



**St John's Green Primary School.**

Minutes of the Meeting of the Governors held at the Abbey Field Site on  
Wednesday 11<sup>th</sup> December 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	Ms E Vasquez Walters	Co-opted
Ms A Ioannidou	LA	Ms S Stubbings	Parent
Mrs F Bullivant	Ex-officio	Mr P Shields	Parent
Mrs T Bourne	Ex-officio	Mr L Brooker	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	Ms E Vasquez Walters	Co-opted
Mrs F Bullivant	Ex-officio	Ms S Stubbings	Parent
Mrs T Bourne	Ex-officio	Mr P Shields	Parent
		Mr L Brooker	Parent

**In attendance:**

Mrs W Poole	School Business Manager
Ms C Skinner	
Mr P Freeman	Clerk

*Question/challenge from a governor is shown in italics.*

**Because of the bad weather conditions, it was agreed to postpone some items to the next meeting. Therefore, they will be marked 'Next meeting'.**

**Agree a Governor to prepare a Report on the Meeting for Parents.**

- Mr Beales.

**1/12.17 Welcome**

- Governors were welcomed to the meeting and Ms Skinner and Ms Vasquez Walters.

**Class Teacher Data Reports for Governors – Analysis and Questions from Governors.**

The following questions were agreed:

Year 6.

- *How will the gap between boys and girls be closed?*
- *What support is in place for the pupils who need it?*
- *How will the % of pupils currently working at or above ARE be improved?*
- *When the data for the % of pupils who achieved 2B+ is compared to the % of pupils currently working at or above ARE, how will they be brought in line?*
- *How will the % of FSM pupils currently working at or above ARE be improved?*

Year 5.

- *How will the gap between the two classes be closed?*

Signed: \_\_\_\_\_

*N Roberts*

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- What strategies were currently being employed to help the pupils in Magnets catch up with those in Oysters?
- 50% of pupils in Magnets are currently working at or above ARE in Reading, Writing and Maths, however, in the individual subjects the % is higher, how will they be brought in line?
- There is a significant difference in the % of pupils currently working at or above ARE in writing in Magnets and Oysters, how will this gap be closed?
- How will the % of FSM pupils in Magnets currently working at or above ARE in writing be improved?

Year 4.

- The % of pupils currently working at or above ARE in Castle is lower than the % in Cavaliers, when they were in Year 3 it was the reverse, why has this change taken place?
- The % of pupils currently working at or above ARE in reading in Cavalier has been maintained but has dropped in Castle, why?
- The % of girls currently working at or above ARE in Maths in Castle is 58.3% and in Cavalier is 50%, why is there a difference?
- The % of pupils currently working at or above ARE in Maths in Castle is 58.3% and the % who achieved 2S at the end of KS1 in Maths was 91.7%, why is there a 33% difference?
- The % of pupils currently working at or above ARE in Maths in Cavalier is 50% and the % who achieved 2S at the end of KS1 in Maths was 88.9%, why is there a 38.9% difference?
- The % of pupils currently working at or above ARE in Reading in Castle is 63% and the % who achieved 2S at the end of KS1 in Reading was 83.3%, why is there a 20% difference?
- The % of FSM pupils currently working at or above ARE in Reading in Castle is 40% and the % who achieved 2S at the end of KS1 in Reading was 80%, why is there a 40% difference?

Year 3.

- There has been a significant reduction in all areas in Dutch class between the % of pupils currently working at or above ARE in and the % who achieved 2S at the end of KS1, why has this occurred?
- In Paxman class the % of girls currently working at or above ARE in Maths is 92.3% and the % who achieved 2S at the end of KS1 was 76.9%, how has this improvement been achieved and how can it be replicated in the other two classes?
- In Dutch class what support is being put in place to improve the % of pupils working at the ARE in all subjects, but especially in writing?
- Why is a high % of pupils in Paxman generally working at the ARE? What strategies are being used to achieve this?
- What strategies will be used in Paxman to raise the % of boys working at or above ARE in writing?
- Why is there a difference in the % of pupils currently working at or above ARE and the % who achieved 2S at the end of KS1, when the Year 2 SATs are only one term away from the date of the most recent assessments?

