



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

**MINUTES OF THE SUMMER TERM MEETING OF THE GOVERNING BODY HELD
ON THURSDAY, 7TH JULY 2016, 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	
	Mr A Jones	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	
	* 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

Apologies for absence had been received and accepted from Ms Canning, Mr Jones and Mr Eastbrook.

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 conflicts of interest declared.

4. **MEMBERSHIP UPDATE**

The Governing Body noted the re-election of Mrs Riley as a Parent Governor for a four year term of office.

5. **CHAIR AND VICE CHAIR FOR THE NEW ACADEMIC YEAR**

The Chairman reported her intention not to stand again as Chair of Governors in the autumn. She went on to report though that the current Vice Chair had indicated his willingness to stand as Chair of Governors. As part of succession planning, a new Vice Chair would be required in the autumn. The Governing Body may also like to discuss at some point the term of office of the Chair and Vice Chair of Governors.

6. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 17th March 2016 were **agreed** and signed by the Chairman as a correct record. A matter arising is set out below.

7. **MATTER ARISING FROM THE MINUTES**

Minute 13 – 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**

8. **COMMITTEE REPORTS**

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

Curriculum Committee 15.6.16

Mrs Riley reported that the new website was now live.

A Governor asked about the missed maths target in Year 2. The Head teacher reported that this would be looked at during the whole school review in September and an explanation provided to Governors.

FPP Committee 16.6.16

The Head teacher drew Governors' attention to the issues that the school had been faced in relation to staff salaries following the move to Essex Payroll. Some staff had been paid incorrectly for 3 months by Essex Payroll; this initially related to 17 members of staff. Due to the overpayment in staff salaries, the school had to draw down an extra £22,000 to cover the differences, which had an impact on the school budget. The Head teacher explained that the overpayments had caused a huge amount of undue stress and anxiety for the staff involved and had resulted in some staff being

investigated for fraud and some being unable to claim their normal benefits.

The Head teacher reported that, following numerous complaints, the school had found it increasingly difficult to speak to a payroll representative but that the Head of Service was now dealing with the school's case personally. The school had asked for a letter of apology to be sent to the staff explaining why the error had occurred and for a payroll representative to come into school to discuss the matter further. The school would be receiving a rebate on its payroll fees. The Governing Body **agreed** that it would write a letter of complaint on the school's behalf.

The Head teacher reported that, as a consequence of this, the SBM had been unable to produce the normal Governor finance reports as most of her time had been consumed by payroll issues. He expressed his thanks to the SBM for her resilience in dealing with Essex Payroll and the staff at school.

9. **HEAD TEACHER'S REPORT**

The Head teacher's report was received and noted.

It was noted that pupil numbers had decreased slightly – 4 pupils had left since the autumn.

A Governor questioned why the number of Pupil Premium children had decreased. The Head teacher explained that this was in part due to not always being able to identify those pupils who were eligible for the funding – the school would now be obtaining NI numbers from parents in order for the County Council to check eligibility for the funding, although there was a cost to the school for this.

It was noted that attendance was good and the behaviour system was working well.

SATS results:

The Governing Body noted that the percentage of children who had achieved age related was 44% (reading, maths and GPS combined). The national average was 53% combined and 55% in Essex. The Head teacher reported that the school would be looking for some of the papers to be re-marked. Governors acknowledged that the tests had been very challenging and some children had found them completely overwhelming.

The Head teacher read out a letter from Clare Kershaw, ECC, that had been sent to all schools in Essex. The letter acknowledged the concern of Head teachers following the lower results and that this should not be interpreted as a decline in pupil's abilities. ECC were aware that the data would have some unreliability and the results had confirmed that.

In terms of Year 6 progress, it was noted that 61% had met and exceeded their steps progress in reading, 70% in writing and 79% in maths. This was positive news as some children had started Year 6 on the Year 3 and 4 curriculum bandings.

Phonics screening:

It was noted that 68.9% of children in Year 1 had achieved the expected standard in the national phonics check (this was below the national and Essex figure for 2015).

Year 2 results – it was noted that these were very positive.

Years 3 and 4:

In response to a question by a Governor, the Head teacher confirmed that the targets set had been highly aspirational as some had not been met. It was noted that reading was generally lower than writing and maths across the school and that this would be a continued area for development.

EYFS: the Head teacher was pleased to report that the EYFS practice had been graded as outstanding by the school's SEC.

10. REVIEW OF THE SIP AND REPORT OF THE WORKING PARTY

The Governing Body Strategy 2016-19, which had been developed by the Governor Working Party, was received and noted. Mr Butcher went through the strategic themes, visions and aims and asked for feedback from the Governing Body.

