

# ORLETON CE PRIMARY SCHOOL

## AUTUMN TERM GOVERNORS MEETING

held on

WEDNESDAY 18<sup>TH</sup> NOVEMBER 2015, 6:00pm



### Present

Mr Adam Breakwell (Headteacher)  
Mr Simon Collings (Chair)  
Mrs Lynette Broom  
Mrs Jenny Hume  
Mrs Camilla Cotton

Dr Jane Keenan  
Mrs Emma Morgan  
Mrs Mary Rutherford  
Mr Martin Bradford

### In Attendance

Charlotte Lewis - clerk to the governors

### 1. Apologies for Absence

| Received from    | Reason for Absence | Consent to Absence |
|------------------|--------------------|--------------------|
| Ms Kate Darby    | Work commitments   | Yes                |
| Rev Bruce Tomson | Work commitments   | Yes                |

### 2. Statutory Business

#### 2.1 Election of Chair and Vice Chair

Simon Collings was elected unanimously to serve as Chair. There were no abstentions.

Proposed: Martin Bradford  
Seconded: Emma Morgan

Lynette Broom was elected unanimously to serve as Vice Chair. There were no abstentions.

Proposed: Martin Bradford  
Seconded: Emma Morgan

#### 2.2 Register of Business Interests

The governors reviewed and signed their declaration of business interest form for a further twelve months.

### **2.3 Declaration of Pecuniary Interests this meeting**

No item on the agenda was affected by pecuniary interests.

### **3. Welcome to New Governors**

There were no new governors to welcome at the meeting.

### **4. Minutes of the Last Meeting**

The minutes of the previous meeting, held on 25<sup>th</sup> June 2015 were approved and signed. A copy has been placed in the minute book.

### **5. Matters Arising**

Governor Action Plan - in the minutes of the summer meeting the school's 'Journey to Outstanding' was on target. Jenny Hume highlighted that this position would have now changed due to the revised structure and curriculum.

### **6. Delegation of Functions to the Chair/Headteacher**

The delegation of functions to the chair and headteacher are to be reviewed by Jenny Hume as part of an overall review which will include the committee terms of reference. See Agenda Item number 11.

### **7. Feedback on Kimbolton Partnership Arrangements**

Simon Collings reported to the governors that he had reviewed the Soft Federation Agreement and made various changes to ensure that it is robust enough to protect all parties. The document will serve as an interim arrangement until the consultation is completed

The agreement must be approved by both governing bodies before it can be put into place.

Various aspects of the document were discussed at length.

It was agreed that a working party should be set up to monitor and review the partnership arrangements regularly. Lynette Broom and Jane Keenan kindly agreed to act as representatives from Orleton School and Adam Breakwell was asked to seek representation from Kimbolton School.

### **8. Governor Action Plan**

There had been limited success with the previous governor action plan and following some discussion, it was decided to set up sub-committees for specific areas. Regular reports would be made at governing body meetings and as appropriate through the school year. The following areas and lead representatives were agreed:

|   |                            |
|---|----------------------------|
| Financial Planning                                | Jane Keenan                |
| Monitoring of Performance with a focus on Class 6 | Mary Rutherford            |
| New Curriculum                                    | Mary Rutherford            |
| Foundation Subjects                               | Jenny Hume, Camilla Cotton |
| Parent Communications                             | Martin Bradford            |
| Safeguarding, Prevent Agenda, British Values      | Lynette Broom              |
| Religious Education and Worship                   | Bruce Thomson              |
| Committee Structure                               | Jenny Hume                 |
| Kimbolton Partnership Management                  | Simon Collings             |

## 9. **Headteacher's Report and School Performance**

The headteacher's report was received and considered. A copy has been placed in the minute book.

The RaiseOnline data was discussed and Adam Breakwell agreed to send a copy of the report to all governors.

## 10. **Committee Structure/Link Governors**

Following discussion about the committee structures it was agreed that the following committees should now exist:

|                                 |                        |
|---------------------------------|------------------------|
| Finance and Premises Committee  | Chair – Jane Keenan    |
| Personnel & Pay Committee       | Chair – Camilla Cotton |
| Curriculum & Outcomes Committee | Chair – Jenny Hume     |

Although Kate Darby has difficulty in attending meetings it was agreed that she should stay on as a governor as she provides specific expertise, particularly for premises matters.

