



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 THURSDAY, 22nd SEPTEMBER 2016, 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	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors
Mrs G Smith – School Business Manager

Action

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

The following item was agreed:-

ICT equipment for decommissioning.

3. DECLARATION OF NEW BUSINESS INTERESTS (PECUNIARY AND PERSONAL INTERESTS)/CONFLICTS OF INTEREST

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

Governors updated the Register of Business Interests for 2016/17.

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:-

Mr S Eastbrook should be elected as Chairman for the 2016/17 academic year (up to the first Governing Body meeting in 2017/18).

Mr P Butcher should be elected as Vice Chairman for the 2016/17 academic year (up to the first Governing Body meeting in 2017/18).

The Governing Body thanked Revd Renshaw in her role as Chair of Governors for 2015/16.

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

The Standing Orders were **approved**, subject to the amendment of paragraph 18.1 to reflect that all correspondence (unless concerning a complaint) should be submitted to the Chair/Clerk and only circulated to the rest of the Governing Body if necessary.

The Governing Body Code of Conduct was **approved** and Governors signed up to the roles and responsibilities within it. It was highlighted that the school's aims, values and ethos required review at some point.

6. **ORGANISATION OF 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 the Committees to read 'no fewer than 5 members', and some minor amendments to the FPP terms of reference.

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

The membership of the Committees was updated. 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 2016/17 academic year. Vice Chairs would be organised at the next Committee meetings.

The Governing Body **agreed** that Governors should be linked to the following school priorities for 2016/17:-

SEN and Gifted and Talented – Mr Glasson
Safeguarding – Revd Renshaw
EYFS – Mr Morgan

Health and Safety – Mr Bishop/Mr Potter
Citizenship, Community learning and British Values – Mrs Lomer/Mrs Riley/Revd Renshaw
Assessment and marking – Mr Butcher
Maths KS1 – Mr Jones
Maths KS2 – Mrs Riley
English KS1 – Revd Renshaw
English KS2 – Mrs Wakeling
Science – Mr Potter
Enrichment -Mrs Spall/Ms Canning
Pupil Premium – Mr Eastbrook

Mrs Riley reported that at a recent community learning meeting there had been some discussion about starting a 'buddy system' with teachers and Governors. This would involve pairing up Governors to a class teacher, meeting each other face to face at the beginning of the year and then the teacher emailing their Governor throughout the year to keep them up to date with how their class was doing. This would give Governors a more in depth knowledge of their class and help them to focus on results and data in one area. **Governors commented that any opportunities to get to know the staff would be positive and beneficial.** It was therefore **agreed** that Governors would be allocated to the following classes:

Class 11 – Mrs Wakeling	Class 10 – Mrs Lomer
Class 9 - Mr Jones	Class 8 - Mr Glasson
Class 7 – Mrs Riley	Class 6 – Mr Butcher
Class 5 – Mr Bishop	Class 4 – Mr Potter
Class 3 – Mr Eastbrook	EYFS – Mr Morgan
EYFS – Revd Renshaw	

Revd Renshaw reported that she had taken an EYFS assembly and commented that the children had been very attentive and engaged. The Head teacher explained that this was in part due to the new EYFS induction process and routine which allowed the children to settle quickly into school.

7. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7th July 2016 were **agreed** and signed by the Chairman as a correct record, subject to the amendment of Minute 10, second paragraph, last sentence to read 'It was envisaged that the SIP and Governing Body Strategy would complement each other'. Matters arising are set out below.

8. **MATTERS ARISING FROM THE MINUTES**

Minute 7 – it was noted that Mrs Lomer, Mrs Riley and Mr Butcher had not yet met with the Head teacher to look at the production of some equalities objectives for reporting back to the next Governing Body.

**Mrs Lomer/
Mrs Riley/
Mr Butcher**

Minute 8 – it was noted that once the payroll issues had been resolved, the Governing Body would be sending a letter of complaint to Essex Payroll.

9. UPDATE BY THE HEAD TEACHER

The Head teacher provided the following update:-

- The joint staff and Governor training at the start of term had gone well.
- The staff and children had settled in well, especially those members of staff on a job share.
- A new Catering Manager had been appointed.
- A new Administrative Assistant for the office had been appointed but had since resigned the position – the meeting was advised of how the office had been covered since and the current situation regarding the Administrative Assistant.
- Two teaching assistants were being accredited to become HLTAs.

