complete a questionnaire; this then informed the whole school review and was a useful way to ensure that a broad perspective was gained of all the stakeholders in school. Some of the top five priorities identified through the project had been selected for inclusion in the school's SIP.

All the schools in the Tiptree and Stanway Consortium had taken part in the project. As a result of this the LA would be subsidising some of the training modules that were linked to the priorities. The Head teacher reported that the school would be sending two members of staff on one training course; this also included an LA advisor to come into school and provide support on that particular module.

12. **SATS RESULTS**

The Head teacher reported that a Year 2 and Year 6 progress data analysis report had been sent to Governors. A SATS analysis for those years was circulated at the meeting. However, it was noted that the Government had not yet published the national averages for reading, writing and maths so the data had been compared to the national average for 2014.

The Head teacher commented that any discrepancies in the data were identified by the school and addressed in the appropriate way. For example, the issue of boys performing less well than girls in reading and writing at the end of KS1 had been discussed by staff at the beginning of September. **A Governor asked** whether this discrepancy between the boys and girls would have any repercussions by the time those children reached Year 6. The Deputy Head explained that it would not; although the children in Year 2 had received booster sessions in maths, they had not receive any boosters for

reading or writing. In order to address this the Year 3 staff had already identified those children that required intervention in reading and writing.

The Deputy Head reported that the school had achieved an 84% pass rate in the Year 1 phonics screening test (compared to an Essex average of 77%). The Year 2 phonics re-takes achieved a 100% pass rate.

The Head teacher explained to Governors that with the new curriculum the school was continuing to support children to exceed expectations.

Action

A Governor queried the reading and writing gap in KS2 and what the school was doing to address this. The Head teacher explained that the school was endeavouring to inspire the children more with their reading; the new library had gone some way to help with this as the school was able to track and monitor the books that the children were reading. The school was also monitoring and measuring skills more closely and had set reading comprehension tasks to help with this. Writing was a school focus especially in Year 5 where extra support had been put in place for intervention work. An extra day of support had also been put in place in Year 6.

The Head teacher reported that the school, following an analysis of the SATS papers, had considered that some of them had been marked incorrectly. It was noted that schools were required to pay for the papers to be re-marked unless the re-mark changed the child's grade. As a result, the school submitted 15 appeals; of these 5 children received a level change by receiving one extra mark. The school would be writing to their families informing them of this.

The pupil performance targets for the end of the academic year were circulated. It was noted that the new national expectation for reading, writing and maths was for 85% of children to reach or exceed age related expectations.

The Head teacher explained that whilst the school was being rigorous and challenging by setting high expectations, it was also taking a realistic viewpoint in that some children would not reach age related expectations.

The Head teacher pointed out that in KS2, the targets were not currently high enough in order for the school to reach national expectations due to the make-up of the cohort and the fact that they still had considerable gaps in their learning having only been taught the new national curriculum for 1 year; the school's SEC would be coming into school to undertake a target setting exercise. Due to there being no nationally agreed structure or guidelines for target setting as yet, the school was awaiting this visit to evaluate the rigour of its own target setting process. The Head teacher circulated detailed statistics for the way in which the Year 2 and Year 5 staff had set aspirational and

challenging targets for many of their students, proving that the school was aiming to raise standards towards the national 85% benchmark.

The Head teacher went on to explain that, although the school's SATS results for 2014/15 were above national, the school needed to be aware that going forward if results fell below the 85% threshold for 3 consecutive years, then the school could be regarded as a 'coasting' school.

A Governor asked whether targets had been set in the other year groups. The Head teacher explained that the same target setting process would be applied to the other years. He reported though that the new Ofsted inspection framework focused on children's progress rather than data.

Action

13. ATTENDANCE TARGETS

The Governing Body **approved** an absence rate target of 3.7% for the 2015/16 academic year.

14. SCHOOL IMPROVEMENT PLAN (SIP)

The Head teacher reported that the 2015/16 SIP was in the process of being finalised and would be submitted to the next meeting for review of its progress. As previously mentioned, the targets for the SIP had been derived from the whole school self evaluation process as part of the SE+ pilot.