Year 2.

- There has been considerable progress in all subjects in Roman between the % who achieved the ELG at the end of Foundation and those working at or above the ARE, especially the boys in reading and Maths, how has this been achieved?
- Why does every subject in Mercury show a reduction from the % who achieved the ELG at the end of Foundation and those now working at or above the ARE? What strategies will be used to reverse this trend?
- Where the % of pupils is 50% or less which are on target, what support is being put in place to ensure that 80% reach the ARE, which is the target?

Year 1.

- There has been a significant increase in the % who achieved the ELG at the end of Foundation and those working at or above the ARE in writing in Eagles, how has this been achieved?
- The Venn diagrams for Year 1 classes show a significant number in the centre, how will teachers ensure this continues?
- Why has progress been made from the ELG in some areas but not in others? E.g. The figures for Circus show they have been maintained or improved.

Foundation.

- Why is the % of children currently working at a GLD in all aspects for Star mostly lower than for the other classes?

Signed:

*N. J. K. S. O. A. L.*

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- The aim is 80% at a GLD, what strategies should be put in place to ensure this happens? In particular, for boys in Star.

All years:

- How will at least a year's progress for a year's teaching be achieved?
- How will the School Development Priorities for 2017/18 be achieved?
  - 20% of children in the Foundation Stage to be Exceeding in the Prime areas of learning and also in reading, writing, number and Shape, Space and Measures.
  - All KS2 classes to close the gap with their KS1 end of Year 2 data.
  - Disadvantaged children to improve by 10% at ARE in Reading, Writing & Maths from their start of academic year data.
  - Writing to improve by 10% at ARE for all groups of children in the school from their start of year data.
  - Develop principles of consistent spelling across the school.

**Governor Reports:** (For information.)

- Special Educational Needs.
- Safeguarding. (Attachment)
- Website.
- Child Protection.
- Reading. (Attachment)
- Writing. (Attachment)
- Mathematics. (Attachment)
- Pupil Premium.
- Sports Premium.
- Subjects.
- Class and related visits.
- CPD.
- Thanks to the governors who had completed a report, they will be considered at the next meeting.

**2/12.17 Apologies for Absence**

- Apologies were received and accepted from Ms Ioannidou and Mr Brooker.

**3/12.17 Membership**

Name	Category	End of Term of Office	Attendance 2017/2018
Ms E Vasquez Walters	Co-opted	5 September 2021	N/A
Mr G Beales	Co-opted	26 March 2021	1/1
Mrs A Whitwell	Co-opted	2 February 2019	1/1
Ms A Ioannidou	LA	31 August 2020	0/1
Mr S Billings	Staff (Head)	N/A	1/1
Mrs S Burke	Staff	Resigned 6 December 2017	1/1
Vacancy	Staff		N/A
Ms S Stubbings	Parent	10 March 2018	1/1
Ms N Roberts	Parent (Chair)	10 March 2018	1/1
Mr L Brooker	Parent	5 June 2021	1/1
Mr P Shields	Parent	15 March 2021	1/1
Mrs T Bourne	Ex-officio		1/1
Mrs F Bullivant	Ex-officio		1/1
Mrs W Poole	SBM		1/1

- Vacancies: 1 x Staff.
- Terms of Office that end this year: Mrs Stubbings and Mrs Roberts on 10<sup>th</sup> March 2018.
- Resignation: Mrs S Burke because of other commitments and Ms Ioannidou had indicated her intention to resign because she was moving away from the area.
- Mrs Roberts will meet Mrs Vazquez Walters and Mr Billings will send her the school development plan.

