



St John's Green Primary School.

Minutes of the Meeting of the Governors held at the Abbey Field Site on Monday 12th
June 2017 at 6.15 p.m.

Membership:

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

Present:

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Mrs S Burke	Staff	Mr G Beales	Co-opted
Ms N Roberts	Parent	Mrs D Brand	Parent
Ms A Ioannidou	LA	Ms S Stubbings	Parent
Mrs F Bullivant	Ex-officio	Mr P Shields	Parent
Mrs T Bourne	Ex-officio	Mr L Booker	Parent
In attendance:			
Mrs W Poole	School Business Manager		
Mr P Freeman	Clerk		

Question/challenge from a governor is shown in italics.

1/06.17 Welcome

- Governors were welcomed to the meeting and, in particular, Mr Booker who had been recently elected as a Parent Governor.

Governor Reports:

- Special Educational Needs.
 - There had been a meeting on the Friday before this meeting.
- Safeguarding.
 - Mrs Stubbings had prepared a report which had been circulated to governors.
- Website.
 - There had been a phone conference between Mr Billings and Mr Shields.
 - Mr Shields had reviewed the website and had identified areas for change and for additions to be made.
 - His main recommendation was that there should be fewer tabs to allow easier navigation of the website.

In response to a question by Governor the following point was made:

 - *It would be possible to improve the current website.*
 - He had used the list of statutory requirements in his review.
 - Mr Shields felt that someone from the outside looking in would find that everything was there but, an explanation and guidance were needed.

Signed: _____

M. N. Roberts

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- The information on the Pupil Premium Grant included an explanation of the allocation of the funding but not its impact.
- Work would continue on the website but the general look and feel of it were a question of resourcing.

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

- *A Facebook account would be a good idea and a member of staff was investigating it. This was common in many schools.*
- *A Year 4 group, to pass on information, had been set up by parents.*
- *The PTA account was a closed group.*

- Child Protection.
 - A report from Mrs Stubbings had been given to governors.
- Reading.
 - Mrs Burke had prepared a report which had been given to governors.
- Writing.
 - Ms Ioannidou had prepared a report on her visit.
 - She had a discussion with Mr Bates on strategies.
 - She had been interested in taking samples of writing which could be compared across the group of children.
 - Exceptions were few and the focus was on the National Curriculum targets.
 - There was a discussion of how writing was taught. It was based on storytelling, with the same frame of the story being used but parts of the story were changed.
 - Year 1 children had been pushed so that they reached the expected standard at the end of Year 1 and this reduced the pressure in Year 2.
- Mathematics.
 - A report from Mr Beales had been given to governors.
- Pupil Premium Grant.
 - Mrs Roberts had met Mrs Bourne.
 - It was important for the school to show there was an impact as a result of the use of the Pupil Premium Grant.
 - There would be practice time in class during which the teacher would focus on the disadvantaged children.
 - In looking at the impact there were barriers to learning which could be broken down.
 - There was Pupil Conferencing under the Visible Learning initiative, where members of staff met the children.
 - There were no longer comments on problems with pupils working at home because the school was not giving formal homework.
 - It was possible to show where progress had been made but it was difficult to identify which intervention had led to that progress. There was no exit questionnaire for disadvantaged children. Disadvantaged children could be asked which of a list of interventions had helped them.

In response to a question from a governor the following point was made:

- *it was possible to analyse data from assessment and to track each child. This was part of Visible Learning because it was looking at evidential sources. It was not possible to generalise and what helped children to move on could vary from year-to-year.*
- There was a breakdown of what teachers do, this included lesson plans, minutes of liaison meeting with the SENCO, the Raising Achievement Plan, performance management targets which were linked to support staff and teachers.
- It was possible to devise exit questionnaires for children.
- The Raising Achievement Plan, focussed intervention, practice time, focussed marking and questioning, week in and week out, had an impact. Although it comes to a point where it was not possible to change the circumstances of a child.
- Sometimes something will click and this was usually by the age of 13/14 and there was often a big change in Year 6.
- The school was doing everything it could to support disadvantaged children and sometimes it was not possible to do more. Sometimes it was necessary to improve on what was being done at the moment.