The Head teacher went on to provide a more detailed update on staffing.

10. SATS RESULTS

Although the Governing Body had received the SATS results at the previous meeting, the Head teacher reported that the school had submitted 3 appeals, and although 2 of these had resulted in a change of mark, this had not been enough to reach the threshold of 100.

The Head teacher circulated the recently published One Page Summary from the LA which set out the school's results in relation to Essex and national figures. The Head teacher explained the progress results (KS1 to KS2) to Governors and how this was measured.

The Governing Body noted that the KS1 results had been very positive with the KS2 results slightly below Essex and national.

The Head teacher reported that the school had joined a programme provided by an organisation called Pixel. The cost of the programme would be met by the Tiptree group of schools. The programme will look at how schools make the best use of their data and will then provide intervention strategies as appropriate. Pixel provide information in relation to a school's strengths and weaknesses and create work programmes to support children's gaps in knowledge.

The Head teacher went on to report that the Pixel programme would predominantly be used in Year 6 from September and included staff training; the school would be allocated a consultant and be given access to a portal of intervention programmes. It was noted that Pixel had a track record of providing schools with good information and potentially increasing school's results by 10%.

11. **ATTENDANCE TARGETS**

The Governing Body **approved** an absence rate target of 3.7% for the 2016/17 academic year. The absence rate had been 3.2% for last academic year.

It was noted that the Government had not yet produced any definitive guidance relating to term time holidays.

12. **GOVERNING BODY STRATEGY UPDATE**

The Governing Body Strategy update 2016-20 had been received and noted.

Mr Butcher reported that the Strategy had been aligned to the Ofsted priority areas.

It was pointed out that under the Academy section, it should be mentioned that any conversion to academy status would also require approval from the Diocesan Board of Education.

Mr Butcher highlighted that under the school resources section a target of 80% had been included for the staff budget ratio for 2020. The Head teacher commented that this was a challenging target and that in the light of recent recruitment challenges, a more realistic figure needed to be agreed. An accurate current staffing percentage would be submitted to the next FPP Committee. However, the Head teacher commented that the suggestion to use any savings from the staffing budget for the curriculum budget was a good idea.

Mr Butcher suggested that the document should have a yearly review period with SATS targets submitted to the Curriculum Committee and financial targets submitted to the FPP Committee. The Head teacher undertook to submit the Strategy to the SLT for their comments; the document would be adopted by the Governing Body at its next meeting. Progress could then be monitored through the Committees.

Mr Butcher

The Head teacher reported that the school was aiming in the future to provide data in the form of cohorts rather than year groups; this would provide more of a story behind the data. The Government was now looking more closely at low, medium and high attainers and their starting points.

13. **SCHOOL IMPROVEMENT PLAN**

The Head teacher reported that as the SIP was still being drafted it would be sent out separately to Governors.

Head

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

The previous Chairman reported that she had responded to a parental complaint at the end of the last academic year but that the issue had been resolved by the school.

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

Mrs Riley undertook to continue in her role as Link Governor.

Revd Renshaw reported that she had updated her safeguarding training.

Mrs Riley highlighted a number of courses for Governors to attend including a Preparation for Ofsted course and a Preparing Children for Life in Modern Britain course.

The Governing Body had received and noted a monitoring report on safeguarding.

16. **TEACHER'S PAY AWARDS**

This would be discussed at the next Pay Committee once teacher PMRs had been completed.

17. **POLICY REVIEW**

The following policies had been reviewed:

- a. Safeguarding
- b. Health and Safety
- c. Anti-bullying

The Policies a. to c. above were **approved** subject to any comments on them being submitted to the Head teacher by the following week.

18. **DATES OF FUTURE MEETINGS**

The next meeting of the Governing Body would be held on 8th December 2016 at 7.15pm. Future meeting dates were agreed.

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 allocated themselves specific responsibilities and had organised a 'buddy system' with teachers in order to aide their understanding of classes and to aide teacher understanding of the role of the Governing Body. A Governing Body Strategy had also been agreed.

20. **ANY OTHER URGENT BUSINESS**

A list of ICT equipment for decommissioning was circulated and **approved**. It was noted that the equipment was recycled at no cost to the school.

MEETING CLOSED 8.45PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
8	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	
12	Governing Body Strategy to be on next meeting's agenda.	Mr Butcher	
13	SIP to be circulated to Governors.	Head	