**4/12.17 Declaration of New Business Interests.**

Signed: NJ Roberts

Date: 5/2/19

- Mrs Bourne had updated her declaration form.

**5/12.17 Notification of Any Other Urgent Business:**

- None.

**6/12.17 Minutes of Previous Meeting:**

- 6<sup>th</sup> September 2017 (Attachment)  
The minutes of the previous meeting were agreed as a true record and were signed by the Chair.

**7/12.17 Matters Arising.**

- The Key Facts Document will be considered at the next meeting.
- The Facebook page was being developed and the home/school agreement had a section on Facebook and how to use it properly. An organisation will prepare it.
- Most governors have completed the skills audit and the summary document was given to governors.

**8/12.17 Chair's Action:**

- a. Teaching and Learning Policy.  
Governors ratified the decision by the Chair to approve the teaching and learning policy.

**9/12.17 Governor Matters and Development:**

- a. Link Governor Report (For information only – not for discussion)
  - Mr Brooker was not at the meeting and therefore there was nothing to report.
- b. Governor Visits:
  - Next meeting.
- c. Collaboration with other Governing Bodies.
  - Next meeting.
- d. Governance Statement.
  - Next meeting.
- e. Governor training attended - report (For Information only – to be fed into the Link Governor Report)
  - Next meeting.
- f. To monitor the impact of all training undertaken
  - Next meeting.
- g. Skills Audit:
  - See above.

**10/12.17 School Expansion**

- Plans for future development of site – report  
The work on the school site had been completed.

**11/12.17 Head Teacher's Report**

- OFSTED Report:
  - The school had received a good report and Mr Billings thanked governors for all their support during the inspection.
  - It was felt that the school could have been graded as outstanding from the comments within the report.
  - It was agreed that thanks should be sent to all former governors. **Action: The Chair.**
  - A letter of thanks will be sent to members of staff to recognise what the work they had done to achieve this. **Action: The Chair and the Clerk.**
- In response to a question from a governor the following point was made:
  - *Teachers had started writing their action plans for their classes and this will include section on disadvantaged pupils.*
- Linked to the SDP
  - Next meeting.
- Teaching and Learning Policy
  - See above.

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*N. J. Roberts*

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*8/2/19*



- Inter-school collaboration – report:
  - This is moving forward with schools from the Quad (Monkwick Infants School and Nursery, Monkwick Junior School, Kendall Primary School and us meeting regularly.
  - The school was supporting a school by providing an Assistant HT for one day a week. Samantha Smith is leading on this.
  - The good OFSTED report showed that the school had the capacity to help other schools and this was an opportunity for members of staff.

#### **12/12.17 Pupil Matters:**

##### **1. Pupil Matters Report:**

- Number of Pupils on Roll – 506
- Number of Fixed Penalty Notices issued for non-attendance - 3
- Number of Racist Incidents Reported – 1
- Number of S17 or S47 completed for Social Care enquiries - 8
- Number of pupils subject of a Social Care Safety Plan - 2
- Number of pupils subject of a Child in Need plan - 2
- Number of pupils subject to a Child Protection Plan - 0

##### **2. Pupil Attendance figure – 96.6%**

Pupils under 90% attendance - 30 (Persistent Absentees)

##### **3. Exclusions:**

2 permanent exclusions.

##### **4. Safeguarding / Welfare update**

- Since the last FGB meeting Tina Bourne and Tracey Clarke (School Family Support Worker) have attended 1x Child Protection Conferences, 2x Core Group Meetings and carried out a Welfare Check home visit where a pupil was found to be at home on their own.
- Tina attended two ECC Children & Families & Schools Operational Reference Group this term with themes of children's mental health and
- Tracey and Christine met our external assessor for his final visit for Families First Quality Award. We aim to submit our portfolio of evidence in January and some 'sound clips' from governors would be useful!
- School is supporting Tina on the new Essex Social Care Academy Systemic Leadership and Management Programme, delivered by the Institute of Family Therapy. 10 sessions over 6 months with strategic public-sector partners.

