

ORLETON CE PRIMARY SCHOOL

SUMMER TERM GOVERNORS MEETING

held on

WEDNESDAY 20TH JULY 2016, 5:00pm



Present

Mr Adam Breakwell (Headteacher)
Mrs Emma Morgan
Mrs Mary Rutherford
Mrs Stephanie Piggott
Rev Bruce Thomson

Dr Jane Keenan
Mrs Lynette Broom
Miss Lucy Rossiter
Mrs Pat Monk

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
Mr Martin Bradford	Holiday	Yes
Mrs Camilla Cotton	Holiday	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 16th March 2016, were approved as a true record and signed. A copy has been placed in the minute book.

4. Matters Arising

There were no matter arising.

5. **Applications for New Governors**

Miss Lucy Rossiter will replace Mrs Emma Morgan as Staff Governor from September 2016.

At this point in the meeting, introductions were made to all in attendance.

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

This is an ongoing item as it forms part of the Terms of Reference review. The documentation from the church is still awaited and once received will be tailored to suit the needs of the school. Adam Breakwell asked for volunteers to form a committee to look over the document and start the process. Lynette Broom, Adam Breakwell, Charlie Lewis and Simon Collings put their names forward.

7. **Feedback on Kimbolton Partnership Arrangements**

Governors from both schools have met and agree that it is a positive relationship which is working well. Governors of Kimbolton school are keen to get arrangements formalised for stability and sustainability, with paperwork in place awaiting signature. This should be in place for September 2016. Adam Breakwell advised that Kimbolton school would require a full time head in the future in order for their management structure to be completed.

8. **Governor Action Plan**

A meeting has been arranged for Wednesday 21st September at 5:00pm to review the key drivers for the academic year 2016/17. From this, a governor action plan will be developed.

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

The Headteacher's report was not available at the time of the meeting.

SATs results were very pleasing overall, but due to the new format it is difficult to interpret the results fully and the measure of progress is not known.

Year 2

- GaPS test was scrapped due to online release
- 81% achieved expected levels in Reading, with 18% having greater depth of understanding
- 81% achieved expected levels in Writing, with 9½% having greater depth of understanding
- 81% achieved expected levels in Maths, with 19% having greater depth of understanding
- 95% achieved expected levels in Science

Year 6

- 88% achieved expected levels in GaPS
- 88% achieved expected levels in Reading
- 88% achieved expected levels in Writing
- 76% achieved expected levels in Maths

Lucy Rossiter explained to governors about the new 'Bar Model' which is being used to promote problem solving and understanding in a more visual way.

10. **Committee Structure/Link Governors**

The combined committee structures have been well received so will continue.

Link Governors will be assigned once the Terms of Reference documentation review has been completed.

RE and Collective Worship - Adam Breakwell and Emma Morgan thanked Mrs John, Class 1 Teacher, for her hard work in this area.

English/Literacy – hand writing, GaPS, topic work and questioning will be areas for development

Maths – models and imagery will be areas for development

11. **Committee Terms of Reference Review**

These are still under review, see agenda item 6 Delegation of Functions to the Chair/Headteacher.

12. **Feedback from Committee Chairs**

12.1 Finance and Premises Committee

Minutes of the meeting held on 29th June 2016 were received and considered. A copy has been placed in the minute book.

- The year 2015/16 ended well.
- The five year budget plan is based on conservative numbers
- On-costs have risen for support staff
- The mezzanine area in the hall has now been cleared

12.2 Curriculum and Outcomes Committee

This committee has not met this term but is meeting on Monday 3rd October at 4:00pm following the release of the progress measures.

12.3 Personnel and Pay Committee

Minutes of the meeting held on 15th June 2016 were received and considered. A copy has been placed in the minute book.

- The part time workers policy was discussed at length
- The impact of teachers on maternity leave was discussed

13. Policies for Review

13.1 Collective Workshop

The policy was reviewed and adopted.

Proposed: Rev Bruce Thomson

Seconded: Lynette Broom

13.2 Medical Policy

The policy was reviewed and adopted.

Proposed: Dr Jane Keenan

Seconded: Mary Rutherford

It was noted that all policies are currently being reformatted to give a more 'corporate' look. Their content remains unchanged until the review stage.

14. Pupil Exclusion

The headteacher reported that there had been no fixed period exclusions during the summer term 2016.

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.

It was agreed that dates for all meetings should be set at the beginning of the academic year.

16. Any Other Business

16.1 Academy Status

Adam Breakwell had met with Lynette Broom to discuss academy status, despite legislation changing. The Wye Valley Learning Network (WVLN) are a trusted

partner and have worked with the school for three years. It is hoped that further discussions/thorough investigations will start with the WVLN in the autumn term.

Lynette Broom fed back to governors about staff perceptions of the stage at which the school are and that links with the cluster schools would be maintained.

The timescale suggested was one year to investigate further and to make a decision on whether to pursue academy status or not.

Proposal: During the first half of the autumn term, governors and heads would have an initial meeting. Regular feedback would be given and a clear timeline must be in place by the end of the year.

There was unanimous decision to proceed with further investigations.

16.2 Trinity School

The head of Trinity School is leaving at the end of the summer term with two deputies seconded to the role.

6:58pm Stephanie Piggott left the meeting.

The school has requested one day a week of strategic leadership to assist the deputies during the time taken to recruit a new head.

Simon Collings is now working with their governors following the resignation of their Chair of governors.

Emma Morgan would need to be released every afternoon for management time, the cost of which would be covered by revenue received from Trinity School.

Proposal: As an emergency measure, Adam Breakwell would give strategic leadership support to Trinity School from September to December with Emma Morgan released for management time.

There was unanimous decision to accept this proposal.

The meeting closed at 7:15 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
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