

**ORLETON C of E PRIMARY SCHOOL  
FULL GOVERNING BODY  
WEDNESDAY 22<sup>ND</sup> MARCH 2017  
SPRING TERM**

**Rev Thompson opened the meeting with a prayer**

**Present**

Adam Breakwell Head	Emma Morgan	Lucy Rossiter
Rev Bruce Thompson	Lynette Booth	Jane Keenan
Camilla Cotton	Simon Collings	Pat Monk

**In Attendance**

Lynne Southall – Clerk to Governors  
Mark Simmons – New Governor  
Diane Luck – New Governor

**1. Apologies**

<b>Received From</b>	<b>Reason for Absence</b>	<b>Consent to Absence</b>
Mary Rutherford	Personal	Yes

**Lynette Broom took the Chair**

**2. Statutory Business**

**a. Declarations of Pecuniary Interests this Meeting**

- No Governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances) Regulations 2013, in any item listed on the agenda or identified for discussion as any urgent business.

**b. Actions Taken Under Emergency Powers**

- It was reported that it had not been necessary for the Chair or Vice Chair to take action under their emergency powers.

**3. Minutes of Last Meeting**

- The minutes of the meeting held on 5<sup>th</sup> December 2016 were agreed to be a true copy and signed by LB.
- Copies have been placed in the Governors File.

**4. Matters Arising**

- There were no matters arising.

**5. Membership of the Governing Body**

**a. Recent Resignations – Martin Bradford**

- Martin Bradford has resigned from his role as Orleton Church Warden and Governor to Orleton School due to personal reasons.
- Mark Simmons is new to the area and willing to take on the role of Church Warden and become a Foundation Governor. Rev Thompson is to make arrangements with the Diocese.
- It was acknowledge Martin had been a supportive Governor, school to send a letter of thanks.

- Diane Luck was elected unanimously to serve as Non Teaching Staff Governor. There were no abstentions, Diane will bring experience and knowledge to the committee via her role as Caretaker. It was noted that Diane Luck is Lynette Broom's Mother In Law.  
**Proposed: Camilla Cotton**  
**Seconded: Pat Monk**

## 6. Headteachers Report and School Performance

- Governors had received hard copies of the report for consideration, the following points were highlighted during discussion which included question and answer sessions:-
- Nursery provision on site have asked the school to consider taking over the management of the provision. The Nursery Manager from Kimbolton has been working with the unit to improve provision, there is still room for improvement, however, feedback is very positive. School is giving the [proposal serious consideration.
- There are 22 pupils currently in pre school. For September 2017 25 parents have nominated Orleton as first choice and 2 as second choice for new intake.
- Results of the parents questionnaire have highlighted concerns about bullying. This may be a result of an incident that happened off site and out of school hours, however, it is important school ensures parents understand how bullying is addressed in school. It was **AGREED** Camilla Cotton be Governor representative on bullying issues.
- There are 3 children registered in school as English as an Additional Language (EAL), there is a small amount of funding available to support these children Camilla Cotton to pursue.
- There have been complaints from parents about after school activities being cancelled and they have not been informed. It was acknowledged this was a safeguarding issue that needed to be given high priority. AB is to review the system for informing parents, ensuring staff and parents are aware of the process. It is parent's responsibility to ensure the data held in school is up to date and correct.
- How the education of Gifted and Talented children is differentiated to maintain their interest and challenge them was discussed.

## 7. Feedback from Committee Chairs

### a. Finance & Premises Committee

- Budget to date is more or less on target.
- 2016/17 end of year finances are expected to balance with a £160k carry forward. As schools are only allowed to carry forward 25% of their budget school has ordered new IT equipment and paid for some services in advance, under the guidance of the financial team at the Local Authority (LA).
- 3 members of staff will return from maternity leave during the 2017/18 financial year, staff currently covering are on one year fixed term contracts, therefore there will be some overlaps of salary costs around £10 – 15K. Although expensive is it necessary for the continuity of children's education, returning staff have agreed to a flexible part time timetable, variable with a terms notice.
- There will be 29 leavers and 25 new intake, as numbers are expected to dip the following years it is anticipated there will be a deficit of around £30K. Numbers are expected to increase the following year.
- The committee discussed the financial planning of moving staff around and giving comparable pay and conditions to staff should the nursery be taken over.
- It is intended to support school funds by running holiday clubs. It was acknowledged School is very well supported by donations from the PTA.

- AB's support to Trinity will cease at the end of term, staff who have been covering his teaching commitments are aware, some additional cover will be used to support SLT management time.

