



## Barnabas Oley Church of England Primary School FULL GOVERNING BODY

**Meeting Date/Time...:** Thursday 21<sup>st</sup> March 2019

**Place.....:** School

**Present:** Mrs K Whinney (Chair), Mrs M Downes (HT), Mr A Pett, Mrs S Bonnett, Mrs S Reardon, Mrs S Perry, Mrs E Ferreira, Mrs V Corrie-Wing, Mr A Kluth, Mrs K Laverick, Reverend R Blanchflower, Mr I Strath

**In attendance:** Ms C Jarvis (DepHT), Mrs C Fox (Clerk)

The meeting began with prayer, led by Reverend Blanchflower.

### **18.0149 Apologies for Absence**

Apologies were received from Mrs S Autenrieth who is overseas. Apologies accepted. Apologies were received from Mr J Petre who has a prior family commitment. Apologies accepted.

### **18.0150 Declaration of Interests**

There were no declarations of interest.

### **18.0151 Minutes of Last Meeting**

The minutes from the last meeting were approved and signed by the Chair.

### **18.0152 Matters Arising**

- Staff and Governor Celebration Event. (*See 18.0165*)

### **18.0153 Neighbourhood Development Plan (NDP) Meeting Feedback**

A meeting was held on 27<sup>th</sup> February between members of the Great Gransden NDP group, a representative from the LA (Ms Penny Price), Mrs Downes and Mrs Reardon.

The purpose of the meeting was to discuss the possible implications for the school and its admissions in light of development plans in Great Gransden. Mrs Reardon explained that the LA are responsible for admissions and, specifically, setting the 'cap' for the maximum number of children at the school. This is based on council projections which are drawn from a range of data sources. Currently, the LA are waiting for data from the NHS to allow them to formulate a new forecast/projection. **Mrs Bonnett asked if there had been any indication how long this would take.** Mrs Reardon said that the data should be available by the end of March but that she had reservations as to how accurate this data will be. Mrs Reardon went on to explain that the LA only base their projections on planning applications that had *been approved* and that they cannot take into account any potential planning applications. Given

the number of planning applications that are expected in Great Gransden (and other villages within the school's catchment area), there is a concern that these forecasts will not reflect the potential increase to the community.

If, the projection suggests that the school will need to increase its admissions, a team from the council will visit the site to conduct a 'feasibility survey' and evaluate the options that are available for any expansion. Mrs Downes and Mrs Reardon took Ms Price around the school to show her the site and the potential limitations that it faces. During that tour, the problem with the staff room floor was brought to her attention and the condition of the mobile classroom. Ms Price agreed that the condition of the staffroom was not acceptable said that it should be escalated.

Mrs Downes said that there would almost certainly be no new school buildings as a result of the LA's reduced budget, so it was likely that the school would have to look at internal reconfiguration. Mrs Reardon told the Governing body that Ms Price has explained that developers are required to contribute a levy of which 15% is paid to Parish Councils. This is increased to 25% where the Parish Council has adopted a Neighbourhood Development Plan. Parish Councils are allowed to spend this levy on educational premises if they so choose. Ms Price had said that the LA is likely to look favorably on matched funding from developers and the Parish Council for improvements to school premises. It would be the responsibility of the school to approach the developers should the situation arise.

Mrs Reardon also fed back to the Governors that Secondary School links were raised during the meeting, with regards to Barnabas Oley remaining a catchment school for Comberton Village College (CVC). There were concerns about the impact that any developments planned for the villages of Hardwick and Comberton might have in future. Ms Price has said that the LA would always be reluctant to re-draw catchment area boundaries. Mrs Whinney commented that though this assurance was positive, given the level of commitment and hard work that had gone into Barnabas Oley being recognised as a feeder school for CVC, it was important to remain aware of the situation. This was unanimously agreed.

At the present time, there is no immediate need to take any action. Any potential changes to the school's admissions will be based on the council's projection figures. A further meeting will be scheduled for the end of March.

Mr Kluth asked if there was any way that the Governors could increase the pressure and urgency on the LA regarding the repairs that are required in the staff room. Mrs Downes said that the process was underway and that she hoped a resolution was near. She would let the Governors know if this was not the case and if a letter from the Governing Body would then be required.

#### **18.0154 Feedback from Statutory Inspection of Anglican and Methodist Schools (SIAMS) Inspection**

The Governing Body congratulated the staff on a successful SIAMS inspection. Mrs Downes told the Governing Body that she was still awaiting the factual accuracy check of the SIAMS report. This is due within three weeks of the inspection and therefore it was hoped that it

will be available before Easter. Mrs Downes went on to say that the children had been exemplary. All those spoken to were able to talk to the inspector honestly and articulately; clearly demonstrating that the Christian ethos of the school is both evident and well embedded. Mrs Whinney noted that the areas for development covered by the inspector were valid particularly the role of governors in monitoring and evaluation Christian distinctiveness and proposed training should be undertaken by governors in this area. Mrs. Corrie-Wing suggested a training module within the New Governor Training that specifically focused on this.

#### **18.0155 Review of SIAMS SEF**

Mrs Downes thanked Governors for their input and suggestions on the new SIAMS SEF. Further amendments will be made to this document and it will then be recirculated.

**Action: Mrs Downes to update SIAMS SEF and send to Mrs Fox for recirculation to all Governors.**

#### **18.0156 Breakout Committee Groups**

The meeting separated into committee groups for breakout meetings.

#### **18.0157 Feedback from Curriculum Committee**

- All Governor visits and reports are now on track. A reminder of the correct process can be found on the website for reference.
- Anti-Bullying Policy. This is still under review. An interim version of the policy has been approved but will be revisited when further information/clarity is available on issues raised.

