



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 2nd October 2014 at 7:00pm

Present: Mrs R Fogg, Revd C Furlong, Mrs C Hall, Miss J Hodges, Mrs E McLaughlin,
Mrs C Moretto, Mrs M Oxer, Mr A Pett, Mrs R Smith (HT), Mrs A Whiddett,
Mrs K Whinney (C)

In Attendance: Mrs E Pett (Temporary Clerk), Mr J Petre (Observer)

The meeting began with prayers.

14.68 Apologies for Absence

Apologies were received and accepted from Mrs M Downes, Mrs C Jarvis (Ob), Mr D Merrill and Mrs C Morton (Clerk).

14.69 Welcome of New Parent Governor

Mrs Melanie Oxer was welcomed as the new parent governor, and Mrs Elizabeth Pett as temporary Clerk. Members of the Governing Body each introduced themselves and briefly described their roles.

14.70 Change of Status – Parent Governor

Mrs Hall informed the meeting that she was now working at the school in a temporary part time capacity. It was agreed that as she was working less than 500 hours per annum this would not impinge on her role as a parent governor.

14.71 Declaration of Interests

Mrs Whinney clarified 'Interests' in this context as those relating to any outside committees or commitments as well as pecuniary (financial/business) interests.

There were none declared.

14.72 Declaration of Pecuniary Interests

Forms were distributed. These were to be signed and returned to the Chair before the next meeting.

Action Governors

14.73 Minutes of the last Meeting

These were agreed and signed by the Chair.

14.74 Matters Arising

- **CVC Update:** Mr Petre reported that the appeal made in July to the Office of the Schools Adjudicator (OSA) regarding our objection to the admission arrangements for CVC had not been successful. The Adjudicator concluded that as the matters complained about were mainly to do with transport, they were not within the jurisdiction of the Adjudicator. In order to resolve the transport issues it was necessary to request that CVC be classed as the designated school and appeal to the Local Authority (LA) for transport to be provided for pupils attending CVC. John has written to the LA on this basis and the LA have not changed their position but recognise that “there has been an overwhelming amount of parental support from the families living in the villages served by Barnabas Oley Primary School to be included within the catchment area of Comberton Village College. For this reason, we are prepared to refer the matter to senior managers within Children Families and Adult’s services for their further consideration”. It was noted that time was tight for a resolution before 31st October 2014, the deadline for parent applications for admission to CVC in 2015. Mr Petre said that at present local parents were competing for space on the buses; it was a muddled situation and that it was important to continue lobbying for a positive outcome. Mrs Smith suggested that parents should be encouraged to lobby independently. Miss Hodges, speaking as a parent going through the application process, said that the admissions process was difficult to navigate, especially as both CVC and Longsands Academy seemed to hold equal status in the list of choices. She queried how parents could make it clear that CVC was the first choice.
- **Admissions Update:** Mrs Smith reported that the number of pupils on roll was now up to 131, better than predicted but less than desired. LA Admissions department had not been helpful over the summer with the admission of out of catchment children. However all the children who wanted places had eventually been allocated places at the School. . She observed that the change of designated school from Longsands to CVC could be influencing parents in their choice of Barnabas Oley.
- **Founders Day Review:** Mrs Whinney noted that it was a very enjoyable day, no other feedback was noted for next year.
- **CCS Contract Review:** Mrs Moretto said that the H&S inspection had raised further complications relating to cancelling the formal cleaning contract. Mrs Smith added that two further contractors would be quoting, which might provide a way forward. This is to be followed up at the first Finance and General Purposes (F&GP) meeting of the year.

14.75 Appointment of Co-opted Governors (Formerly: Re-Constitution Report)

Mrs Whinney advised that in July the FGB had formally approved proposals for the reconstitution of the Governing Body, which had also been approved by the Diocese. The Instrument of Government had been submitted to the LA for approval during the summer break. Prior to this meeting, Mrs Whinney had chased the LA and learned that due to volume of work and understaffing at the LA this had not taken place, but it was hoped that approval would be achieved by the next meeting.

The LA advised that in the meantime the newly co-opted governors should be named, pending the new constitution being approved. Mrs Whinney named the newly co –opted governors as: Miss Hodges, Mr Merrill, Mr Petre (whose appointment as a parent governor had lapsed and he was therefore observing on this occasion), Mr Pett, and Mrs Whiddett. The appointments were proposed by Mrs Hall and seconded by Mrs Fogg. All in the meeting were in agreement.

