



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

Minutes of the Meeting of the Governors held at the School on
Tuesday 16th September 2014 at 6.15 p.m.

Membership: (Committee membership shown in brackets.)

Mr P Taylor	Co-opted (P&R)	Vacancy	Co-opted
Mr A Short	LA (Chair) (P&R, ECM)	Mr M Folkard	Parent (P&R)
Mrs A Fair	Co-opted (P&R)	Ms S Stubbings	Parent (ECM)
Vacancy	Staff	Mr L McIver	Parent (ECM)
Mr S Billings	Staff (Head) (P&R, ECM)	Ms N Roberts	Parent (ECM)
Mrs F Bullivant	Ex-officio	Mrs T Bourne	Ex-officio
Mr P Freeman	Clerk		

Present:

Mr P Taylor	Co-opted (P&R)	Mrs J Mallinson-Hernández	Co-opted (P&R)
Ms S Stubbings	Parent (ECM)	Mr M Folkard	Parent (P&R)
Mr S Billings	Staff (Head) (P&R, ECM)	Mrs A Fair	Co-opted (P&R)
Ms N Roberts	Parent		
Mrs T Bourne	Ex-officio	Mrs F Bullivant	Ex-officio
Mr P Freeman	Clerk		

Mrs Mallinson-Hernandez took the Chair in the absence of Mr Short.

Question/challenge from a governor is shown in italics.

1/09.14 Welcome

Teacher/Governor Forum:

- Receive the Key Facts document.
- Agree the School Development Priorities.
- Agree what information the governing body requires.
- Governor visits /expectations
- Year links

Mr Billings explained that this was an opportunity for members of staff to meet the governors and to organise how governors would work with members of as they hold the school to account. He made the following points about how this process would work:

- Data would play a big part in this exercise.
- The expectation was that every child would be given the best possible start both academically and socially and this system would help ensure that this happened.
- Those pupils who achieve Level 4 had a better chance in life than those who do not.
- The school needed to be in a position to say that members of staff and governors had

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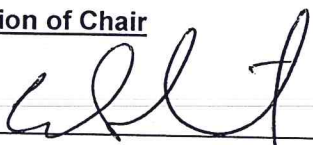
- done all they could to ensure that the child did the best that he/she could do.
- The Key Facts document was the main driver in this and it was based on the levels system.
 - Key members of staff were listed and for what they were responsible.
 - On the summary page targets were shown and whether they were achieved. High targets were set so that they were aspirational and the expectation was that pupils should make two levels progress.
 - The performance management of the class teacher and support staff was linked to pupil achievement.
 - Aspirational targets were based on where the child was starting. Each year the fundamental task was to ensure that progress and achievement was made to the correct level.
 - The target summary sheet showed the minimum level based on what had been achieved in the previous year +10%. E.g. the expected level for Year Two was 100% of pupils should have achieved 2a by the end of the year. The intention was to keep pushing forward.
 - The summary form showed the target setting for 2014/2015.
 - If pupils were making six points' progress in KS1 and Four points progress in KS2 over the academic year then the cohort was on track to meet the minimum expectation but with the hope that pupils would exceed the target.
 - Mr Billings had looked at the data to identify the issues. The data at the end of the previous year was used and as a result particular issues identified. N.B. The data from the Foundation Stage could not and should not be matched to National Curriculum data.
 - The focus was on Year Six where there were two teachers with classes of 15 pupils each. Resources had thus been put in place to support this focus.
 - The Target Tracker report had been issued with a commentary attached.
 - The yellow highlights were conclusions and gave governors a focus on targets, with a summary and commentary.
 - The intention was to tighten everything up so that governors had a clear understanding of how cohorts were progressing, where the concerns were and could effectively challenge the school on the next steps that needed to be taken.
 - During an OFSTED inspection the inspectors would wish to meet all governors with the expectation that they should say they were holding the school to account and seeking to ensure that the data was improved.
 - From this the school development priorities were identified for 2014/2015
 - The Foundation Stage was integral to the school. Raise on Line data was fundamental in the judgement of how the school was doing.
 - Governors would meet members of staff and talk through what was happening during this assessment period.
 - Governors had been allocated to year groups:
 - Foundation Stage - Mr Short.
 - Year One - Mrs Fair.
 - Year Two - Mrs Roberts.
 - Year Three - Mr Taylor.
 - Year Four - Mrs Stubbings.
 - Year Five - Mrs Mallinson Hernandez.
 - Year Six - Mr Folkard
 - Governors then met their link members of staff.

2/09.14 Apologies for Absence

Apologies were received and accepted from Mr Short.

3/09.14 Election of Chair

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16th September 2014.

Mr Short was unanimously elected as Chair for the coming year.

4/09.14 Election of Vice Chair

Mrs Mallinson-Hernandez had decided to stand down as a governor at the end of her current term. She said that she felt that it was time, after 10 years as a governor, to leave the governing body as the school starts a new era with the new site. Mr Billings thanked Mrs Mallinson-Hernandez for all the work that she had done as a governor. Mrs Roberts was elected as Vice-Chair for the forthcoming year.