#### **b. Curriculum & Outcomes Committee**

- Moving forward Governors **AGREED** to 4 meetings per year for this committee in work in line with availability of data:-
- Meeting 1 Focus on areas for next year in line with the SDP
- Meeting 2 National Comparison
- Meeting 3 Ascertain if children are working at right level
- Meeting 4 2/3 of the way through the school year.
- Years 2 and 6 are on track to meet targets, which are in line with National.
- Year 2 are a diverse group with children sitting at the top and bottom of the scale but not in the middle.
- Year 6 has 2 teachers and 3 TA's, indications show they are responding well on demonstrating how to apply their knowledge and perform in tests.
- It was **AGREED** to set the format of the meetings at the beginning of the year LB is to take the lead.

#### **c. Personnel and Pay Committee**

- The staffing structure was analysed. AB is to be out of school for half a day per week, working for Ofsted, EM will act as Head in his absence.
- Teaching Assistant hours have been reduced slightly.
- 2 Children with SEN needs will be funded from the beginning of next term.
- AB will put together a report on his support to Kimbolton school and forward to Governors.
- It was **AGREED** Governors would come into school, as and when necessary, to work on projects and feedback in meetings, to reduce time taken during the meetings.
- The importance of setting dates in advance and not changing was acknowledged.

#### **8. Governor Visits and Training**

- Simon Collings has carried out 2 Learning Walks.
- Pat Monk has attended a Pupil Progress Meeting, carried out an SEN Link Visit and is to attend SEND training in the near future.
- Camilla Cotton has carried out a book trawl on other curricular subjects, her findings stated most areas were well covered with some exceptional work taking place, Languages and Geography could be better. An example of Big Book, evidencing cross curricular work with practical activities, was shown to Governors. CC is to formalise her findings and give thanks to staff.

#### **9. Review of the School Improvement Plan (Appendix A)**

- Sara Summers had been into school, visiting most of the classes to look at Reasoning and Problem Solving. School had asked her to look at triangulation, feedback from staff and pupils was positive, all teaching was good or better, key indicators were identified, SS will return on 6<sup>th</sup> April to review their implications.
- There has been additional physical reading time, pairing weak readers with strong children is more productive, they are enjoying working together and confidence is improving.
  - Targeted strategies have been put into encouraging Learning Behaviours, there are displays around school and impact can be seen in the behaviour displayed in class. This is to be discussed further at the next Curriculum & outcomes Meeting.

**10. Policy for Review – Data Protection**

- The Data Protection Policy was considered and **AGREED**  
**Proposed Lynette Broom**  
**Seconded Camila Cotton**

**11. Academisation – Feedback from meeting at Whitchurch**

- AB informed Governors there were 4 options:-
  - Do nothing at this point*
  - Join an established large Trust*
  - Join the Diocesan Trust BAET*
  - Orleton to set up a Trust on their own OR work with the Wye Valley Network*
- A huge amount of discussion took place with the following highlights:-
- It is important to protect the autonomy of the school, joining with others who have a shared vision with trust and transparency.
- The schools within the Wye Valley Network have discussed academisation at length and agreed to take the knowledge gained away and discuss within their own schools, there is some concern about the success of such a Trust based on geography, Orleton feels it would wish to be the hub to inform growth.
- It is anticipated the timescale of becoming an Academy would be over a period of 4 terms.

**12. Date and Time of Future Meetings**

- Thursday 8<sup>th</sup> June 5.00pm FGB
- LB is to set a timetable of proposed future dates and circulate.

**13. Any Other Business**

- LB to forward a skills audit to Mark Simmons for completion.
- Governors asked if paper copies of all relevant paperwork be available for future meetings.

**Summary of actions/activities following the meeting**

<b>Agenda Item Number</b>	<b>Task</b>	<b>Responsibility</b>
5	Make contact with Diocese regarding process to appoint Mark Simmons as Foundation Governor	BT
5.	Send letter of thanks to Martin Bradford	EM
7.b	Set dates for meetings at the beginning of the academic year	LB
7.c	Report on support to Kimbolton	AM
8	Write report on Big Books and give thanks to staff	CC
	Learning Behaviour to be Agenda item for the next Curriculum & Outcome committee	Chair/Clerk
12.	Set timetable of proposed dates	LB
13.	Forward skills audit to Mark Simmons	LB
13.	Arrange for paperwork to be available for	AB

	future meetings	
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Signed ..... Date .....