##### **5. Visible Learning Update**

September INSET day saw SJG hosting 120 teachers from our consortium. We looked at Pupil Attitudes to Learning and decided to make this a focus for Autumn term. Each week teachers have had tasks based around gathering and improving on baseline data. Every teacher has written their own case study on learning attitudes, ready for the next Visible Learning INSET on 2nd January. I suggest that governors receive a report on case studies and Visible Learning progress at next FGB.

#### **13/12.17 Financial, Premises and Personnel Matters:**

Finance:

- Finance Reports and Summary of Finance Reports Circulated since the previous meeting. (Attachment)

	Item	Prepared by:	Emailed on:	Copies in both FGB & Finance Files? (WP & LH use)
1	Delegated Budget Month 5 2017/2018	WP	04.09.17	08.09.17

Signed: M Roberts

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2	In House Catering Month 4 2017/2018	LH	04.09.17	08.09.17
3	In House Catering Month 5 2017/2018	LH	04.09.17	08.09.17
4	Fun4kids Month 4 2017/2018	LH	05.10.17	13.11.17
5	Fun4kids Month 6 2017/2018	LH	12.10.17	13.11.17
6	Delegated Budget Month 4 2017/2018	LH	28.09.17	13.11.17
7	Delegated Budget Month 5 2017/2018	LH	28.09.17	13.11.17
8	Delegated Budget Month 6 2017/2018	LH	06.10.17	13.11.17
9	In House Catering Month 6 2017/2018	LH	10.10.17	13.11.17
10	In House Catering Month 7 2017/2018	LH	08.11.17	13.11.17
11	Delegated Budget Month 6 2017/2018 Part 1	WP	20.10.17	13.11.17
12	Delegated Budget Month 6 2017/2018 Part 2	WP	07.11.17	13.11.17
13	Delegated Budget Month 7 2017/2018	LH	14.11.17	14.11.17
14	Fun4kids Month 7 2017/2018	LH	14.11.17	14.11.17
15	Delegated Budget Month 7 2017/2018	WP	22.11.17	22.11.17
16	Delegated Budget Month 8 2017/2018 Part 1	WP	29.11.17	29.11.17
17	In House Catering Month 8 2017/2018	LH	05.12.17	05.12.17
18	In House Catering Month 8 2017/2018 Calculations on Surplus/Deficit	LH	05.12.17	05.12.17

There had been 18 reports from July to December and governors now had all reports to December 2018. Governors thanked Ms Henderson and Mrs Poole for their work in this area

- Three Year Plan:
  - Next meeting. Mrs Poole will review it once the month 9 figures were available.
- Benchmarking Report
  - This was being completed and included the latest data from the Department for Education. It was difficult to compare a 2-site school with other schools.
- School Private Fund
  - Ms Henderson was responsible for this area and it was agreed to use David Kent as auditor in January 2018. He had increased his cost by £5 since last year.
- Action Plan
  - There were 8 objectives of which 5 are be completed and 3 were still to complete.
  - The skills audit had been completed.
  - This was the last version for this year.
  - Governors approved the Plan.
- Financial Regulations.
  - Mrs Poole had updated the document and all changes were now in place. It had been circulated to governors and was agreed.