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

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- *When pupils were grouped on entry to the school disadvantaged children were not looked on as a group.*
- *The term disadvantaged had a specific meaning.*
- Sports Premium.
 - Mr Shields was now taking responsibility for this area.In response to a question from a governor the following point was made:
 - *The school had £9,000 to promote sport. The detailed breakdown is included on the school website.*
- Subjects.
 - See below.
- Class and related visits.
 - It was agreed that there should be a standard form for governor visits and a governor visits policy. **Action: The Clerk.** The governors' role was to comment on what they saw during a visit not to make a judgement.
- CPD.

Discussion of Annual Review by Curriculum Leaders.

Physical Education - report by Louise Pickard:

- There was a timetable of sport for the next academic year.
- There were lesson plans and assessments for each sport.
- The majority of sports were covered.
- There were in-house competitions for sport.
- Aims were for children:
 - To develop confidence.
 - To be physically active.
 - To engage in competitive sport.
 - To lead healthy active lives.

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

- *There were netball and football leagues for pupils in Years 5 and 6.*
- *Competitions will remain the same.*

Science - report by Elizabeth Salmon:

- The key item was for children to do experiments and then writing them up.
- There was at least one experiment each half term and there was a template on Trello.
- Moderation - a bank of statements was built up for the curriculum area which started with Year 1 and all topics will be covered.
- Gardening will start in September 2017.

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

- *Experiments were linked to topics and the formal writing up was important.*
- *Trello was a method of communication that everyone could see at the same time.*
- *Gardening to grow vegetables would involve Years 5 and 6.*
- *The school had signed up to the Royal Horticultural Society's gardening campaign.*

RE, PSHE and Modern Foreign Languages - Samantha Smith:

- The school used the Essex Curriculum for RE which was very clear, precise and fully resourced. It tried to ensure that all areas were covered. It was specific on religions and also thematic.

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

- *Each section was a different planning unit. There was a lot of background information and resources for teachers to adapt.*
- *There was a cultural understanding included in the teaching of Modern Foreign Languages with links to RE and PSHE.*
- *External teachers were being used.*
- *Modern Foreign Languages was part of the national curriculum, it was well resourced and taught Spanish and French. Primary school teachers were expected to teach it.*
- *There was one day's training for teachers for Modern Foreign Languages.*
- *Teachers were not taught how to teach a Modern Foreign Language.*
- *In Europe children learn English from early age.*

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N Roberts

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- *There was a problem of sustainability because of cost.*
- *Teacher confidence was an issue and there needed to be investment. A focus on one language was recommended and a dip into others. It would be possible to sustain Mandarin because there was a teacher for one afternoon each week.*
- *It was possible to teach strategies but not the language, and this included ways to deliver and use resources.*
- *The school was meeting elements of the requirements.*
- *By the end of this term a decision will be made on how to move forward from September 2017. The expectation was for Modern Foreign Languages in Key Stage Two.*
- *There were recommendations for timeslots.*

Art and Music – Susie Kerr:

- Children from a family on a low income can receive two thirds of the tuition cost for music lessons.
- The school was looking for consistency across the curriculum and to develop the confidence of teachers and consistency in the teaching of Art.
- The school was building on skills.
- A major focus was evidence, which would be used to show progress. There was a discussion of the ways of evidencing it i.e. photographs of work in progress.
- There was an Essex Music Festival in July.

In response to a question from a governor the following point was made:

- There were plans for each teacher which were taken from the National Curriculum and other places.

Humanities - History and Geography - Jennifer Gammans:

- There had been observations of teachers with a focus on curriculum coverage.
- There was a lot of overlap between Key Stages One and Two.
- There had been a design of a geography map which included skills and success criteria, from the National Curriculum, for the Autumn, Spring and Summer Terms. This will be given to all teachers for planning purposes and to highlight what they had to cover.
- Evidence in children's books was needed and these will be linked to theme planning.
- To increase interest there was a World Around Us Week with a bug hunt and poster competition. There were many pictures on Trello.
- Online resources were being investigated.
- Foundation Stage was involved as much as possible.