5/09.14 Membership

Name	Category	End Date	Attendance 2013/2014
Mr P Taylor	Co-opted	19 November 2016	4/4
Mrs A Fair	Co-opted	26 June 2016	2/4
Vacancy	Co-opted		
Mr A Short	LA (Chair)	24 July 2014	4/4
Mr S Billings	Staff (Head)	N/A	4/4
Vacancy	Staff		
Ms S Stubbings	Parent	10 March 2018	2/2
Ms N Roberts	Parent	10 March 2018	2/2
Mr M Folkard	Parent	7 December 2016	3/4
Mr L Mclver	Parent	7 December 2016	3/4
Mrs T Bourne	Ex-officio		N/A
Mrs F Bullivant	Ex-officio		N/A

Attendance column shows each governors' attendance at full governors meetings during the previous academic year.

- a. Vacancies: 1 x Co-opted Governor and 1 x Staff.

Mrs Bourne and Mrs Bullivant would hold ex officio positions on the governing body. Staff had been asked for nominations for staff governor and two candidates had come forward. There would be an election before the next meeting.

- b. Terms of Office that end this year: Mrs Mallinson-Hernandez and Mrs Bourne.

Mrs Mallinson-Hernandez and Mrs Bourne had decided not to continue as governors at the end of the terms of office.

- c. Code of Conduct

Those governors present at the meeting signed the code of conduct.

- d. Committee membership

The list of committee membership was updated. Governors agreed that the first hour of this meeting had been of great value and the Committees would continue to work as previously but there was nothing to stop governors attending both committees.

- e. Reconstitution of the Governing Body

The Local Authority will be informed that the governing body had been reconstituted.

- f. Governance Statement.

It was planned that the Governance Statement will be prepared for publication at the end of the Summer Term of 2015.

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16th September 2014.

6/09.14 Declaration of Business Interests.

Governors completed a written declaration of interests which was an annual requirement.

7/09.14 Notification of Any Other Urgent Business

None.

8/09.14 Minutes of Previous Meeting:

The minutes of the meeting held on 24th June 2014 were agreed as a true record and signed by the Chair.

9/09.14 Matters Arising.

- a. Points raised in email from Nicola Roberts dated 25th June 2014.
Mrs Roberts explained that following the last meeting of the governors Mr Billings had sent her the Key Facts document for 2013/2014 and information from the two governors committees. She had raised questions about the information that she had been given and had Mr Billings responded to her. The emails that had been exchanged had been circulated to governors.

10/09.14 Chair's Action

None.

11/09.14. Welfare Reforms.

Mrs Bourne made the following points in relation to welfare reforms:

- Universal credit would not be introduced in Colchester for a further 18 months.
- Those people who were in private rented accommodation were the most affected by the reforms.

In response to a question from a governor Mrs Bourne explained that the children's view of their situation was what the norm was for them. There would be an opportunity for parents to report anonymously any concerns about other families and it was important that the school should create the right atmosphere for this.

12/09.14 Governor Development:

- a. Link Governor Report
Following the resignation from the governing body of Mrs Phillips there was a vacancy for the Link Governor position and Mrs Stubbings volunteered to take on this role.
- b. Governor training attended
None.
- c. Skills audit
It was agreed that the Clerk should contact Mrs Phillips for the report on the skills audit. **Action: the Clerk.**

13/09.14 School Expansion.

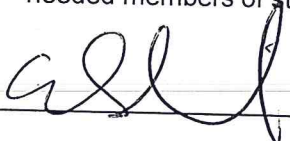
The meeting was taking place at the new site. The deadline for the handover of the new building had been achieved but only just. There had been a disagreement on the handover day and a moving in date had been arranged but the premises were not ready. However the decision had been made to move in regardless.

Snags:

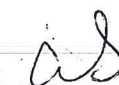
- ICT - the hardware was in school but had not been connected to a network and the equipment was being used as standalones. The fibre lines for the Internet/phone and the ISDN line had not been connected. A different team was required to complete the connection and this was planned for the Friday following this meeting.

The school was managing to run by using mobile phones and if the Internet was needed members of staff had to go to the Town Site. It was hoped that by the

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Monday following this meeting all would be ready for use.

- Other snags –
 - There were no pin boards in classrooms and they were on order and would be in place by the week following this meeting.
 - Other items from the snag list were gradually being dealt with.
- All members of staff had been brilliant and almost all had been in school during the holidays to ensure that it was ready to open. It was unanimously agreed that governors would send letters to members of staff to thank them for the work they had done during the holidays. **Action: the Clerk.**
- There were whole school assemblies at each site.
- The field at the Abbey Field site was being used for PE for Town Site pupils.
- The two sites operated as one.