Mrs Corrie-Wing asked what processes and procedures exist with regards to Governor accountability in responding to concerns raised by parents both in the context of bullying and also within the wider school community. Specifically, Mrs Corrie-Wing asked about the processes in place if parents are dissatisfied with how bullying is dealt with within school. Mrs Whinney confirmed that the following policies provided some guidance for governors; Complaints Procedure For Parents, Persistent Complaints and Harassment Policy and Code of Conduct For All Adults. Mrs Corrie-Wing then asked whether there was general guidance around dealing with parents on a more informal level prior to any concerns escalating to the level covered in these policies. It was acknowledged that Governors should be aware of what the general feeling about the school was within the parent body. Mrs Corrie-Wing asked how the view of stakeholders are gathered generally and how views could be collected from parents; suggesting that a Governor presence at Parents evenings could be an effective means of gathering feedback. Mrs Whinney said that previous attempts to gather parental views had been tried through annual meetings with governors, children and parents in the summer term, governor attendance at the new parents evening each year, governor rotation at the PTA meetings and by parental questionnaires. Mrs Whinney noted that unfortunately the governors, children and parent meetings had not been well attended. However, it was an idea

that could be reviewed and looked at again. Ms Jarvis re-iterated the importance of Governors attending New Parents Evening. Mr Kluth asked about the feasibility of having an email address where parents could leave feedback or alternatively a suggestion box. After discussion, it was felt that an email address would be difficult to monitor and manage. It was agreed that further consideration should be given to the idea of Governor engagement with parents and other stakeholders, this will be revisited at a later FGB meeting.

**Action: Mrs Fox to add Parental Views to a future FGB meeting.**

**18.0158 Feedback from F&GP Committee**

- The finances are looking better than expected, with a potential carry-forward figure to next year of £15,000.
- The SFVS has been completed and will be submitted by the end of March.
- The LA Financial and Contract Regulations have been formally adopted by the FGP committee.
- The next Health & Safety Walk is scheduled for Thursday 20<sup>th</sup> June 2019.

**18.0159 Feedback from Personnel Committee**

- Policies were approved.
- The Whole School Pay Policy has been amended. Mrs Whinney is still working to update this.
- A new Lone Working Policy has been devised and is currently in draft format. This will cover members of staff working alone on-site and also off site (eg home visits). The policy will be available on the website once it has been formally adopted.

**18.0160 Review of SDP**

The meeting separated into smaller groups to review the Governance section of the SDP. Mrs Perry queried the O track data session previously referred to in the SDP, as it had not been provided. It was agreed that this had been an omission. Mrs Whinney asked that this be added to the next FGB agenda.

**Action: Mrs Fox to update SDP on the website.**

**Action: Mrs Fox to add data session as agenda item for the next FGB meeting.**

**18.0161 SEND Review and Update**

Mrs Downes confirmed that the SEND visit reports completed by Mrs Autenrieth provided a good insight into the provision at the school.

Mrs Downes informed the Governing body that a family worker has been in school.

Previously, there had been no need for external support however more recently a need had been identified. The provision of this family worker had been well received by all parties concerned.

### **18.0162 Head Teachers Interim Report**

Mrs Downes provided the Governing Body with a key oversight of activities within school. Summary of Key Points from the Report:

- The Early Years SEF Review had been amended to reflect the outstanding grade, in light of the recent Ofsted inspection.
- There are two new children due to start on Monday 25<sup>th</sup> March. There have been more visits from prospective parents but, due to no spaces being available in KS1, the school had been unable to accommodate some of these in year transfer requests.
- Preparations are underway for SATS. Practice books have been introduced for KS1 (Year 2) and have been well received with all families opting to buy them. Mrs Bonnett asked whether this would put unnecessary pressure on the children in Year 2. Mrs Jarvis said that she did not believe that it would. Mrs Downes agreed that the children were continually exposed to a broad and balanced curriculum and therefore any negative pressures associated with SATS would be minimal.

### **18.0163 Admission arrangements for Autumn Term – Check in**

Mrs Downes confirmed that the School had received 16 first choice applications, though these numbers may be subject to change during the second round of allocations and had in previous years resulted in higher numbers. The maximum PAN for reception intake remains at 21 for the majority of years in the school (18 PAN for higher year groups currently).

### **18.0164 Governor Training Log**

Governor data on training had been gathered and collated prior to the SIAMS inspection. Mrs Whinney suggested that information (to include course title, date and impact) be given to Mrs Fox once each term so that the training log could be updated. Mrs Fox will remind Governors of the requirement to provide this information on a termly basis.

**Action: Mrs Fox to collate Governor Training information and reformat existing training log.**

### **18.0165 Plans for Staff and Governor Social.**

The annual Staff/Governor social is scheduled for Thursday 11<sup>th</sup> July. The venue is yet to be confirmed. Mrs Whinney asked that any suggestions be emailed directly to her. It was noted that this event should be *in addition* to an event acknowledging the hard work of staff around the Ofsted and SIAMS inspections which should be considerably sooner. Mrs Downes suggested Wednesday 1<sup>st</sup> May, where an event could be done instead of the usual staff meeting. Holding it after school would mean that staff would already be on site and would not need to leave and return. It was agreed that this was a good idea.

### **18.0148 AOB**

Mrs Bonnett gave her outline of suggested contributions to the Annual Report to Parents. These were all agreed. All contributions should be returned to Mrs Bonnett by Friday 31<sup>st</sup> May for inclusion in the report.

**Action: All Governors to complete pieces for the Annual Report and return to Mrs Bonnett by agreed deadline.**

**18.0149      Date of Next Meeting**

The next meeting will be on **Thursday 9<sup>th</sup> May 2019 at 7pm.**