

# Eastchurch C of E Primary School

## Minutes of the Full Governing Body Meeting Held at the school on Tuesday 10<sup>th</sup> March 2015

**Present:** Ian Goodwin (Chair), Bex Ratchford (Vice Chair), Sarah Hunt (Head of School), Michelle Crowe (Head of School), Andy Booth, John Stanford, Mike Brown, Joe Gregory, Yvette Gutheil, Steph Gill, Tracy Ryan

**In Attendance:** Lynette Elliston (Clerk), Nick Morgan (Diocese Representative/Adviser), Natasha Singh (Senior Schools Personnel Officer) left at 6.25pm Sandy Hammock (Chair of FOES) arrived 6.25pm left 6.30pm

**Apologies:** Pauline Shipley, Chris Shipley, Sue Hopper, Lee Dunne, Sarah Jeffery

		Action
	<b>Prayer</b>	
	<b>Confidential Item</b> Content of this item was minuted in the Pt 2 Confidential Minutes	
	<b>Introduction from the New Chair of FOES</b> The new Chair of Friends of Eastchurch School (FOES) addressed Governors with an introduction to their new appointment and to advise of upcoming events. The Chair of FOES invited Governors to help with a stall at the May Fair scheduled for 9 <sup>th</sup> May and Governors were keen to support the initiative and raise the profile of the GB.	
I-1	<b>Apologies and Declaration of Business Interests</b> The Chair welcomed all and extended his personal thanks to the Vice Chair for their continued support over the past few months during difficult and challenging times. There were no declarations of Business Interests.	
I-2	<b>Minutes of the meeting 13<sup>th</sup> January 2015</b> The minutes of the previous meeting were agreed by the Governing Body and signed by the Chair <ul style="list-style-type: none"> <li>2.2 – Matters arising</li> </ul> The letter regarding absence had been sent, Hays training had been completed and the coffee morning had been attended.	
I-3	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>3.1 – Finance Personnel</li> </ul> This item was carried over and the minutes were to be circulated <ul style="list-style-type: none"> <li>3.2 – Pay Committee</li> </ul> There had been a request which had been supported by the Pay Committee to increase the hours of the Caretaking staff from 34 to 37hrs and 32 to 37hrs respectively. The Chair of the Premises Committee was also in support of this proposal the cost to the school would be just over £800.00 per year. Governors took a formal vote and unanimously agreed to support the proposal. An invoice had been received for the cost of the services of the temporary Executive Head, the total had been based on service provided for an 11 day period however, Governors had discovered that on examination the total hours of service provided was for 5 days. The LA suggestion had been that 8 hours totalled a day rate as a guide. An impact statement had been requested from the temporary Executive Head and further justification sought of hours claimed. <p style="text-align: center;">❖ <b>Governors would not substantiate hours purported to have been completed, the hours had been verified as 22.5 spent on premises, the invoice received had been</b></p>	

	<p><b>for £400.00 per day which gave a total of £4,000.00 therefore payment had not been made in the first instance, Governors would continue to challenge invoice as proof of completion of a total of 11 x 2hr slots had been received.</b></p> <p>Further contents of this item were minuted in the Pt 2 Confidential minutes SG left at 7.00pm</p> <ul style="list-style-type: none"> <li>• 3.3 – Curriculum</li> </ul> <p>There had been no meeting, no further information to report</p> <ul style="list-style-type: none"> <li>• 3.4 – Premises</li> </ul> <p>There had been no meeting, no further information to report</p> <ul style="list-style-type: none"> <li>• 3.5 – AEN</li> </ul> <p>There was no further feedback available</p> <ul style="list-style-type: none"> <li>• 3.6 – Catering</li> </ul> <p>There was no further feedback available</p>	
I-4	<p><b>Administration</b></p> <p>The Clerk appealed to the whole Governing body for the completion and return of required housekeeping forms, some had been returned at the meeting. The Clerk further suggested conducting a File audit of Governor files and this was to be scheduled once the Governor files had been returned to the school by the previous Clerk</p>	
I-5	<p><b>Head Teachers Report(Circulated)</b></p> <p>The Heads of school verbalised the content of the Headteachers report to Governors.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors challenged the drop in attendance and asked what strategies were in place to support and improve this.</b></li> </ul> <p>Governors were advised that there had been new initiatives introduced including progress and impact meetings, the support of the Education Welfare Officer (EWO) and their initiative to impose “Late Gates” and complete more home visits to further investigate continued poor attendance in individual cases.</p> <ul style="list-style-type: none"> <li>❖ <b>Governor questioned the percentage at which absence was categorised as persistent absence, when the figures were produced, what were the parameters for the report and if there had been any recent improvement.</b></li> </ul> <p>Governors were advised that below 90% was a cause for concern, all absence was included in the parameters of the report and that the data had been produced on 27<sup>th</sup> February 2015, a recent episode of illness encountered by the school and indeed experienced on an island wide basis had restricted improvement of figures. To combat future illness the school had invited the school nurse to speak with pupils to raise hygiene awareness and liquid soap had been introduced as a replacement to bar soap.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors questioned if there were any trends identified with vulnerable pupils and absence and what strategies were in place to support these.</b></li> </ul> <p>There had been trends identified and strategies had been discussed with parents for support.</p> <p>The Clerk suggested creation of a Governors Action Plan to support and monitor the data from the Heads Report and SDP, this would be added to the Agenda</p>	
D-1	<p><b>Core functions/Role of Governors (Nick Morgan)</b></p> <p>The Vice Chair explained to Governors that a meeting with the Local Authority (LA) and the new acting Executive Head had highlighted the roles and responsibilities of Governance, it had been suggested that the GB could be holding the school back and if found to do so would therefore be at risk of removal by the LA. Challenge provided by the GB would be addressed and training for</p>	