Mrs Whinney stated that in light of the above the election of the Chair and Vice Chair would be postponed until the next meeting when hopefully the new constitution would be in place.

14.76 Election of Officers – (Chair, Vice Chair)

Election deferred as noted above.

14.77 Committees

- **Appointment of Membership.** The committees were arranged as follows:

Finance and General Purposes	Mrs Moretto (Chair), Mr Merrill, Mr Petre, Mr Pett, Mrs Smith (HT), Mrs Whiddett, Mrs Whinney, Guest: Liz Day
Curriculum	Miss Hodges (Chair), Mrs Downes, Mrs Fogg, Mrs Hall, Mrs McLaughlin, Mr Pett, Mrs Smith (HT), Guest: Miss C Jarvis (DHT)
Personnel	Mrs Whiddett (Chair), Mrs Fogg, Mrs Oxeer, Mr Pett, Mrs Smith (HT), Mrs Whinney
Appeal Committee	Miss Hodges, Mrs McLaughlin, Mr Pett
Head Teacher Performance Review (HTPR)	Mrs Whinney (Chair), Mrs Fogg, Mr Petre Mr Nigel Battey (SIA)

- **Approve Terms of Reference:**

One change, to the 'Meetings' paragraphs, was agreed and approved by the meeting: that all papers should be submitted a minimum of **three working days** in advance of any meeting.

The terms of reference for the F&GP, Curriculum and Personnel committees were approved by the meeting.

14.78 Approve Delegation of Authority Document

The Delegation of Decision Planner 2104/2015 was approved by the meeting.

14.79 Appointment of Governors with Special Responsibilities and Allocation of Governors to a Curriculum subject area

- **Special Responsibility Positions:**

Responsibility	Named Governor
Child Protection	Mr Pett
SEN	Mr Pett
Training Link	Mrs McLaughlin
Clare College Link	Mrs Fogg
Safer Recruitment Governors	Mrs Hall, Mrs Moretto, Mrs Whinney
Equality Governor	Mr Petre
School Council Link	Mrs Hall
PTA Link	All Governors by rotation
Parents' Forum Link	All Governors by rotation
Eco Schools Link	Mrs Fogg
International Schools Link	Mrs Hall
'Gifted and Talented' Governor	Mr Pett

- **Subject Governors and Staff:**

Subject Area	Named Governor	Member of Staff
Numeracy	Mrs Whinney	Mrs Downes
Literacy	Miss Hodges	Mrs Hargreaves
RE	Mrs Fogg/ Mrs McLaughlin (Shadow)	Miss Jarvis
Science	Mr Petre	Miss Canney
Humanities	Mrs Hall	Ms Hussey
ICT	Mr Pett	Miss Canney
Art / DT	Mr Petre	Mrs Smith
PE	Mrs McLaughlin	Miss Jarvis
PSHE	Miss Hodges	Mrs Smith
Music	Mrs Moretto	Mrs McRitchie Pratt
MFL	Mrs Fogg	Mrs Jackson

- **Mentoring:**

Mentor	Governor
Miss Hodges	Mrs Moretto
Mrs Hall	Mrs Oxer

- **Annual Tasks:**

Task	Named Lead Governor	Term	Committee
Interim Report/Annual Report to Parents	Heads of Committees	Spring/ Summer	FGB
Founders Day	Mr Petre	Summer	FGB
New Parents Evening	Mrs Hall	Summer	FGB
Audit of Governing Body Effectiveness	Mr Petre	Summer	FGB
Secondary Catchment Academies	Mr Petre/Mrs Hall	Ongoing	FGB
Website Management	Mrs Fogg	Ongoing	FGB
Document Management System	Miss Hodges	Ongoing	FGB
Schools Financial Value System (SFVA)	Miss Hodges	Ongoing	FGB
Schools Financial Value System (SFVA)	Mrs Whinney	Autumn	FGP
Annual Bench Marking	Mrs Whinney/ Mrs Moretto	Autumn	FGP
Travel Plan Review	Mrs Whinney/ Mrs Whiddett	Autumn	FGP
Questionnaire to Parents	Miss Hodges/ Curriculum Committee	Spring	Curriculum

It was agreed to remove the 'Individual Governor Questionnaire' task as it appeared to add no value.

14.80 Confirm Governing Body operating guidelines (Code of Practice and Standing Orders)

- **Code of Practice:** Para 8 Meetings Charter: It was proposed that all relevant papers should be received at least **three working days** before any meeting. Agreed and approved by the meeting.

