

**Minutes of LITTLE HALLINGBURY C OF E PRIMARY SCHOOL
Governing Body Meeting
Held on Monday 5th December 2011 at 7.30 p.m.**

Present

- * Mrs. L. Petts (Chair)
- * Mrs. A. Allsop
- * Mrs. B. Coates (Headteacher)
- * Rev. J. Green
- * Mrs. A. Hall
- * Mr. C. Harding
- * Mr. J. Howard
- * Mrs. K. Kemp
- * Mrs. S. Mackrill
- * Mr. G. Richardson
- Mrs. M. Roberts
- Mrs. R. Watt

In Attendance * Mrs. K. Radford (Clerk)

* denotes present at meeting

1. OPENING PRAYER

Rev. Green delivered the opening prayer.

2. APOLOGIES/MEMBERSHIP

Apologies for absence were accepted from Mrs. Watt and Mrs. Roberts. It was noted that the next terms of office to expire will be those for Mrs. Mackrill (Foundation DBE) and Mr. G. Richardson (Foundation PCC), both on 31st August 2013.

Mrs. Petts added that she had recently had an e-mail from Mrs. Roberts, who had indicated she might need to consider resigning as a Parent Governor. However, at the present time, Mrs. Roberts remains a member of the Governing Body.

3. DECLARATION OF BUSINESS INTERESTS

There were no interests to declare.

4. NOTIFICATION OF ANY OTHER BUSINESS

There were no items to be notified.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 26th September 2011 were agreed as a true and accurate record of that meeting. **The Chair signed the minutes.**

Mrs. Petts reminded Governors of the previous discussion regarding increasing the membership of the Governing Body. No potential candidates had yet been identified, and **it was agreed that it would be worthwhile inserting a short article in the village news to see if any members of the local community might be interested in joining the Governing Body. Mrs. Petts agreed to draft a short item for inclusion.**

6. MATTERS ARISING

Training/Information re Academy Status

Mr. Richardson advised that Governor Services would be able to provide some appropriate training if a suitable date could be suggested. However, Mrs. Coates requested that this matter be deferred for the time being, as she was remained unsure about whether Academy status was suitable for Little Hallingbury. This stance was agreed by the Governing Body.

Constitution of School Council

Mr. Howard has this item in hand, although there was no progress to report.

7. CHAIR'S ACTION/CORRESPONDENCE

Neither the Chair nor the Vice-Chair had been required to take any urgent action since the last Full Governing Body meeting.

8. COMMITTEE REPORTS

Performance & Standards Committee

The minutes of the recent meeting were circulated to Governors, and Mrs. Coates reviewed them, noting the following items.

The school has now obtained the Quality Mark.

A meeting will need to be arranged for Rev. Green, Mrs. Shipp and Mrs. Coates to discuss RE. Rev. Green noted that she has reviewed the Worship Policy.

Mrs. Coates and Mr. Howard had reviewed the School Development Plan, and completed action plans for Numeracy and Literacy. The format of the SDP had also been discussed, and it has now been reduced to three headings – Areas for Improvement, Monitoring and Evaluation, and Evidence of Improvement. It is also intended that the school vision –

Learning Happily and Securely – should be incorporated further within the SDP.

Parent and pupil interviews will be undertaken, and consideration will be given to the timing of these. Some Governors felt that prior to Christmas would not be suitable. However, the school is very keen to collect evidence, in view of the likelihood of an imminent OFSTED inspection.

There is a large amount of work to be done for Numeracy. Mrs. Coates advised that there is now an excellent document available from the DfE, written by OFSTED inspectors, and providing guidance about how some schools teach maths so successfully. There will also be an INSET on Numeracy in January 2012, to prepare for the parents evening when information will be given about teaching methods used for maths.

In Literacy, the school is focusing strongly on teaching phonics. There is a need to ensure this is done consistently throughout the school. Resources are being reviewed, and, together with matched funding, there will be £4,000 available to spend on these. Mrs. Coates was keen for Governors to undertake a focus visit for phonics, and Mrs. Kemp and Mrs. Mackrill will do so before Christmas.

Pupil perception surveys for reading have been agreed, with some already carried out. Mr. Howard will be helping to collate the evidence produced from these surveys. Mr. Howard is now also running a Boys' Writing Club, which is proving very successful.

Two teachers are attending a course at the National Gallery in London, run by Pie Corbett. The aim is to stimulate children's writing through art, and two classes will be visiting the National Gallery in the future. Many other school trips are also planned.

There are currently 148 children on the school roll, although three will be leaving the current Year 2 next year. Three boys have joined the school this term, with another due soon.

Mrs. Coates and Mr. Howard have been undertaking lesson observations for maths this term, and will focus on literacy next term. Lesson studies are continuing, with teachers monitoring each other's lessons for 10 minute sessions. This remains a very useful exercise.

It was noted that it is often difficult to timetable specific SENCo time, although Mrs. Coates assured Governors that it was always provided when necessary, and it was also noted that Mrs. Wheatley had produced some excellent reports, detailing the impact of intervention strategies.

The Scout Hall has now been completed, and is used by children when appropriate. Mrs. Coates pointed out that the noise levels are very high in the Hall, and it might be necessary to consider insulation to help absorb this.

Governors were requested to take responsibility for curriculum areas rather than classes, concentrating specifically on numeracy and literacy.

Following the school's Christmas Production, charitable donations will be made, including to the church steeple fund. Rev. Green advised that the target has already been reached for this fund, and urged the school to be guided by other needs when making a donation.

