



St John's Green Primary School.
Learn to Live, Live to Learn

Minutes of the Meeting of the Governors held at the Abbey Field Site on
Monday 6th February 2017 at 6.15 p.m.

Membership:

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Mrs S Burke	Staff	Mrs D Brand	Parent
Ms N Roberts	Parent	Ms S Stubbings	Parent
Ms A Ioannidou	LA		
Mrs F Bullivant	Ex-officio		
Mrs T Bourne	Ex-officio		

Present:

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Mrs S Burke	Staff	Ms S Stubbings	Parent
Mrs F Bullivant	Ex-officio	Mrs T Bourne	Ex-officio

In attendance:

Mrs W Poole	School Business Manager
Mr P Freeman	Clerk

Mrs Stubbings was in the Chair for this meeting in the absence of Mrs Roberts.

Question/challenge from a governor is shown in italics.

1/02.17 Welcome

- Governors were welcomed to the meeting.

Presentation of Key Facts Document:

The following points were made:

- The document had been updated.
- The questions sent out a few weeks earlier had been included at the back of the document.
- The tables on pages 15 to 19 had been updated.
- The data trawl will be reported at the next meeting.
- The issue for governors was what was the data saying now?

2/02.17 Apologies for Absence

- Apologies were received and accepted from Ms Ioannidou and Mrs Roberts

3/02.17 Membership

Name	Category	End of Term of Office	Attendance 2016/2017
Vacancy	Co-opted		
Vacancy	Co-opted		
Mrs A Whitwell	Co-opted	2 February 2019	2/2

Signed: N Roberts

Date: 27/3/17

Ms A Ioannidou	LA	31 August 2020	1/2
Mr S Billings	Staff (Head)	N/A	2/2
Mrs S Burke	Staff	27 November 2018	2/2
Ms S Stubbings	Parent	10 March 2018	2/2
Ms N Roberts	Parent (Chair)	10 March 2018	2/2
Mrs D Brand	Parent	11 November 2019	½
Mr V Luaces-Fernandez	Parent	11 November 2019	0/1
Vacancy	Parent		
Alan Short	Associate Member	5 September 2020	0/2
Mrs T Bourne	Ex-officio		1/2
Mrs F Bullivant	Ex-officio		2/2
Mrs W Poole	SBM		2/2

- a. Vacancies: 2 x Co-opted, 1 x Parent.
 - The nomination forms for parent governors had been sent out.
 - Mrs Bourne may have found a governor who works at Colchester Borough Council. The Clerk will contact the Chair to arrange a meeting. **Action: the Clerk.**
- b. Terms of Office that end this year: none.
- c. Resignation: Alan Short.
 - Governors thanked Mr Short and asked the Clerk to send a thank you. **Action: the Clerk.**
- d. Recruitment of governors.
 - See above.
- e. Reconstitution of the governing body.
 - Nothing to report.

4/02.17 Declaration of Business Interests.

- None.

5/02.17 Notification of Any Other Urgent Business

- None.

6/02.17 Minutes of Previous Meeting:

- The minutes of the meeting on 12th December 2016 were agreed as a true record and were signed by the Chair.

7/02.17 Matters Arising.

- None.

8/02.17 Chair's Action

- Mrs Roberts had:
 - Agreed the revised Child Protection Policy.
 - Written a letter to the local Member of Parliament about funding, this was a standard letter. St John's Green will be in a better position than other schools. The major impact will be staffing issues.

9/02.17 Governor Matters and Development:

- a. Link Governor Report (For information only – not for discussion)
 - Nothing to report.
- b. Governor visits
 - There had been an email from Mrs Brand about training.
- c. Governor training attended (For Information only – to be fed into the Link Governor Report)
 - Nothing to report.
- d. To monitor the impact of all training undertaken
 - The Clerk pointed out that this will be an issue in future OFSTED inspections. It will be drawn to the attention of the Link Governor. **Action: the Clerk.**
- e. Standing Orders
 - The Clerk, with the help of Mrs Poole, had prepared a revised set of Standing

Signed: N J Roberts

Date: 27/3/17

Orders to match the current arrangements for the meetings of the governing body. They were agreed.

10/02.17 School Expansion

- Overview of snag list only/plans for future development of site.
 - The next meeting about the school expansion will be at the end of March 2017.
 - There was a plan for the use of rooms during the building work.
 - Information will be sent to parents about the project through the newsletter.

11/02.17 Staff Structure Review

- Nothing to report.

12/02.17 Head Teacher's Report

- Linked to the SDP
 - The School Development Plan was available to governors. It included Reading, Writing and Mathematics plans.
- Teaching and Learning Policy:
 - The policy remained unchanged since the last meeting.
- Inter-school collaboration.
 - The school was working with Kendall and Cherry Tree Primary Schools.
 - There was a suggestion of joint governor training at Kendall but a decision had to be made over the topic. Governors were asked to consider the subject matter. As a result it was suggested that there could be a refresher on OFSTED inspections and the role of the governing body. Mr Billings will contact Mr Carter-Tufnell to see if he were available to run such training. **Action: Mr Billings.**

13/02.17 ECM Committee Matters:

- Minutes of the last meeting.
 - The minutes of the meeting were agreed.
- Follow up action points
 - Ms Ioannidou was to discuss writing action plans and these were outstanding.
- ECM terms of reference - agreed.
- Report - it was agreed that pupil matters report would be a standing item on the agenda of the full governors meetings.
- Reading Action Plan
- Writing Action Plan
- Maths Action Plan
- The three plans which had been sent to governors were noted.
- CPD report from SMT
- Sports Premium
- SEN update
- High achievers SMT update
- Safeguarding report (for information only)
- Single Central Register (to note this has been checked and a policy is in place to do so regularly)
- Pupil Premium
 - Key Facts Document: page 16 – 2B = at Age-Related Expectation, 2B+ = above Age-Related Expectation.
 - The Pupil Premium Grant governor was Mrs Roberts.
 - The Sports Premium Grant.
 - Mrs Whitwell agreed to become the SEN Governor.
 - The reports for these two areas were on the school website.

- It was agreed that the September, December and March governors meetings would look at data. February and June meetings would look at Pupil Premium Grant, Sports Premium Grant and the impact of these and high achievers. The June meeting will also include an overview of the subject curriculum meetings.

14/02.17 PPF Committee Matters:

- Minutes of last meeting -agreed.
- Follow up action points - none.
- Budget:
 - A letter had been sent to the Local Authority to accept £50,000 for each of the next two financial years. This will be the funding for a full school.
- Finance action plan
 - An audit was carried out by SBM and there will be an action plan following the next review.
 - There was an annual audit the School Financial Value Statement which had to be sent to the Local Authority and will be included in the governor meeting agenda list for the meeting in March 2017. **Action: the Clerk.**

Financial Matters:

- Virements:
 - £8,263.00 to the Capital Income code and Capital Expenditure code: This will be spent on ICT and was agreed.
- Approval of the Financial Regulations following recent changes: these will mirror what was now in the standing orders of the governing body because of the new meeting structure.
- School Private Fund Accounts: the income and expenditure had to be shown. The accounts were agreed.
- Summary of Finance Reports Circulated since the previous meeting, this was attached at the end of these minutes:
 - The report was noted.
 - Mrs Whitwell will sign off the credit card.
 - What was the credit limit of the Headteacher? **Action Mrs Poole.**

15/02.17 Health and Safety.

The following points were made:

- The health and safety return to the Local Authority has to be made by 10th February 2017.
- Mr Billings will meet the site manager to finalise it.
- There had been minor alterations to the Town Site using high visibility strips because of a visually impaired child. Lights were being kept on to assist with visibility.
- A member of staff had fallen on the stairs at the Town Site twice. Staff had been reminded that children needed to be escorted downstairs when moving in groups.

16/02.17 Policies.

To ratify:

- Child Protection
 - Business Continuity Plan - was a work in progress and was under review. Mrs Whitwell will work with Mrs Poole, and the document will need to be reviewed annually, which will be at the December meeting in future.
 - Lettings
 - Grievance
- The three policies were agreed.

17/02.17 Residential and School Journeys Abroad

- Kingswood and Danbury and these crossover two academic years. The visits were agreed for 2017/2018 and at the summer meeting the trips for 2018/2019 will be agreed.

Signed: Nyke Sturtz

Date: 27/3/17

- Mr Bates and Mr Billings will meeting to discuss the arrangements for the Danbury visit and this will include eight members of staff who will be class teachers and learning support assistants.
- The journeys for Kingswood in 2017 and Danbury in 2018 were agreed.

18/02.17 Any Other Business.

The following points were made:

- With the new meeting system the onus will be on governors to read documents prior to the meeting.
- It will take time for the new meeting system to be established.
- The March, December and September meetings will be longer because of data and budget issues.
- The three-year budget will be updated with the estimated carry forward and the new plan with the updated toolkit.

19/02.17 What Have We Done to Advance the Education of the Children during this Meeting?

- Business continuity plan.
- Update of the Key Facts Document.
- Governors on the action plans.
- Agreement of funding from the Local Authority.

20/02.17 To Note the Dates and Times of the Meetings in 2016/2017.

Monday 27th March 2017

Monday 12th June 2017.

Meetings start at 6.15 p.m.

Meeting closed at 7:30 p.m.

Signed: M. Roberts

Date: 27/3/17

Summary of finance reports circulated since previous FGB meeting

Date of FGB meeting:	06.02.17
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	Item	Prepared by:	Emailed on:
1	Fun4kids – October 2016	LH	09.12.16
2	Fun4kids – November 2016	LH	09.12.16
3	Delegated Budget Report - Month 8	LH	09.12.16
4	Delegated Budget Report – Month 8 Part 1	WP	09.12.16
5	Delegated Budget Report – Month 8 Part 2	WP	18.12.16
6	Delegated Budget Report – Month 9 Part 1	WP	11.01.17
7	Fun4kids – December 2016	LH	11.01.17
8	Catering – Month 9 Part 1	LH	12.01.17
9	Catering – Month 9 Part 2	WP	12.01.17
10	School Private Fund – Report on Audited Accounts	LH	13.01.17
11	Delegated Budget – Month 9 Part 2	WP	19.01.17
12	Delegated Budget – Month 9	LH	19.01.17
13	Budget Planning Report No. 1 (Income)	WP	27.01.17
14	Financial Regulations	WP	30.01.17
15	Business Continuity Plan	WP	To be emailed on 31.01.17