



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 7th September 2015 at 6.15 p.m.

Membership: (Committee membership shown in brackets.)

Mr P Shirley	Co-opted (PPF)	Mrs A Whitwell	Co-opted (PPF)
Mr A Short	LA (Chair) (PPF)	Vacancy	Parent
Mrs A Fair	Co-opted (PPF)	Ms S Stubbings	Parent (ECM)
Mr S Billings	Staff (Head) (PPF, ECM)	Vacancy	Parent (ECM)
Mrs S Burke	Staff (ECM)	Ms N Roberts	Parent (ECM)
Mrs F Bullivant	Ex-officio		
Mrs T Bourne	Ex-officio		
Mr P Freeman	Clerk		

Present:

Mr P Shirley	Co-opted (PPF)	Ms S Stubbings	Parent (ECM)
Mr A Short	LA (Chair) (PPF, ECM)	Mrs A Fair	Co-opted (PPF)
Mr S Billings	Staff (Head) (PPF, ECM)	Mrs S Burke	Staff
Mrs F Bullivant	Ex-officio	Mrs T Bourne	Ex-officio
Mr P Freeman	Clerk		

1/09.15 Welcome

The Chair welcomed everyone to the meeting and sent the congratulations of the governing body to Mrs Roberts on the birth of a baby boy.

Teacher/Governor Forum: Presentation on the Key Facts Document (attached)

Mr Billings made the following points in his presentation:

- The Clerk will send out the latest version of the Key Facts document to governors. **Action: the Clerk.**
- Class teachers would produce an action plan which would detail the QFT needed ensure children made at least expected attainment. He was the school's Designated Child Protection Officer and Mrs Bourne was the deputy Designated Child Protection Officer.
- Governors were linked to year groups.
Alan Short – Foundation
Annie Fair – Year 1
Annette Whitwell – Year 2
Philip Shirley – Year 3
Sophie Stubbings – Year 4
Vacancy – Year 5
Nicola Roberts – Year 6
- Governor training was included in the document and governors should inform Mrs Stubbings

Signed: N J Roberts

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when they had completed training.

- Pupil attendance for 2014/2015 was above the school's target at 96.7%.
- The attendance target for 2015/2016 was 96.9%.
- The school was focussing on 'Growth Mind-set and Kagan' to support QFT.
- The targets for 2014/2015 were shown on page 8 of the Key Facts document.
 - In the charts the following colours were used to highlight:
 - Green showed where the previous year's data was exceeded.
 - Pink showed where the previous year's data was not exceeded.
- There was much that was positive in the document and teachers had been asked to focus on those areas which were not.
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- Where the analysis was highlighted in purple there was a very high focus area and if it was in red it would be a high focus area
- This was the last year that data would be reported in levels.
- Focus for 2015/2016:
 - Children who qualified for the Pupil Premium Grant (PPG).
 - Accelerated progress for children with SEN. It was important to maintain high expectations.
 - The individual year group conclusions were highlighted in yellow on pages 15 to 19.
- Headline Indicators: P20
- 60% of children in the KS1 Low attainment band achieved two levels progress in maths. This is below both reading 80% and writing 88%. High level achievers at the end of KS1 made 2 levels progress in maths and reading. 88% made 2 levels progress in writing. The attention of governors was drawn to the definition of a 'Coasting School'.
- Foundation Data:
 - More girls than boys had a good level of development.
 - The Foundation Stage would receive a separate OFSTED judgement following an inspection.
 - There were many positives for the Foundation stage especially considering the new Foundation Unit and an additional 30 children.
 - The conclusions were on page 23 (Version 4).
- Assessment without Levels:
 - The assessment systems do not match, you cannot compare levels with assessment without levels
 - There was less concern now about assessment without levels.
 - Looking ahead targets would be to have 100% of pupils securely at 'mastery'.
- School Development Priorities:
 - 80% of children to reach the Early Learning Goal (ELG) in reading, writing and number.
 - Pupil Premium children to close the gap by 5% for all year groups in each of reading, writing and maths.
 - Mastery level to increase by 20% in each of reading, writing and maths in each year group.
 - Gap to be closed between boys/girls in all year groups in each of reading, writing, maths by 5%.
 - Governors to develop their understanding of assessment without levels to enable them to hold the school to account through data analysis and questioning.
- Governors unanimously agreed the School Development Priorities.
- Governors unanimously agreed the attendance target of 96.9%.
- The Chair thanked Mr Billings for his presentation and his work to prepare the Key Facts document. He felt that there was a lot to take in and there were many positive areas.

2/09.15 Apologies for Absence

Apologies were received and accepted from Mr McIver (who had given notice that he would leave the governing body), Mrs Roberts and Mrs A Whitwell.