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

- *There were links, as much as possible, to core books but overlap was not wanted, however, direction was given.*
- *There were no attempts to take away individuality but a set of skills from the National Curriculum was given to teachers to develop and they were important.*
- *Topics can be changed.*
- *Members of staff had been appointed to these roles in February 2017 and now the school had a larger staff these roles were required.*
- *Some key skills were missing but these will be developed and it is up to teachers to deliver them.*
- *Members of staff had applied for positions but they may not have got the areas they wanted.*

Presentation of Key Facts Document:

- The Key Facts document had been sent to governors following the last meeting.

In response to a question from a governor the following point was made:

- *When the next academic year begins there will be data from Foundation Stage to Year 6 and it will be taken forward in September 2017.*

2/06.17 Apologies for Absence

- None.

3/06.17 Membership

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Name	Category	End of Term of Office	Attendance 2016/2017
Vacancy	Co-opted		
Mr G Beales	Co-opted	26 March 2021	2/2
Mrs A Whitwell	Co-opted	2 February 2019	5/5
Ms A Ioannidou	LA	31 August 2020	3/5
Mr S Billings	Staff (Head)	N/A	5/5
Mrs S Burke	Staff	27 November 2018	5/5
Ms S Stubbings	Parent	10 March 2018	4/5
Ms N Roberts	Parent (Chair)	10 March 2018	4/5
Mr L Brooker	Parent	5 June 2021	1/1
Mr P Shields	Parent	15 March 2021	2/2
Mrs T Bourne	Ex-officio		4/5
Mrs F Bullivant	Ex-officio		5/5
Mrs W Poole	SBM		5/5

a. Vacancies: 1 x Co-opted.

- There had been no further information from the Army about a governor.
- Mr Billings will contact the University of Essex about people interested in becoming a governor. **Action: Mr Billings.**

b. Terms of Office that end this year: none.

c. Appointment: Mr Booker.

d. Resignation: Mrs Brand.

e. Recruitment of governors:

4/06.17 Declaration of Business Interests.

- Mr Booker declared his interest as the school photographer.

5/06.17 Notification of Any Other Urgent Business

- Mr Booker and Mr Shields declarations of interests will be sent to Mrs Poole.
- Governor profiles from Mr Booker, Mr Beales and Mr Shields.
- Online training links will be sent to Mr Shields and Mr Beales.

Action: The Clerk.**6/06.17 Minutes of Previous Meeting:**

- The minutes of the meeting held on 27th March 2017 were agreed as a true record and were signed by the Chair.

7/06.17 Matters Arising.

- The online training - GEL and Prevent had been sent to governors.
- Mrs Roberts will visit to look at high achievers.
- Apprentice Levy: The Local Authority claims money from the school but it was not clear if it was possible to claim some of this back for the school to use.
- The school development priorities for buildings had been identified.

8/06.17 Chair's Action:

- Child Protection Policy - governors ratified the Chair's decision on this policy.
- Parent Teacher Association:
 - The Chair of the Parent Teacher Association (PTA) had stepped down.
 - No one had turned up for the PTA meeting about helping with the Summer Fair. The school ensures the Christmas and Summer Fairs are successful.
 - It was agreed that it was important that there should be a clear way forward for the PTA that would give parents a sense of purpose. A member of staff was needed to work alongside it. The aim was to reconvene the meeting in September 2017.
 - The school appreciated the effort made by the PTA, in particular the Easter Egg hunt and filming the Foundation Stage production.

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- Diversity:
 - There had been a complaint from a parent that the school could do more to promote diversity.
 - Governors agreed that St John's Green was an inclusive school but it was important to promote diversity.
 - The main issue was perception and it would be possible for the school to do more to promote cultural diversity.
 - There had been several initiatives in the last few weeks before this meeting and it was important that these should be developed further.
 - There was greater diversity in the school than in the past e.g. the books in the library.

9/06.17 Governor Matters and Development:

- a. Appointment of Link Governor:
 - Mr Booker agreed to take on the role of Link Governor.
- b. Online Training and Governor Support:
 - It was agreed that the school should sign up to the governor training package.
- c. Governor training attended - report (For Information only – to be fed into the Link Governor Report).
 - Mr Beales had booked induction training to take place in July 2017
- d. To monitor the impact of all training undertaken:
 - Nothing to report.
- e. Agree a governor to prepare a report on the meeting for parents.
 - Mr Shields agreed to prepare the report.
- f. Annual Schedule of Meetings:
 - The schedule of meetings, which had been published on the agenda, was agreed.
- g. Trello:
 - This was online and governors were invited to join Trello and it gave access to governor documents. Mr Billings demonstrated what was available. It was agreed that the action plans prepared by curriculum leaders should be added.
 - Governors would receive an invite from Mr Billings to join Trello and they should click accept.
- h. Class Visits and Visits Form:
 - Nothing further to report.