The Head teacher circulated a document that set out a different way of encapsulating the SIP and that overlapped with the Governing Body strategy. It was envisaged that the SIP would be used as the vehicle to achieving the Governing Body strategy.

The Head teacher commented that other aspirations of the school included a desire for the school to be distinctive in its relationship with the Church and community, and allowing the strong ethos to emanate from the school. He went on to comment that school partnerships would be key going forward and for schools to look for opportunities. The Governing Body suggested that these comments should be built into the strategy document.

It was **agreed** that the Strategy should be on the agenda for the next Governing Body in order to allow time for Governor feedback.

**Clerk/Mr
Butcher**

11. PUPIL PREMIUM GRANT

The data for pupils in receipt of the Pupil Premium grant was received and noted. It was noted that some year groups in particular were doing well. The Head teacher reported that the Pupil Premium funding had been spent on well directed and targeted support for the children.

A Governor commented that the data showed that the interventions that had been put in place were impacting positively.

Mrs Spall explained that the school would look at Target Tracker and identify those children working below expected and then look at the reasons why. She went on to explain that interventions were held inside and outside the classroom once or twice a week. The Head teacher reported that the school had funded staff to attend intervention programmes.

A Governor asked how well the Pupil Premium children had progressed from last year. The Head teacher explained that the comparative data for this was not available due to the changes in the curriculum and assessment. It was noted though that some Pupil Premium children were high achievers.

12. SAFEGUARDING UPDATE

The Chairman reported that she had updated her safeguarding training. It was noted that all Governors had been sent a copy of the updated 'Keeping Children Safe in Education' document.

From September it would be mandatory for schools to obtain enhanced DBS checks on Governors if not already done so.

The Chairman reported that the annual online safeguarding audit had been completed and that she would undertake a review of the Single Central Record.

A report by the Safeguarding Governor would be submitted to the Governing Body next term.

Chairman

13. GOVERNANCE STATEMENT

It was **agreed** that a Governance Statement would be produced for inclusion on the school website.

Chairman

14. HEAD TEACHER'S PERFORMANCE MANAGEMENT REVIEW

It was **agreed** that Mr Julian Sorsby should be appointed as the external advisor for the Head teacher's Performance Management Review.

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

The Chairman reported that she had dealt with the following:

- A consultation on the new siting of a mobile phone mast nearer Tiptree – no comment was made.
- Authorisation for the drawdown of £22,000 to cover the staff salaries in relation to the payroll error.
- A complaint by a member of staff in relation to the reduction in hours and the way the process had been handled.
- A number of parental complaints/concerns.

16. **CONFIDENTIALITY AND RAISING CONCERNS**

This is set out as a confidential minute.

17. **POLICY REVIEW**

The following Policies were reviewed:

- a. Staff Code of Conduct
- b. Leave of Absence
- c. Lettings

In relation to a. above, it was agreed that the staff dress code would be 'smart casual' - this was always mentioned at staff inductions. It was agreed that staff would not have personal internet access at work and that the use of mobile phones was set out in the ICT Policy – the policies needed to be cross referenced.

In relation to c. above, the SBM reported that the lettings rates would be increased by £2, in line with other nearby hirers.

The Policies a. to c. above were **approved**.

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

Governors noted a number of monitoring reports in relation to Health and Safety, attendance at Sports Day and an assembly.

The following Governor training was noted:

Mr Jones had completed his Governor Induction training.
Mr Eastbrook had completed a course on becoming a Chair of Governors.
Mr Bishop had attended a curriculum overview course and a premises and health and safety course.

Other training would be identified following completion of a further skills audit.

19. **DATES OF FUTURE MEETINGS**

The next meeting of the Governing Body would be held on 22nd September 2016 at 7.15pm. Future dates including Committee dates would be agreed at that time.

Governors were invited to attend the whole school review on 1st September.

20. **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 looked at how the Pupil Premium funding had been spent, discussed a strategic vision, looked at the importance of confidentiality, approved a number of policies, improved Governor visibility, discussed the issues surrounding payroll and had looked at the new school website.

21. **ANY OTHER URGENT BUSINESS**

There was none.

MEETING CLOSED 9.35PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
7	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	
8	Letter of complaint to be written to Essex Payroll.	Chairman/Head	
10	Governing Body Strategy to be on next meeting's agenda.	Mr Butcher Clerk to note for agenda	
12	Report by Safeguarding Gov to next meeting.	Chairman Clerk to note for agenda	
13	Governance Statement to be produced.	Chairman	