Mr Taylor had resigned as a Governor following changes to his work patterns that made it impossible for him to continue as a Governor. Mr Taylor had made a significant contribution during his time as governor, especially in his work with Mr Eves and the year 3 pupils and as

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SEN Governor. The Chair of Governors would write to him to express the committee's very warm thanks for his contributions.

3/09.15 Election of Chair

Mr Short was unanimously elected as Chair for the coming year. Proposed by Mr Billings and seconded by Mrs Fair.

4/09.15 Election of Vice Chair

Mrs Roberts was elected as Vice-Chair for the coming year. Proposed by Mr Short and seconded by Mrs Bourne.

5/09.15 Membership

Name	Category	End of Term of Office	Attendance 2015/2016
Vacancy	Co-opted		
Mrs A Fair	Co-opted	26 June 2016	
Mrs A Whitwell	Co-opted	2 February 2019	
Mr A Short	LA (chair)	24 July 2018	
Mr S Billings	Staff (Head)	N/A	
Mrs S Burke	Staff	27 November 2018	
Ms S Stubbings	Parent	10 March 2018	
Ms N Roberts	Parent	10 March 2018	
Vacancy	Parent		
Mr L McIver	Parent	7 December 2016	
Mr P Shirley	Associate		
Mrs T Bourne	Ex-officio		
Mrs F Bullivant	Ex-officio		

- a. Vacancies: 1 x Parent and 1 x Co-opted.
 - Mr Billings will organise the Parent Governor election. **Action: Mr Billings.**
 - Mr Taylor had resigned as a governor during the summer holiday, because of his pattern of work. The Chair agreed to write a letter of thanks to him. **Action: the Chair.**
- b. Proposal to appoint Philip Shirley to the vacancy for a co-opted governor. It was unanimously agreed to appoint Mr Shirley.
- c. Terms of Office that end this year: none.
- d. Code of Conduct: governors signed the Code of Conduct and it was agreed that the Clerk should send a copy of this document with the changes from the previous version highlighted. **Action: the Clerk.**
- e. Committee membership:
 - PPF Committee:
 - Mrs Whitwell – Chair.
 - Mr Short.
 - Mr Billings.
 - Mr Shirley.
 - Mrs Fair.
 - ECM Committee:
 - Ms Stubbings – Chair.
 - Mr Billings.
 - Mrs Burke.
 - Mrs Roberts.
- f. Appointment of SEN Governor.
 - It was agreed that this would be agreed at the first meeting of the ECM Committee.
 - Mrs Stubbings agreed to take on the role of Child Protection Governor.

6/09.15 Declaration of Business Interests.

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

Signed: _____



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7/09.15 Notification of Any Other Urgent Business

None.

8/09.15 Minutes of Previous Meeting:

- The minutes of the meeting on the 12th May 2015 were agreed as a true record and were signed by the Chair.

9/09.15 Matters Arising.

School Trips:

Governors approved residential trips to:

- Kingswood in September 2015.
- Danbury in May 2016.

10/09.15 Chair's Action

- NEETSA:
 - Schools were to form alliances to help meet the need for teachers in North East Essex.
 - This had already happened in the Tendring area.
 - The Primary SCITT route for teacher training began in September 2014.
 - The school had offered accommodation at the Abbey Field site for this project. The school would use the room when NEETSA was not using it.
 - Mrs Bourne was involved in the training of the teaching of Mathematics.
 - The plan was to develop a community of learning.
 - The Chair had agreed this under Chair's action and this was endorsed by the committee.
 - The school would need the room as a classroom in due course.
 - A service level agreement would be needed.
- Year 6:
 - Mr Billings and the Chair met to discuss the results of the pupils in Year 5 looking forward to end of year tests 2016.
 - They considered the possibility of again dividing the children into two classes, of fifteen pupils each, as this had been a successful strategy in 2014/2015.
 - Mrs Poole would prepare financial projections of the impact on the staffing budget for the PPF Committee.
 - It would involve a cost to the school budget for the Spring and Summer Terms in 2016.

11/09.15 Governor Development:

- a. Link Governor Report:
The Chair thanked Mrs Stubbings for her report.
- b. Governor training attended:
Governors will notify Mrs Stubbings of any training they had attended.
- c. School Effectiveness Plus – Governor Self-Evaluation.
Mr Billings explained the system:
 - Mr Billings explained the structure of the document.
 - He would provide a generic access for governors. **Action: Mr Billings.**
 - It was more useful than the SEF.
 - All governors need to be involved in the governor section of the document.
 - Up to three stars can be awarded for a section.
 - Comments can be added to the document.The Chair suggested that governors met separately to review the document and it would be useful to do this prior to the next OFSTED inspection. The Chair had access to the document and others could look at it.
 - When the document was prepared two stars were given for most areas.
 - The challenge was quite rigorous.
 - There was information in the Key Facts document to help governors in this work.
 - The document, once it had been completed, would be used to assist with school improvement.