10/06.17 School Expansion

- Plans for future development of site – report:
 - There had been a delay of two weeks related to the order of steels. They had now been delivered.
 - The structure of the new building will be in place by the end of the week of this meeting.
 - There was no pressure for the work to be completed quickly.

11/06.17 Head Teacher's Report

- Linked to the SDP
 - There had been no change to the SDP.
- Teaching and Learning Policy:
 - No changes had been made to the teaching and learning policy.
- Inter-school collaboration – report:
 - The school was in a consortium with fifteen others in Colchester. This also involved the Visible Learning project.
 - The other part of the inter-school collaboration was the Triad which involved joint moderation, joint staff meetings and peer to peer review.
 - The other two schools in the Triad were Cherry Tree Primary and Kendall Primary. The school will be in a duo for the remainder of this

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academic year. The Triad will reform with different schools.

- Child First: St John's Green was no longer involved and had cancelled its membership with a saving of £9,000. The main benefits had been speech and learning support and family workers but it did not give value for money.

In response to a question from a governor the following point was made:

- *Collaboration involved pupils as well as members of staff, e.g. joint School Council meetings and Authors Abroad.*
- *Governors have been encouraged to work with other governing bodies.*

12/06.17 Pupil Matters:

1. Report:

- Number of Pupils on Roll – 450 (1 over in Fdn; 1 over in Yr1)
- Number of Fixed Penalty Notices issued for non-attendance - THREE
- Number of Racist Incidents Reported - THREE
- Number of pupils subject of a Child in Need plan - 3
- Number of pupils subject to a Child Protection Plan - 3

2. Pupil Attendance figure – 96.5%

- Pupils under 90% attendance - 22 (Persistent Absentees)

3. Agree Pupil Attendance Target:

- Current target is 96.5%

4. Safeguarding update

- Lessons from 'I Didn't Know CSE' campaign were delivered to Years 4/5/6. Good engagement from parents, lessons brought up some concerns from pupils that they had inadvertently clicked on links that took them to some unsuitable images – none of the children had spoken to their parents about this, they disclosed this to staff. School followed up with parents.
- Since the last FGB meeting Tina Bourne and Tracey Clarke (School Family Support Worker) have attended 1x Child Protection Conferences, 3x Core Group Meetings and accompanied a parent to Chelmsford Family Court.
- Tina Bourne to be the consortium schools point of contact for the new ECC Children & Families & Schools Operational Reference Group. Quarterly consultation forum regarding local and national safeguarding & CP guidance, policies, procedures and concerns. Feeding back directly to Chair of ESCB (Essex Safeguarding Children Board).
- Recent reports received from The Schools Health & Education Unit & The Coram Education Life Bus experience need to be analysed regarding any key themes coming through on attitudes to learning/health/keeping or feeling safe/bullying etc. Year 2/4/5/6 children were surveyed, so quite a lot of data to go through. Any assistance from a governor would be welcome.
- Families First Quality Award assessor is visiting TB & TC for initial meeting 14.06.2017. We have a year to complete the award.

5. School Self Evaluation

- SEF has been recently updated in May.

6. Visible Learning Update

- Communications plan is up to date. Impact coaches (Sam Smith, Clare Skinner) plus 2xSMT (Tina Bourne & Fiona Bullivant) attended the Evidence Into Action Day 2 training last month. Next steps to complete Pupil Perception Survey on learning attitudes ready for September INSET day.

7. Other Matters

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- The additional family support worker has moved on to a similar role. A learning support assistant has taken on this post.
- A chart had been prepared to show the commitment of family support workers to individual parents and children. A considerable amount of time had been devoted to them.