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

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- *There had been problems integrating Agoura with FMS and there were a few parents who had not taken up this facility.*
- *The Town Site now took in very little cash.*
- Payroll Provider:
  - The review of this contract had been emailed to governors.
  - Previously the school had used Essex County Council Payroll. There had been problems with this provider and they were affecting members of staff.
  - Mrs Poole had met potential providers and recommended SDW who were the cheapest, had more flexibility and offered a better system dedicated to the organisation they worked with.
  - Governors agreed with Mrs Poole's recommendations.
  - Governors agreed that it was important to ensure that payments were made on time to members of staff.
  - The change will take place once 3 months' notice has been given to Essex County Council.
  - SDW was £1500 cheaper.
- In response to questions from governors following points were made:
  - *The Local Authority was obliged to help with the year-end system and queries that go back during the period they work with the school.*
  - *Many schools have left Essex County Council Payroll and there would be no comeback against the school. The school would leave the umbrella of security.*
  - *SDW will complete a dummy payroll for February and March to prepare for when they take over in April.*
  - *When Mrs Poole completed the payroll reconciliation with FMS it provides a suspense list and SDM will work with them.*
  - *Mrs Henderson had visited a school was using SDM and they had greater flexibility.*
- Staff absence insurance:
  - The insurance with Essex County Council will be cancelled as it was more expensive and took a long time to pay out.
  - Mrs Poole had compared like for like and it was agreed to cancel the arrangement with Essex County Council.
- Approval of purchase of IT Equipment:
  - The information had been sent to governors and it was agreed to place the order.
- Virements – decision:
  - **Virement No. 9 - Sports Funding**
    - Originally £9,670.00 was due to be awarded to the school. £3,956.00 had already been credited for the summer term of 2017 with a further £5,714.00 due this month. The annual amount has been doubled and this applies to the 2017/2018 academic year. Therefore £5,714.00 for the autumn and spring terms has been increased to £11,428.00.
    - The increase to FMS and to the school's budget allocation is £5,714.00 and this amount exceeds Mr Billings' delegated authority.
  - **Virement No. 10 - SEN Funding**
    - The school currently has £39,313.00 as the funding for SEN with £36,689.19 of this being listed on the school's County Funding sheet (IFS). Therefore, the school was expecting £2,624.00 to be credited to the school. This was further to details being received of which pupils were being funded by various amounts.
    - The school has been advised that £11,148.15 is being forwarded to the school to support some of the pupils for whom funding has recently been awarded. Therefore, this sum needs to be added to the bank account but the virement is £11,148.00 - £2,624.00 = £8,524.00.
    - The virement were agreed.

Personnel:

- Single Central Register report:
  - The reports were up-to-date.

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*N Roberts*

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Date: \_\_\_\_\_

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- Staffing Update
  - The school was fully staffed with teachers.
  - Two learning support assistants were leaving, and replacements had been appointed.

Premises:

- Premises Update:
  - Nothing to report.

**14/12.17 Health and Safety** - action plan Attachment.

- The Clerk will visit the school in January to carry out a review on behalf the governing body. **Action: The Clerk.**

**15/12.17 Policies**. To ratify:

- Complaints Policy.
- Gift and Hospitality Policy
- Cash and Handling Policy.
- Pay Policy
- Business Continuity Plan: there had been a frank and robust discussion of this document.
- Lettings Policy. (Attachment)
  - Letting Rates - the current charges were agreed for a further year.

The policies were ratified.

**16/12.17 Residential and School Journeys Abroad** report and decision

- Governors approved the visit to Danbury.

**17/12.17 School Website** – update.

- The website was compliant.
- It had less tabs and more drop downs,
- Pictures of members of staff were on the website and it looked good.

**18/12.17 Any Other Business**.

- None.

**19/12.17 What Have We Done to Advance the Education of the Children during this Meeting?**

- OFSTED inspection report.
- Data questions which will be used to challenge the school.
- Policies.
- The purchase of IT equipment.
- Teaching and learning policy.
- Virements.
- Fully staffed with teachers.

**20/12.17 To Note the Dates and Times of the Meetings in 2017/2018.**

Monday 5<sup>th</sup> February 2018  
Monday 19<sup>th</sup> March 2018  
Monday 11<sup>th</sup> June 2018

Meetings start at 6.15 p.m.  
Pay Committees to be added

Meeting closed at 8:00 p.m.

Signed: \_\_\_\_\_

*M. J. Stewart*

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Date: \_\_\_\_\_

*5/2/19*