The Head teacher reported that the Ofsted criteria had been included for each aspect in the SIP. This was to enable Governors to determine where the SIP targets fitted into the new Ofsted framework and to enable them to see how the school progressed through the Ofsted grading system. It was hoped that this would support Governors in asking more challenging and specific questions around school improvement and help familiarise them with how the school would be assessed when it was next inspected.

15. CHAIR'S ACTION/BUSINESS CORRESPONDENCE

The Chairman reported that she had received two minor complaints from parents which she had responded to. Both complaints had been resolved by the school.

The Chairman also reported that she had received a complaint about a member of staff; she had looked into the complaint and no further action had been required.

16. CLEVERTOUCH PLUS SCREENS

The Governing Body was reminded that it had provided approval via e-mail at the end of the summer term for the cost of the provision of 2 Clevertouch Plus screens. Although the FPP Committee had previously approved the purchase of these screens, the school had incurred an additional cost for an electric wall

lift to enable one of the screens to be accessible by a pupil who is a wheelchair user; the combined cost exceeded the Head teacher's authorisation limit and hence the need to seek Governor approval in order for the screens to be installed during the summer break.

This decision was **ratified** by the Governing Body.

It was noted that for the future, Governors needed to be mindful of the need to provide more evidence for best value.

Action

17. GOVERNOR COMMUNICATION WITH STAFF AND PARENTS

The Chairman proposed that, in order to improve communication with staff and parents and to raise awareness of the Governing Body, a small article should be included in the school newsletter after each FGB meeting setting out what Governors had agreed/discussed. The Chairman pointed out that part of the role of the Staff Governor was to disseminate information to staff about the Governing Body's work; a copy of the FGB minutes would be put in the staff room for reference.

Chair

18. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

Governors noted monitoring reports relating to premises, health and safety, SEN and the school's finances and procedures. Governors were reminded to send their completed reports to the Clerk for distribution with the FGB agenda.

The Head teacher commented that the visit reports that had been undertaken had been very valuable and supported the work of the school.

In relation to training, Governors were reminded of the briefing on the new Ofsted framework on 7th October.

It was agreed that an in-house training session should be held on Governor monitoring.

The Head teacher brought to Governors' attention the RAG rating system for governance which had been developed by EES for schools. The system would provide an opportunity to support improvements in governing body effectiveness. The new RAG rating criteria is outlined in the Excellent Governance in Essex Primary Schools document.

19. PAY POLICY/NATIONAL PAY AWARD

The Head teacher confirmed that all staff had been consulted on the new Pay Policy and that the Pay Committee had met to review the changes to it.

Mr Glasson reported that the Committee had agreed with the recommendations within the Policy and confirmed that the school would be maintaining the ability for all staff to take part in the salary sacrifice scheme for cycles and mobile phones. The Committee had agreed with the recommendation for an uplift of 1% to the minima of the range and an uplift of 2% to the maxima of the range and that the levels in between would be on a pro rata basis up to 2%. It was noted that the national pay award would not be performance related.

The Pay Policy was **approved**.

Action

20. DATES OF COMMITTEE MEETINGS

The following dates were agreed:-

FPP Committee - 5th November 2015
4th February 2016
9th June 2016 (all at 7.15pm)

Curriculum Committee - 4th November 2015
24th February 2016
15th June 2016 (all at 4pm)

21. 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 reviewed pupil progress and new targets; questioned how the school supported children where gaps in learning had been identified; delegated Governors for monitoring purposes and had set an absence target for the school.

22. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 26th November 2015 at 7.15pm.

MEETING CLOSED 9.05PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
10	Head, Mr Glasson and Mr Morgan to meet to discuss the request by the Wellbeing Mentor, for report back to the FGB.	Head, Mr Glasson, Mr Morgan	
17	Governor article to be included in school newsletter.	Chair	