



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 3rd October 2013 at 7:00pm

Present: Mrs E Blott, Mrs M Downes, Dr D Doyle, Mrs R Fogg, Revd C Furlong
Mrs C Hall, Miss J Hodges, Mrs E McLaughlin, Mr D Merrill, Mr J Petre
Mrs R Smith (HT), Mrs A Whiddett, Mrs K Whinney(C)

In Attendance: Mrs C Morton (Clerk), Mr A Pett (Guest)

The meeting began with prayers

13.70 Apologies for Absence

Apologies were received and accepted from Mr C Santus.

13.71 Declaration of Interests

No interests were declared.

13.72 Declaration of Pecuniary Interests

Forms were distributed. These were signed and returned to the Clerk during and after the meeting.

13.73 Minutes

The minutes from the meeting held on 8th July 2013 were agreed as correct and signed by the Chair.

13.74 Matters arising

Mrs Fogg confirmed that she had been re-elected by the Parochial Church Councils of Great and Little Gransden as their Foundation Governor representative.

Mrs Morton is to contact Mrs Chase re the benchmarking presentation for loading on to the website.

Action: Mrs Morton

Mrs Whinney then handed over control of the meeting to Mrs Morton for the election of the Chair and Vice Chair of Governors.

13.75 Election of Officers (Chair and Vice-Chair)

Mrs Whinney was proposed as Chair and Mr Petre as Vice-Chair. There being no other nominations, Mrs Whinney and Mr Petre left the room and a vote was taken by show of hands. Both were approved unanimously by all present.

Mrs Whinney and Mr Petre returned to the meeting.

Mrs Whinney resumed Chair of the meeting.

13.76 Welcome to Guest

Mrs Whinney introduced Mr Pett to the rest of the governors and welcomed him to the meeting. She explained that Mr Pett had agreed to take over as Community Governor from Mr Blott.

13.77 Committees

a) Membership

The Committees were arranged as follows:-

Finance and General Purposes	Mr Santus (Chair), Mr Merrill, Mr Petre, Mrs Smith, Mrs Whinney, Mrs Whiddett,
Curriculum	Mrs McLaughlin (Chair), Dr Doyle, Mrs Downes, Mrs Fogg, Mrs Hall, Miss Hodges, Mrs Smith
Personnel	Mrs Whiddett (Chair), Mrs Fogg, Mrs Smith, Mr Santus, Mrs Whinney
Appeals	Dr Doyle, Mrs Hall, Miss Hodges
HTPR (Headteacher's Performance Review)	Mrs Fogg, Mr Petre, Mrs Whinney, Pauline Ball (SIP)

b) Terms of Reference

With minor changes to standardise the appointment of the Chairs and changes to the Policy names in the Personnel T of R, the Terms of Reference for the Finance and General Purposes, Curriculum and Personnel committees were approved and adopted by all present.

13.78 Governors with Special Responsibilities

Role	Holder
Child Protection Governor	Dr Deryn Doyle
SEN Governor	Dr Deryn Doyle
Gifted and Talented Governor	Mrs Rachel Fogg
Link Governor (training)	Mrs Liz McLaughlin
Safer Recruitment Governor	Mrs Rachel Fogg / Mrs Karen Whinney / Mrs Claire Hall
Clare College Link Governor	Mrs Rachel Fogg
School Council Link	Mrs Claire Hall
Eco Schools Link	Dr Deryn Doyle
International Schools Link	Miss Jane Hodges
PTA Link and Parent Forum Link	All governors by rotation

Subject	Holder	Teacher
Numeracy	Mrs K Whinney	Mrs M Downes
Literacy	Miss Hodges	Miss C Bush
RE	Mrs Fogg/Mrs McLaughlin	Miss C Jarvis
Science	Mr Petre	Ms H Canney
Humanities (Hist/Geog)	Mrs C Hall	Ms J Hussey
ICT	Mr Santus	Mrs A Murdoch
Art/DT	Mr J Petre	Mrs V Woodroff
PE	Mrs McLaughlin	Miss C Jarvis

Init: Date:

PSHE	Miss Hodges	Mrs R Smith
Music	Mr C Santus	Mrs Ritchie Pratt
MFL	Mrs Fogg	Mrs H Jackson

Mentoring

Governor	Mentor
Mrs A Whiddett	Miss J Hodges
Mrs C Hall	Mrs R Fogg
Mr A Pett	Mrs K Whinney

Annual Tasks

Task	Lead Governor	Term	Committee
Interim Annual Report to Parents	All Governors	Spring/Summer	FGB
Founders Day	Mr J Petre	Summer	FGB
New Parents Evening	Mrs Hall/Mrs Whiddett	Summer	FGB
Audit of Governing Body Effectiveness	Mrs K Whinney	Summer	FGB
Individual Governor Questionnaire	Mrs E McLaughlin	Summer	FGB
Secondary Catchment Academies	Mr Petre/Mrs Hall	Ongoing	FGB
Website Management	Mrs R Fogg	Ongoing	FGB
Document Management System	Miss J Hodges	Ongoing	FGB
Schools Financial Value Standard (SFVS)	Mr C Santus	Ongoing	FGB
Schools Financial Value Standard (SFVS)	Mrs K Whinney	Autumn	F&GP
Annual Benchmarking	Mrs K Whinney	Autumn	F&GP
Travel Plan Review	Mrs Whinney/Mrs Whiddett	Autumn	F&GP
Questionnaire to Parents	Miss Hodges/Dr Doyle	Spring	Curriculum

13.79 Governing Body Operating Guidelines

Mrs Whinney explained that the Code of Practice and Standing Orders had been changed to reflect the latest changes to The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013.