- **Standing Orders:** Para 1: It was proposed to leave the Secret Ballot as an option for elections. Agreed and approved by the meeting.

14.81 Payment of Governor Expenses for the Year and Payments to Clerk

It was agreed that the Governing Body will not pay Governors' expenses for the year. It was also agreed that £250 per term should be paid to the Clerk, Mrs Morton.

14.82 Appoint Governor Representatives to:

- **Termly Briefings:** It was agreed a Termly Briefings link of the slides be added to the website.
Action Miss Hodges
- **PTA – Rotation, allocation of Dates:** It was agreed the PTA Link Governor Rotation List 2014-2015 should be passed to the secretary of the PTA, along with contact details for the Governors listed.
Action Mrs Whinney
- **Parents' Forum:** Mrs Smith proposed to cease the Parents' Forum and replace it with three Curriculum Fora: Reading, Writing and Maths. Governors were invited to attend.
- **Multi Use Games Area (MUGA):** Mrs Whinney reported that funding for this project had not been successful as the School did not own the area. However bid packs had been assembled and someone was now needed to take on the task of searching for available grants. Mrs Whiddett nominated Daniel Whiddett for this role. The Bid packs were to be passed on to him.
Action Mrs Whinney

14.83 Governor Visits Schedule inc SEN and H&S

The schedule was approved unchanged and would be uploaded to the website.

Action Mrs Whinney

At the appropriate time Governors should liaise with the relevant Staff Member regarding the visit.

14.84 Security of Confidential Information via email – Acceptable Use Policy for Governors

Mrs Whinney stated that emails relating to the Governing Body needed to be secure, but that the County Council website and email were difficult to use. Instead it was proposed that all Governors sign an 'Acceptable Use Statement' at the end of the meeting. Forms were distributed for signing and return to Mrs Whinney by the next meeting.

Action: All Governors

14.85 Preparation for Keeping in Touch (KIT) Visit – Autumn Term

The annual visit by the LA to review school data would be carried out on 16th October 2014 by Pauline Ball, but following her retirement this role will be taken on by Nigel Battey. Mrs Whinney noted that a new management information package called 'Perspective Lite' was now available and provided additional data analysis for the School and governors.

14.86 SDP Review

The Governors reviewed and accepted the key priorities and targets for the year. Appreciation and thanks and were offered to Mrs Smith for all the hard work involved in preparing the document.

14.87 Schedule of Policy Reviews

Mrs Whinney noted that this schedule had been rolled forward for 2014 to 2017 and that there may be some policy reviews that are brought forward due to changes at a national and local authority level. Mrs Whinney highlighted the policies marked in red were late or later versions had not been uploaded onto the website and hence should be focused on in the next committee meetings.

14.88 Building Works

Mrs Smith reported that nearly all windows and doors had been replaced and once the new front door had been fitted the new security system could be activated. The door to the IT suite and the mobile steps would be replaced at Half Term. Mrs Fogg thanked Mrs Smith and Mrs Jarvis for all their input over the summer break.

14.89 Travel Plan

The Travel Plan was on the Modeshift system now and hence will be easier to monitor and update. The Travel Plan has achieved a Bronze level award and was significant progress has been made towards the Silver level award. Mrs Smith and Mrs Whinney are going to Shire Hall with two children to celebrate the achievement of the Bronze award.

14.90 Head Teacher's Report to the Governors 2014

Mrs Smith presented her Report, highlighting areas such as Staffing and Training, Special Educational Needs and Disability Reforms, Curriculum and Data. Mrs Whinney asked about how the changes to the Computing curriculum were being managed. Mrs Smith noted the use of computer programming software within lessons at all levels. 32 I pads had now been delivered and were now in use in the classrooms.

Referring to the Handwriting awards Mrs Fogg asked that the Governors have copies of the winning scripts, possibly via the website.

Action Mrs Smith

It was also noted that most of the winners were girls, and that this might be a subject for discussion in the Curriculum committee.

14.91 School Photographs

A photography session would take place on Friday 24th October 2014. New Governors and any other Governor wishing to have their photo updated should attend at 08.30.

14.92 Dates of Next Meetings

Full Governors' meeting : Thursday 27th November 2014

Sub Committees : From Thursday 16th October 2014

There may be changes to the Personnel Subcommittee dates.

The meeting closed at 20.30 with the Grace.

Signed:

Date: