

ORLETON CE PRIMARY SCHOOL

AUTUMN TERM GOVERNORS MEETING

held on

WEDNESDAY 16TH MARCH 2016, 5:00pm



Present

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

Dr Jane Keenan
Mrs Emma Morgan
Mrs Mary Rutherford

In Attendance

Charlotte Lewis - clerk to the governors

1. Apologies for Absence

Received from	Reason for Absence	Consent to Absence
Mr Martin Bradford	On holiday	Yes
Rev Bruce Tomson	Work commitments	Yes

2. Statutory Business

2.1 Declaration of Pecuniary Interests this meeting

No item on the agenda was affected by pecuniary interests.

2.2 Actions taken under emergency powers

None

3. Minutes of the Last Meeting

The minutes of the previous meeting, held on 18th November 2015, had the following amendments:

2.1 Election of Vice Chair

Lynette Broom was voted as Vice Chair

8 Governor Action Plan

Jenny Hume and Camilla Cotton are responsible for Foundation Subjects
Mary Rutherford is responsible for Monitoring Performance and the New Curriculum

Summary of Actions – Link Governor information for Literacy and Maths needs to be removed as it is an old item

The minutes were then approved and signed. A copy has been placed in the minute book.

4. Matters Arising

There were no matter arising.

5. Applications for New Governors

The chair of Governors, Simon Collings, had received two applications for new governors and his recommendation was to accept their applications. They are to be invited to the governor committee meetings to orientate them to the governing body structure.

Two further governors are still required.

Adam Breakwell agreed to ask if any of the Kimbolton School governors would like to join the Orleton School governing body.

Lucy Rossiter has agreed to become the staff governor and Emma Morgan will continue to attend the meetings voluntarily, for which she was thanked.

It was agreed that Val Comley, Kate Darby and Jenny Hume should receive a small gift from the governors as a thank you in recognition of their time spent as governors.

6. Delegation of Functions to the Chair/Headteacher

This process is still under review. Refer to the minutes of the autumn term meeting, agenda items number 6 and 11.

7. Feedback on Kimbolton Partnership Arrangements

Simon Collings reported to the governors that steps are being taken to make a more formal arrangement between the two schools with small alternations being made to the Memorandum of Understanding. It is thought that the consultation period will begin in the next year. Simon Collings recommended that the arrangement should not be made permanent due to the implications of all schools becoming academies by 2020

The various options and impacts of the necessity for all schools to become academies by 2020 were discussed at length. It was agreed that a sub-committee be formed to explore the various options with the primary schools in the area. All agreed that communication with parents at every stage is key to making the changes understood.

8. **Governor Action Plan**

Adam Breakwell and Emma Morgan reported that the feedback from the recent Teaching and Learning Review had been very positive in all areas and regarding the engagement of governors with the school and Kimbolton.

The progress and monitoring of children in classes 3 and 4 was raised with reference given to the new Ofsted framework and its impact/grading. Adam Breakwell agreed that targets for these children should be realistic and achievable.

It was agreed that a termly schedule of governor visits should be produced and governors were asked to give thought to essential items, statutory duties, etc within their focus areas.

Adam Breakwell had been in contact with Whitchurch School who have kindly allowed us access to a Terms of Reference document which will act as a starting point. The Clerk is to organise a meeting off site to discuss the document further, once it has been circulated by the head.

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

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

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 – the be agreed

Lynette Broom proposed the above committee structures and Camilla Cotton seconded.

11. **Committee Terms of Reference Review**

These are still under review, see agenda item 8 Governor Action Plan.

12. **Feedback from Committee Chairs**

12.1 Finance and Premises Committee

Minutes of the meeting held on 2nd March 2016 were received and considered. A copy has been placed in the minute book.

- Financial information showed a positive position with expenditure as expected for the time of year.
- Support Staff on-costs are set to increase in the next financial year but this can be eased by employing certain staff through Hoople Ltd.
- An initial budget forecast for the coming year, 2016/17 was circulated and discussed.

12.2 Curriculum and Outcomes Committee

Minutes of the meeting held on 10th February 2016 were received and considered. A copy has been placed in the minute book.

- National Performance Data showed that the school results have been consistently above national average with an overall 'sig+' which is a true reflection of the work being done.
- The new curriculum is now being taught on a 60 day cycle with lesson planning and monitoring being prompted by SPTO.
- Reports were received from the PE coordinator (Lucy Rossiter), Foundation Subject Link Governor (Camilla Cotton), British Values Link Governor (Lynette Broom) and the Literacy and Numeracy Link Governors (Camilla Cotton and Mary Rutherford).
- It was agreed that topic areas should be rationalised and have one large review every two years with the exception of PSHE, British Values and Prevent which would be done on an annual basis.

12.3 Personnel and Pay Committee

Minutes of the meeting held on 2nd March 2016 were received and considered. A copy has been placed in the minute book.

- The issue of the number of classes with teachers who job share was discussed. Adam Breakwell has agreed to put together a draft policy for the employment of part time teaching staff.
- The staffing structure for the coming academic year 2016/17 was discussed and recommendations put forward (see minutes for full details).

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

The accounts were reviewed and approved. They have been returned to the accountants for final audit and binding.

14. **Pupil Exclusion**

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

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

No dates and times of future meetings were set but it was agreed that the clerk would contact all governors in good time to ensure maximum attendance by all governors.

16. **Any Other Business**

16.1 Local Authority Designated Officer

Simon Collings is the Local Authority Designated Officer when referring to allegations made against the head.

16.2 Safeguarding Policy

The Safeguarding Policy is to be sent to all governors for review.

The meeting closed at 7:20 pm.

Chairman:

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Date:

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SUMMARY OF ACTIONS/ACTIVITIES FOLLOWING THE MEETING

Agenda Item Number	Task	Responsibility
5	Inviting a governor of Kimbolton School to join the governing body of Orleton School	Head
5	Invitation to be sent to new governors to attend the governor committee meetings	Clerk
5	Thank you gifts for governors who have recently stepped down	Clerk
7	Forming a sub-committee to explore the academy status options	Chair, Head
8	Realistic and achievable targets for children in classes 3 and 4	Head
8	Circulation of reference document from Whitchurch School	Head
8	Termly schedule of governor visits to include statutory items, essential items, etc	All governors
8	Meeting to discuss the Terms of Reference document	Clerk