	<p>Governors would be provided with information of Ofsted requirements. The GB were strongly advised to formulate a strategy group that would link with the Heads of School on a more regular basis these would be a core group for Ofsted communication.</p> <p>It was suggested that Governors attend training opportunity 23/03/2015.</p> <p>The Chair informed Governors that at previous inspection the school had received a “Good” classification for Leadership and Management; however, as this was now a different political landscape, with many schools deemed “Requiring Improvement” this could provide a different consequence of roles for the school moving forward. The current situation did not affect the roles of the GB although there was concern for the roles, responsibilities and requirements of Governors regarding time and availability in the future as the role of governance was now seen as increasingly corporate.</p> <p>Nick Morgan addressed Governors and explained the changing role of governance with core roles and set strategy now a requirement to hold the school to account, Governors were required to ensure sound financial management for maximising effectiveness and impact for the pupils including knowledge of the Pupil Premium grant. Governors were advised that they had a key role in the leadership and management of the school and the grading would be on a regular basis, Governors would need to complete their own self review regularly; strategy guidance had changed since 2013.</p> <p>❖ <b>Governors questioned the additional requirement on their time and what the future training requirements would involve and were concerned that the increased workload would impact on existing commitments.</b></p> <p>Governors were advised that the future structure and recruitment to the GB would be completed a skills basis which would include; Finance, Health and Safety but would continue to focus on strong community links.</p> <p>❖ <b>Governors request clarification of Ofsted requirements for effective governance</b></p> <p><b>Action</b>  <b>Strategy group to meet 20<sup>th</sup> March 2015</b></p>	BR/MBAB TR to observe
D-2	<p><b>Correspondence and news items (Chair)</b>  The Governor publication was the single item</p>	
D-3	<p><b>Governor Training</b>  Governors spoke about safer recruitment training. The Clerk advised a training Governor or creating Governor Training schedule with the Clerk to be copied in and to add to future agendas</p>	
D-4	<p><b>Future direction and operation of school (Chair)</b>  Completed under D1</p>	
D-5	<p><b>SEF</b>  The SEF had been circulated</p>	
D-6	<p><b>SIP</b>  This item was held over</p>	
D-7	<p><b>Parental complaint</b>  Contents of this item were minuted in the Pt 2 confidential minutes</p>	
R-1	<p><b>Admissions procedure</b>  Governors agreed to support the existing procedure</p>	

<b>R-2</b>	<b>Curriculum Plan 2015/16 (Chair/Hos)</b> Governors were advised that Maths and English were to remain a focus	
<b>R-3</b>	<b>Governor visits</b> Governor visits reports had been completed and returned to the Clerk. Further visits to focus on school council and safeguarding were discussed with the opportunity for Governors to see speak to pupils and see examples of work completed  The Clerk advised that Governors refer to the Visits template and protocol as this would link to the requirements of the Policy and Ofsted. And to create a timetable linked to identified points in the Action Plan/SDP  <b>Action</b> <b>To circulate visits protocol template</b> <b>To agree visits date w/c 23/03/2015</b>	<b>Clerk</b> <b>All</b>
<b>R-3</b>	<b>Child Protection Policy</b> Governors had read the policy and agreed to changes that had been made	
<b>R-4</b>	<b>Attendance and Punctuality Policy</b> The policy had been updated and appendices were created to incorporate change and make relevant. Governors agreed the policy	
<b>C-1</b>	<b>AOB</b> <ul style="list-style-type: none"> <li><b>1.1 – Date and time for joint Governor/Staff School Improvement Plan (SIP) meeting</b></li> </ul> This was agreed for 12/05/2015 at 4.30pm Governors agreed to communicate the appointment of an acting Executive Head to Parents within the school newsletter. The position had been filled by a head who was already providing support to an additional school and so there was no memo of understanding at this point. The appointment was on a 1 day per week basis based on an 8 hour day. A governor was requested to attend a meeting with the new acting Executive Head to take place at St Clements site at 3.45pm on 11 <sup>th</sup> March 2015 <b>Action</b> <b>Governor to attend acting Executive Head meeting</b>	<b>JS</b>
<b>C-2</b>	<b>Confidentiality</b> As listed in the minutes	
<b>C-3</b>	<b>Date and time of next meeting</b> <ul style="list-style-type: none"> <li><b>3.1</b></li> </ul> The date and time of the next meeting was agreed for Tuesday 12 <sup>th</sup> May 2015 5.30pm St Clements site.	

Meeting concluded at 8.15pm

Signed (Chair).....

Date.....