Lynette Broom agreed to continue as the link governor for SEN and Pupil Premium. Link governors for numeracy and literacy are to be decided once teaching staff have been consulted on the most effective way of providing information for governors.

Simon Collings requested a governor to monitor Class 6 progress in light of the previous year's results. Mary Rutherford agreed to take on this role.

## 11. **Committee Terms of Reference Review**

Jenny Hume agreed to undertake a complete review of the committee terms of reference. Also included in this review will be the delegation of functions to the chair of governors and headteacher.

## 12. Feedback from Committee Chairs

### 12.1 Finance Committee

Minutes of the meeting held on 3<sup>rd</sup> November 2015 were received and considered. A copy has been placed in the minute book.

- Financial information for review at the meeting was from August and showed a positive position with expenditure as expected for the time of year.
- Audited accounts for the Voluntary Fund and Orleton Extended Schools were not available at the time of the committee meeting.
- Pupil numbers are steady and links with secondary schools are being strengthened.
- Support Staff on-costs are set to increase by £18,000 in the next financial year.
- Costs for the new building works came in on budget with additional costs incurred for the staff room (new flooring and table/chairs) and the library (lights).

### 12.2 Curriculum and Outcomes Committee

Minutes of the meeting held on 19<sup>th</sup> October 2015 were received and considered. A copy has been placed in the minute book.

- Key Stage 1 results were pleasing and had increased 15% from last year.
- Key Stage 2 results were pleasing and in line with national averages but not entirely what the school had hoped for with pupil absence being a factor.
- Adam Breakwell gave an overview of the new curriculum and assessment framework.
- The new School Pupil Tracker Online assessment system is in place and working well.

### 12.3 Personnel Committee

Minutes of the meeting held on 3<sup>rd</sup> November 2015 were received and considered. A copy has been placed in the minute book.

- *Cleaning staff changes* – Sharon Owens has resigned and Carole Cannan has been recruited as a replacement; Di Luck has had her operation and is recovering well; Anne Jones will continue as cleaner until Christmas
- *Teaching staff proposed changes* – Beverley Saunders to teach four mornings a week with Nicola Morgan covering the other times from January 2016; Lisa Butler to teach four days a week with Charlotte Munday covering a Friday.

- The staff changes are to be reviewed at the next meeting of the Personnel Committee with any recommendations made as necessary and in a timely manner.
- *School Business Manager* – Charlie Lewis has been seconded to the role until the end of the financial year (31/3/16).

#### **12.4 Premises Committee**

Minutes of the meeting held on 3<sup>rd</sup> November 2015 were received and considered. A copy has been placed in the minute book.

- A recent tree hazard assessment had taken place with no major areas of concern.
- All staff are happy with the new layout of the school and the building works are now virtually complete.
- The school is working closely with council representatives to ensure that the building is compliant with the latest fire regulations. A scoping survey has been conducted and the report is expected soon.

The following committees have not yet met:

- Pay
- Staff Dismissal and Appeal
- Pupil Discipline

#### **13. Voluntary School Funds Account and Extended Schools Account**

A review of these accounts was deferred until the next meeting.

#### **14. Pupil Exclusion**

The headteacher reported that there had been no fixed period exclusions during the summer term 2015.

#### **15. Date and Time of Future Meetings**

No dates and times of future meetings were set.

#### **16. Any Other Business**

##### **16.1 Proxy Voting**

Following a short discussion, it was unanimously agreed that proxy voting would not be permitted at governing body meetings. However, should a governor be able to have remote access and take an active part in any discussion then voting rights would be permitted.

## 16.2 Parental Request for Absence

The parental request for pupil absence had been circulated prior to the meeting. The request was denied based on the absence and lateness record of the children and any further absence would be detrimental to the children's education.

The following items were deferred to the next meeting:

Confirmation classes

Knitted nativity sets

The meeting closed at 8:20 pm.

Chairman:

.....

Date:

.....

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

| <b>Agenda Item Number</b> | <b>Task</b>               | <b>Responsibility</b> |
|---------------------------|---------------------------|-----------------------|
| 11                        | Terms of Reference Review | Jenny Hume            |