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- HMI would be given access to the document when they called the school as it was the school's self-evaluation.
- He would send the web link to governors. **Action: Mr Billings.**
- A meeting to discuss the document could be arranged. **Action: the Chair.**
- It was important that governors buy into this document and contribute.
- The school was not below 'floor' targets.
- Structure of an OFSTED inspection:
 - Phone call at 12.30 p.m. on the day before the inspection.
 - On the first day there would be a visit from a single inspector.
 - At the end of the first day the inspector would decide if a second inspector was needed to make the assessment.
 - There would be a comment on governance as part of the Leadership and Management section of the report.
- There were eight boxes to complete.
- It was agreed that governors would look at the document on line and comment. **Action: governors.**

12/09.15 School Expansion.

- Overview of snag list only/plans for future development of site
Mr Billings reported:
 - He had met the Local Authority (LA).
 - Following a discussion with the Chair he had rejected the LA's proposal of a single storey building with two classrooms and a multi-use games area (MUGA) because of the wish to keep a grass field.
 - The school required two additional classrooms, a dance studio linked to the hall and ideally additional group room/office space. In addition, the school required a two story extension as this would have minimum impact on its footprint and hard play area for the children.

13/09.15 Staff Structure Review

Mr Billings reported:

- The extra teacher in Year 6 would not have an impact on the review.
- It had not been possible to appoint a Higher Level Teaching Assistant (HLTA) because they did not have the skill set the school required..
- The PPA timetable had been prepared and there was sufficient capacity to cover release with the schools current HLTA's and Senior LSA's.
- A Senior LSA, who had recently been appointed for Year 3, had subsequently decided not to take up the post.
- There will be a review of the LSAs and the impact they made in moving children forward.

14/09.15 Head Teacher's Report

- Linked to the SDP.
Nothing to add.

15/09.15 Personnel and Resources Matters:

- a. Premises, Personnel and Finance Committee meeting:
 - Any questions.
The minutes had been circulated and governors noted there would be additional costs to the National Insurance contributions and for the pension for all members of staff.
There were no questions.

16/09.15 Every Child Matters:

- a. Every Child Matters Committee:
 - Any questions.
The minutes had been circulated and there were no questions.

Signed: M/7/12/15

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17/09.15 SEN Report and Action Plan

Governors agreed it was a very good report. It was also requested that, in the future, Gifted and Talented children would be included under SEN.

18/09.15 Financial Matters:

- Ratify the decision to approve the Financial Regulations.
The Financial Regulations were agreed.
- Virement
 - Virement No. 8 is for £99,124.00 and this relates to the Furniture and Equipment Funding relating to the Abbey Field site
 - Virement 18 for 14/15 for £50,000.00 as per my email of 17.06.15
 - Virement 10 for 15/16 for £5,474.00 as per my report on Month 4.
The virements were agreed.
- Three Year Budget – process to develop and update.
Governors noted that according to projections in three years' time the school would be in deficit. The school would need to prepare for this.

19/09.15 Health and Safety.

- The smoke alarms had been installed in the attic.
- It was agreed that the Clerk would liaise with the Site Manager to arrange a visit.

20/09.15 Report on Pupil Premium.

- Action plan and intervention strategies.
- Welfare Reforms.
See above under the Key Facts section.

21/09.15 Policies.

- Pre-Employment
- Recruitment
- Sickness Absence Management
The policies, which had been agreed at the meeting of the PPF Committee, were approved.

22/09.15 Any Other Business.

- The Single Central record had been audited by the LA, Mrs Poole will work on the action points and report to the PPF Committee.

23/09.15 What Have We Done to Advance the Education of the Children during this Meeting?

- Governors had a clear understanding of the priorities and this will help with the challenge to teachers.
- Set attendance target.
- School expansion.
- Working as an effective governing body.
- An awareness of vulnerable groups had developed.
- SEN action plan.

24/09.15 To Note the Dates and Times of the Meetings in 2015/2016.

- 7th December 2015 – Assessment Period 1.
- 11th April 2016 – Assessment Period 2.
- 13th June 2016 – Assessment Period 3, which would be reported in the Key Facts document in September 2016 and the meeting would only take place if it were needed.

Meeting closed at 8:05 p.m.

Signed: Nykoob

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