



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

**MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BODY HELD  
ON MONDAY, 16<sup>TH</sup> NOVEMBER 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 and Mr Morgan.

**2. NOTIFICATION OF ANY OTHER URGENT BUSINESS**

It was agreed to take the following item:-

Items for disposal.

**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 reported that there had been 3 nominations for the 2 Parent Governor vacancies; she explained that she had spoken to the 3 parents and one had agreed to fill the Co-opted Governor vacancy on the Governing Body. It was therefore **agreed** that Mr A Jones should be appointed as a Co-opted Governor for a 4 year term of office. The Governing Body noted the appointment of Mr M Bishop and Ms A Lomer as Parent Governors for a 4 year term of office.

5. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 24<sup>th</sup> September 2015 were **agreed** and signed by the Chairman as a correct record. There were no matters arising.

6. **PRESENTATION ON BRITISH VALUES**

The Governing Body received a presentation on SMSC and fundamental British Values and how this should be addressed in Primary schools. A copy of the presentation material had been circulated to Governors.

It was noted that the children were already very aware of British Values in school and that the challenge was to ensure that it was age specific.

7. **HEAD TEACHER'S REPORT**

The Head teacher's report was circulated at the meeting.

Attendance –

It was noted that attendance at school was good. Strategies employed to address any issues included the provision of attendance reports to each class teacher to boost pupil's knowledge of the importance of being on time and attendance at school, the monitoring of lateness and obtaining evidence of all medical appointments. Certificates were handed out for 100% attendance each term.

Data -

Governors noted the Essex data for Foundation stage, KS1 and KS2 and the following points were made in relation to St Luke's results for 2015:-

- Standards were good in Early Years. From cross-moderations with other Consortium schools, the school had found that its work in Early Years was exemplary but other schools had improved data. The Head teacher felt that this was, in part, due to the school being slightly harsher in its judgements.

- The percentage of children in Year 1 who had passed the phonics test had been above Essex and national; disapplying pupils had also been included in this data.
- In KS1, attainment was better than national in all subjects. The school had been successful at closing the gap for disadvantaged pupils with attainment in all three subjects above national average.
- In KS2, it was noted that FSM and disadvantaged pupils had outperformed national in reading, writing, maths and GPS.

#### Year group targets 2016 –

Governors noted the year group targets for the end of 2015/16 for Years 2, 3, 4, 5 and 6; Year 1 targets had not yet been completed due to staff absence.

It was noted that the Year 5 cohort had not had a good journey through the school as they had been on a downward dip at the end of Year 1. The Year 5 cohort also had higher than average SEN numbers at 20.5%. The Head teacher pointed out that the Year 5 end of year targets were very aspirational. **A Governor asked** why they had been given such aspirational targets. The Head teacher explained that the school had identified those pupils who were likely to reach ARE and those who would not. A provision map had been developed for each pupil who was unlikely to reach ARE; progress could then be measured to ensure that they made accelerated progress. It was noted that it was important to provide dialogue to show progress. Governors were welcome to review the anonymised data for this year group and to look at how the pupils were tracked.

#### Pupil Premium –

The Deputy Head reported that the Pupil Premium children were tracked every half term, the progress analysed and the provision adapted if necessary. It was noted though that it had become more difficult to identify those children entitled to Pupil Premium funding and that the school was looking at the best way to encourage parents to come forward to apply for the funding. For the more able Pupil Premium children, although they did not need interventions for academic progress, the school was still required to evidence what the funding had been spent on; this was done through financial help with school trips/Breakfast Club etc.

**A Governor commented** that it was not always clear to parents of the benefit of applying for the funding. It was noted that this could be highlighted in the newsletter. A Pupil Premium spend report for last academic year had been reported to the summer FGB and had been included on the website.

Wellbeing report –

The Governing Body received a report from the Wellbeing Mentor. **A Governor asked** about the increase in unauthorised absences last academic year. The Head teacher explained that this was due to one pupil who was unable to be at school for a period of time.

## 8. UPDATE ON SAFEGUARDING

The Head teacher reported that an online safeguarding audit would need to be completed by July 2016; Mrs Wakeling, the Chairman and Head teacher would meet to complete this.

## 9. COMMITTEE REPORTS

The minutes of the following Committees had been received:-

### Curriculum Committee 4.11.15

The SMSC Policy was **approved**. The other policies listed in the minutes were not due for review until Summer 2016.

### FPP Committee 5.11.15

The Head teacher circulated the priority spends for premises; it was noted that the red highlighted items were a priority and that they totalled the amount in the premises budget. **A Governor questioned** whether the school was obliged to use the approved suppliers. The Head teacher explained that the school had previously found it difficult to find reputable companies who provided a good service; he went on to explain that Steels were used by some secondary schools.

**A Governor commented** that the cost of the replacement of the rotten post seemed expensive and asked whether the Site Manager could undertake this job. The Head teacher explained that the Site Manager did undertake some jobs but pointed out that as he was new to the school he was mindful of doing a good job. He also had a list of maintenance jobs to complete. The Head teacher undertook to speak to the Site Manager though regarding the post replacement.

Head

The Governing Body **approved** the priority premises items as identified in the report.

The Business Contingency Plan was **approved**. The Plan would be personalised for the school and reviewed by the Committee. The Financial Regulations were **approved**.

Pay Committee 12.11.15

Mr Glasson reported that the Committee had met and approved some pay awards as recommended by the Head teacher.

Teaching and Learning team

The Deputy Head reported that the next project for the team would be to review the school's sex education policy for Years 5 and 6. The proposals would then be submitted to the Curriculum Committee in May next year.

Community Links

It was noted that a meeting had been set up in relation to community links.

**10. REVIEW OF THE SIP**

The 2015/16 SIP was circulated at the meeting. The Head teacher explained that staff had helped to write the SIP, something which had not previously been done at the school; this had given them some ownership of the document.

A review of the SIP would be undertaken in July so that priorities could be identified for September.

It was noted that the school had focused on British Values and PE. The school was also moderating its judgements to move the practice of assessment forward.

The Chairman pointed out that Governors should use the SIP for planning their monitoring visits.

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

The Chairman reported that details of a complaint to the school had been discussed at the Curriculum Committee.

**12. POLICY REVIEW**

It was noted that the Assessment Policy and the Child Protection/Safeguarding Policy were in the process of being reviewed. The Deputy Head reported that she would be attending training on radicalisation and FGM and that this would then be cascaded down to other staff

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

Governors noted a number of monitoring reports in relation to British Values, Duxford trip, residential trip, Science, French, Maths and guided reading. The Head teacher thanked Governors for being so proactive with their monitoring.

It was agreed that the list of subject areas for monitoring would be discussed at the next meeting.

It was noted that a training session on monitoring and evaluation had been arranged for 26<sup>th</sup> January 2016.

A number of Governors had attended a briefing session on the new Ofsted framework.

14. **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 informed themselves about British Values, appointed new Governors, monitored effectively, looked at targets for all years, looked at how to identify Pupil Premium children, looked at making the premises safer and had identified cohorts that required additional help.

15. **ANY OTHER URGENT BUSINESS**

The Head teacher circulated a list of decommissioned items that required disposal. The list was **approved**.

16. **DATE OF NEXT MEETING**

It was noted that the next meeting would be held on 17th March 2015 at 7.15pm.

17. **CONFIDENTIAL MATTER**

A confidential matter is set out as an Appendix to the minutes.

MEETING CLOSED 9.50PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
9	Head to speak to Site Manager re post replacement.	Head	
13	List of subject areas for monitoring would be discussed at the next meeting.	Clerk to note for agenda	