

ORLETON CE PRIMARY SCHOOL

AUTUMN TERM GOVERNORS MEETING

held on

MONDAY 5TH DECEMBER 2016, 5:30pm



Present

Mr Adam Breakwell (Headteacher)
Mrs Emma Morgan
Mrs Mary Rutherford
Mrs Pat Monk

Dr Jane Keenan
Mrs Lynette Broom
Mrs Camilla Cotton

In Attendance

Charlotte Lewis - clerk to the governors

1. Apologies for Absence

Received from	Reason for Absence	Consent to Absence
Mr Simon Collings	Work commitments	Yes
Miss Lucy Rossiter	Family commitments	Yes

No communications were received from Rev Bruce Thomson or Mr Martin Bradford

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: Pat Monk
Seconded: Jane Keenan

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

Proposed: Camilla Cotton
Seconded: Mary Rutherford

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. Minutes of the Last Meeting

The minutes of the previous meeting, held on 20th July 2016 were approved and signed. A copy has been placed in the minute book.

4. Matters Arising

There were no matters arising.

5. Delegation of Functions to the Chair/Headteacher

These have now been incorporated into the new Governor Handbook (see item 7).

6. Feedback on Kimbolton and Trinity Partnership Arrangements

Arrangements with Kimbolton are still going well with a good set of results achieved this year. The split roles of Literacy and Maths Coordinators, Lucy and Charlotte, has not been ideal with challenges around the staff dynamics at each school. From the spring term onwards, staff meetings will be held separately at each school. No concerns were raised with the arrangement continuing.

Adam Breakwell gave an update on the arrangements with Trinity School. The school is now in a positive position for moving forward. Safeguarding and leadership reviews have taken place with good outcomes. Hereford Council has not been encouraging about the arrangements and at the time of the meeting, it is unclear if Trinity School wish to continue with the leadership support. A letter has been written to the school and copied to Jo Davidson, Head of Children's Wellbeing, Hereford Council to request clarification before the end of the autumn term. Governors would consider extension of the support to one more term (Easter 2017).

6:40pm Lynette Broom left the meeting, Jane Keenan continued as Chair.

7. Governor Handbook

All governors had received a copy of the new Governor Handbook.

Governors present signed their copies of the Code of Conduct which will be kept in the minute book.

8. Headteacher's Report and School Performance

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

Adam Breakwell clarified certain points as they were asked regarding leavers, bullying incidents and responsibilities outside the school gate.

9. **Committee Structure/Link Governors**

Following discussion about the committee structures and link governors, Adam Breakwell agreed to look at them for the coming year and advise governors any amendments.

10. **Feedback from Committee Chairs**

12.1 Finance and Premises Committee

Minutes of the meeting held on 3rd November 2016 were received and considered. A copy has been placed in the minute book.

- Financial information for review at the meeting was from September and showed a positive position with expenditure as expected for the time of year.
- Draft accounts for the Voluntary Fund and Orleton Extended Schools were accepted.

12.2 Curriculum and Outcomes Committee

Minutes of the meeting held on 3rd October 2016 were received and considered. A copy has been placed in the minute book.

- Key Stage 2 results showed a positive three year trend.
- A separate meeting is scheduled to discuss the RaiseOnline data.
- All staff were thanks by Simon Collings for their hard work and dedication to achieve another set of good results in a year of change.

12.3 Personnel and Pay Committee

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

- *Teaching staff* – changes to the staffing structure were outlined for the coming year.
- All other staff remain the same.
- Possible incorporation/takeover of Pre-School was discussed briefly.

The following committees have not yet met:

- Staff Dismissal and Appeal
- Pupil Discipline

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

These account, after being accepted by the Finance and Premises Committee are ready for signature by the Chair of Governors.

12. **Policies for Review**

All policies listed on the agenda were reviewed and agreed.

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

Dates of future meetings have been set and will be circulated to all governors again and good attendance will be encouraged.

14. **Any Other Business**

None

The meeting closed at 7:04 pm.

Chairman:

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Date:

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