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

- 40% of these children were not classified as disadvantaged but they were disadvantaged in other ways.
- On the Child Protection Plan a sense of awareness had been highlighted.
- Meetings to prepare and attend and some parents were met with on a daily basis and this took a considerable amount of time.
- Persistent absentees were those whose attendance was below 90%. This was largely due to resilience issues and there were ongoing conversations and follow-up letters.
- Leave of absence would be granted, if a child's attendance was 97% or above, but holidays would not be authorised.

13/06.17 **Financial, Premises and Personnel Matters:**

Finance:

- Finance Reports:
 - the Local Authority had been late in making the April report available.
 - The Month 2 report will be sent out following this meeting.
- Audit Action Plan Report – to note and approve:
 - There was work to be completed on the Business Continuity Plan.
 - The skills audit, using a new form, will be completed by governors in September.
- Financial Regulations and Sims Agora – update of Financial Regulations to reflect the compliance procedures needed for the use of Sims Agora:
 - Sims Agora was an online payment system. This linked the finance system to it but there were problems as it was not working properly.
- Quotations for Online Tutoring – decision and approval:
 - This provided one-to-one tuition with experts and there was a session with the tutor dedicated to a particular child.
 - It had been used for 3/4 years and previously the school was targeting Year 6 pupils.
 - It was now being used for children who were not significantly below the Age-Related Expectation. It was a very good system and could accommodate five children at one time.
 - An order had to set up in advance.
 - Third Space had a cost of £6,270 per year which will be funded from the Pupil Premium Grant and Mrs Poole was negotiating the price.
 - It was felt it worked well and there was evidence to support this impression.
 - It included a baseline assessment.
 - Third Space was visually better value.
 - Mrs Poole will follow this up with Mr Green.
 - Governors agreed to this expenditure.
- Summary of Finance Reports Circulated since the previous meeting:

	Item	Prepared by:	Emailed on:
1	Delegated Budget Month 12 (March) 2016/2017	WP	01.04.17
2	Delegated Budget Year End 2016/2017	WP	01.04.17
3	Delegated Budget Month 12 2016/2017	LH	15.05.17

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4	Delegated Budget Month 1 2017/2018	LH	15.05.17
5	Delegated Budget Month 1 2017/2018	WP	16.05.17
6	Catering Year End 2016/2017 (Trading and Profit and Loss Accounts)	WP	23.05.17
7	Catering and Breakfast Club Month 1 2017/2018	LH	24.05.17
8	Fun4kids Month 12 2016/2017	LH	09.05.17
9	Fun4kids Month 1 2017/2018	LH	09.05.17
10	Please note that it is not possible to include reports on Month 2 (May) as the school is still awaiting the financial data from Essex County Council.		

- Virements – decision
 - a. £15,150.00 will be added as LEA Income and the same sum will be allocated for expenditure in a new cost centre. (Please refer to Month 2 (May) report Mrs Roberts and Mr Billings had authorised this virement and it was part of the expansion which will be spent on furniture and equipment. Governors agreed to the virement.

Personnel:

- Single Central Register report:
 - Nothing to report.
- Staffing Update:
 - The school was fully staffed for teachers in September 2017.
 - Confidential: Mr Green had resigned and was planning to emigrate to New Zealand.

Premises:

- Premises Update:
 - Nothing further to report.

14/06.17 Health and Safety - action plan attached.

- The Clerk will meet Mr Bromley to carry out a health and safety check on behalf the governing body.
- There had been educational visits training for members of staff in the week before this meeting.

15/06.17 Policies. To ratify:

- None.

16/06.17 Residential and School Journeys Abroad report and decision:

- The school visits to Kingswood and Danbury were approved.

17/06.17 Any Other Business.

- None.

18/06.17 What Have We Done to Advance the Education of the Children during this Meeting?

- Reports from curriculum leaders.
- Online teaching.
- Funding from the Local Authority.
- Website review.
- The appointment of a Link Governor.

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- Governor Visits Policy and form.
- Trello.
- Online training.

19/06.17 To Note the Dates and Times of the Meetings in 2017/2018.

Wednesday 6th September 2017
Monday 11th December 2017
Monday 5th February 2018
Monday 19th March 2018

Monday 11th June 2018
Meetings start at 6.15 p.m.
Pay Committees to be added

meeting closed at 9:35 p.m.

Signed: _____

V. H. Jones

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