In response to questions from governors Mr Billings made the following points:

- *PE lessons had stayed the same and because 'slippage' was inevitable at the beginning and end of PE lessons they were planned to be before or immediately after break or lunch.*
- *The use of the field for PE would continue in the winter.*
- *There had been a problem with the walking bus leaving earlier than was planned.*
- *If a parent was late, and the child had missed the walking bus, then the parent would walk the child to the Town Site.*
- *Governors thanked, and gave credit to, Mr Billings, Mrs Bourne and Mrs Bullivant for the school being ready to open on time.*

The meeting adjourned to allow governors to be given a tour of the school.

14/09.14 Staff Structure Review

Nothing to report.

15/09.14 Head Teacher's Verbal Report.

Nothing further to report.

16/09.14 Personnel and Resources Matters:

- a. Personnel and Resource Committee:
Nothing to report.

17/09.14 Pupil Premium

Nothing to report at this stage of the term.

18/09.14 Every Child Matters:

- a. Every Child Matters Committee:
 - Any questions.
There were no questions and nothing to report.

19/09.14 Financial Matters:

- a. Update to governors on commitment of orders on FMS6
There had been no commitments in August so the report was a nil return and this was in part due to there being a new server and ICT network.
- b. Approval of Virements.

From Month 4 Report – already circulated to governors

6	£20,000.00	08183 Contingencies Office ICT	06141 Office ICT	As per the 2014/2015 Delegated Budget Plan, to cover the cost of replacing the office IT administration network.
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16th September 2014.

7	£37,964.00	Catering Income Delegated Budget	LEA Income 0018	Projected UFSM funding was entered as Non LEA income on the budget plan and on FMS6 but this income should have been added as County funding.
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From Month 5 Report – already circulated to governors

Ref'	Amount	Cost Centre to be Decreased	Cost Centre to be Increased	Reason
11	£ 9,798.00	LEA Income 0018 Additional Grant Income	Decrease to 08184 Contingencies General	The school had expected to receive £37,964.00 of Universal Free School Meals (USFM) funding but unfortunately, as an expanding school, the funding will not cover the increased pupil numbers from September; the current number on roll has been used by County. Any funding due to the school for the variance between meals funded and meals served will be paid to the school in summer 2015. As per Financial Regulations, the P&R Committee to authorise.
12	£20,323.00	LEA Income 0001 School Block Funding	Decrease to 08184 Contingencies General	As previously reported, the school's Split Site Funding was due to be generated from two County departments. £20,323.00 based on the last Census NOR for the period of September 2014 – March 2015 had been awaited as separate funding but it has been advised that this sum is included in the monthly budget share. As per the month 4 report, £27,452.00 as additional Split Site funding was credited to the school in July. As per Financial Regulations.

All the virements were unanimously approved by governors.

20/09.14 Health and Safety.

Mr Taylor had completed the report with the caretaker and a separate one for each site which listed snags that had to be dealt with. The next visit would be undertaken after the half term holiday. It was agreed that the Clerk should email a classroom health and safety audit from the Health and Safety Executive website to Mr Taylor. **Action: the Clerk**

21/09.14 Policies.

None.

22/09.14 Any Other Business.

In response to questions from governors the following points were made:

- The school had sent teams to the Maths and English championships in the past.
- The consortium organised days for the more able pupils.

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- *Mr Billings would follow up the problem of four classes leaving the school through one entrance at the end of the day and members of staff not being able to see who was collecting the children. Action: Mr Billings.*

23/09.14 What Have We Done to Advance the Education of the Children during this Meeting?

- Teacher/governor forum.
- Sorting out snags at the new site.
- Governor training.
- Governor links.

24/09.14 To Note the Dates and Times of the Meetings in 2014/2015.

Tuesday 16th September 2014

Tuesday 11th November 2014

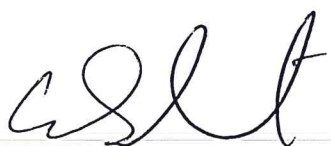
Tuesday 3rd February 2015

Tuesday 5th May 2015

- Mr Billings explained the rationale behind the dates for the meetings of governors in 2014/2015. The dates were tied to the end of the assessment periods. It was planned that governors would meet their link class teachers and hold them to account and then report to the Full Governing Body Meeting.
- Committee meetings would be planned to be in line with the Full Governing Body meetings.
- There was a discussion of whether an additional meeting was needed at the end of the year and it was agreed that at this stage it was not needed because committee meetings would take place later in the Summer Term. It was agreed that an additional meeting could be added if needed and that the Every Child Matters Committee would meet after the Full Governors Meeting.
- It was agreed that Mr Short, Mr Billings and Mrs Roberts would review the agenda structure to ensure that the teacher/governor forum which had been introduced would not mean that governors' meetings would exceed the two hours allocated.
- The dates for the P&R Committee meetings would be circulated to governors as soon as possible.

Meeting closed at 8:58 p.m.

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