It was noted that Mr. Steven Broad had resigned from the Graduate Teacher Programme, and will be leaving at the end of the current term. Mrs. Petts read a letter from him, wherein he expressed his thanks for the support and experience he had received at Little Hallingbury. Mrs. Coates will now give some thought to covering the timetable hours which will become vacant.

Resources Committee

Mr. Richardson explained that he had spoken to the local representative of the Scouts and Guides Supporters Association, who had advised that the application for charitable status is still ongoing. However, completion of this is expected very soon, after which it will be possible to finalise the finances with regard to the building of the Scout Hall. It was agreed that the new building is an excellent asset.

Mr. Richardson noted some other maintenance work recently undertaken on the school premises, and ongoing work for the wildlife area. A recent perimeter fence walk did not highlight any issues of concern.

Mrs. Coates advised that the catering accounts had been thoroughly reviewed. Full records of spending are now being kept, and suppliers have been changed. It is therefore hoped that this will ensure the school catering operation ceases to run at a loss.

Mrs. Coates noted that the five year school budget plan had been considered. The budget for the next three years should be fine, although after that, it could go into deficit. However, there remains considerable uncertainty about funding and likely cuts, and it was therefore almost impossible to predict the position that far ahead.

9. HEADTEACHER'S REPORT

Mrs. Coates distributed a copy of the Essex School Partnership Programme Report, produced following an initial visit to the school by Mr. Steve Mellors. Items for improvement were identified, and Mr. Mellors visited the school again recently to review RaiseOnline. Mr. Howard provided some information about this latest visit, and stated that the RaiseOnline data was very strong, showing progress and attainment at Little Hallingbury above the national average figures, even where slight downward trends have been identified. It was noted that the percentage of children on the SEN register at the school is lower than the national average. In Year 6, many children come off the SEN

register, largely due to the effect of work done with them in previous years.

There are children identified as “cause for concern”, but after three or four cycles, these children are either taken out of this category, or given an IEP. Where children have not made the expected progress, this has been analysed and understood. Value Added is 100.2, which is, again, above the national average.

It was noted that there are only 14 children in the current Year 6 cohort, some with special needs. Each child will be worth a larger percentage, and this could, therefore, mean that 2012 SATs will be challenging.

Mrs. Coates also noted that the following reports were available for Governors to take away and review:

- SEN – a very interesting report from Mrs. Wheatley, detailing various initiatives and interventions in place
- Science, giving details of proposed practical science work
- EYFS
- Literacy
- History
- RE
- ICT Action Plan

Mrs. Coates pointed out that these reports were drafts only at the present time, but she felt that staff had made excellent efforts to produce them and identify the areas for improvement, together with monitoring and evaluation criteria.

Governor visit reports from Mrs. Kemp and Mrs. Hall were also available.

Mrs. Coates asked Governors whether they felt they were sufficiently knowledgeable about the areas in the school which required improvement. She hoped that Governors could see how the focus on maths and literacy fed into all the plans. Governors agreed that the reports provided would be very useful for them to study, and that they would provide extra clarity and assistance for them.

10. SAFEGUARDING

Mrs. Coates advised that all staff were up-to-date with safeguarding issues.

11. SEN REPORT

This report had been noted earlier in the meeting, and was available for Governors to read.

12. POLICIES FOR RATIFICATION

The RE and Worship Policies had been reviewed by Rev. Green and were accepted.

13. NON-PUPIL DAYS 2012/2013

Mrs. Coates advised that the proposed dates were not yet available.

14. HEADTEACHER'S PERFORMANCE MANAGEMENT

Mrs. Petts advised that this review will be taking place later this week, with assistance from Mr. Mellors.

15. TARGET SETTING

Mrs. Coates advised that targets set for 2012/2013 were noted in the SIP report, previously provided to Governors.

16. GOVERNOR TRAINING

Mrs. Petts and Mr. Richardson had attended the recent Communications Meeting, which had been interesting and useful. All Governors were encouraged to attend these termly meetings, if possible. Mrs. Petts also urged Governors to review available courses and take the opportunity to update their training.

17. GOVERNOR VISITS

Visit reports had been noted previously, and copies provided.

18. ITEMS FOR NEXT AGENDA

No specific items were identified. Governors were reminded to contact the Clerk if they wished to place any specific items on the next agenda.

19. ANY OTHER BUSINESS

Mrs. Petts noted that a donation of £250 will be made to the Church from the School Fund.

Mrs. Petts also thanked everyone who had supported the recent Christmas Fayre and shopping evening.

Rev. Green reminded Governors that 5th February 2012 would be Education Sunday, and Mrs. Coates agreed that it would be possible to hold a service at the school, as in previous years.

Governors were invited to watch the Christmas performance of The Tempest.

Mrs. Coates explained that the school would be holding an event in 2012 to celebrate the Queen's Diamond Jubilee, including a Jubilee camp on the school field, country dancing and a hog roast. Further details will appear soon in the village news.

20. NEXT MEETING

The next meetings will be as follows:

Spring Term

Performance & Standards	- 12 th March 2012
Resources	- to be arranged
Governing Body	- 26 th March 2012

Summer Term

Performance & Standards	- 25 th June 2012
Resources	- 11 th June 2012
Governing Body	- 2 nd July 2012

The date for the Resources Committee meeting for the Spring Term will be finalized and confirmed once budget setting deadlines are known.

Rev. Green closed the meeting with a prayer.

The meeting closed at 8.50 p.m.

Signed
Chair

Date.....

ACTION ITEMS

Minute No.	Item	Action
5	Item for village news re recruitment of new governors.	LP
6	School Council	JH
13	Non-pupil days 2012/2013	Next meeting