The changes to the Code of Conduct were approved by all present.

Mrs Whinney still had some questions on the Standing Orders regarding opening of meetings to the public, minimum time for presentation of papers for a meeting and use of remote access for governors to meetings. These were discussed and answers approved by all present.

The two documents were adopted with the changes by the governors.

13.80 Meeting Dates for 2013/14

The schedule of meeting dates for the full Governing Body and the Committees for the new school year, as previously circulated, was approved.

13.81 Governor Visits Schedule

The schedule of meeting dates for the governor visits, including SEN termly visits and Health and Safety visits for the new school year, as previously circulated, was approved.

It was stated that Mr Santus would be sending in his report from his last visit in the next few days.

13.82 Schedule of Policy Reviews

The schedule of policy reviews for the next three school years, as previously circulated, was approved.

a) Whole School Pay Policy

Mrs Smith explained that a new pay structure had been agreed whereby, although pay ranges were the same, each Governing Body could now decide how to divide them. The Personnel Committee early this year on initial review of the policy had decided to maintain the current situation, hence adhering to the following grades and scales:

- 6 pay grades on the main pay scale; and
- 3 pay grades on the upper pay scale

Mrs Whinney questioned whether Mrs Smith had knowledge of what other schools were doing with pay scale divisions. Mrs Smith confirmed that most schools she had talked to were sticking to the current divisions. Another change highlighted was the dependency of advancement up the pay scales based on successfully meeting performance management targets. To this end, targets were being set for all staff this year for next year's pay review. The Pay Review Panel will include members from the Personnel Committee.

13.83 Revd Furlong wished to record thanks to the school children and staff for attending various Church services throughout the previous year – Salvation Army visit, Harvest Festival, etc.

13.84 Governor Expenses and Payment to Clerk

The governors confirmed that no payments of expenses will be made to governors and the Clerk will continue to be paid at the rate of £250 per term.

13.85 Preparation for Keeping in Touch (KIT) visit

Mrs Whinney confirmed that the visit would take place in December. A lot of work has already been done but the National Results are still unavailable for comparison.

13.86 Secondary Catchment School Update

Mr Petre updated the governing body on the next steps required for the process of changing secondary catchment school. Mr Petre noted that the letter and questions/answers document circulated with the meeting papers would be sent to parents and our current catchment school, Longsands Academy tomorrow. Mrs Whinney commented that Mr Santus had suggested that paragraph 3 be moved to the top of the letter as it made more sense to the flow. It was agreed that this should be changed. Mrs Fogg asked for the admission arrangements of St Bede's to be checked and included in the questions and answers document being sent to parents. Mrs Whinney also noted that it would be good to include a link to the page on our school website which provided links to secondary schools in the area. Miss Hodges also noted that the Questions and Answers document needed to be clear that the change would affect all the villages that feed into Barnabas Oley School i.e. Little Gransden, Great Gransden, Abbotsley, Waresley not just the village where the school is physically located – Great Gransden. Mrs Whinney agreed to include all these changes prior to issuing to parents on Friday 4 October 2013. It was

noted that the next actions in the step document would be for CVC to issue letters to their feeder schools.

Revd Furlong left the meeting

With these changes, the letter was approved. Mrs Fogg asked if the letter would be sent to both parents where they were divorced or separated. Mrs Smith confirmed that lists were held of all contacts for the children and all would receive the letter.

13.87 Headteacher's Performance Review

Mrs Whinney confirmed that this had taken place on 1st October 2013 and all was satisfactory.

13.88 Headteacher's Report

Mrs Smith presented her report. She reported that, of 5 applicants for the post of Administration Officer, 4 were interviewed and the post was offered to and accepted by Mrs Darroch. Mrs Day has taken on the role of Financial Officer. Mrs Fogg asked about projected pupil numbers. Mrs Smith confirmed that, although numbers had fluctuated over the years, the maximum number would not exceed 150 and class numbers would not be affected.

Mrs Smith then went on to confirm that work on the school roof would start in the next two weeks but the windows required planning permission and were not expected to start until the Easter holidays. The County Council will fund the work. Access to the school will be at the front whilst the work on the roof is progressing.

13.89 School Development Plan (SDP) for 2013/14

School priorities were agreed. Governance targets were discussed. Some actions have already been completed. Mr Santus will be looking at document management systems and training is also being looked at by Mrs McLaughlin. Health and Safety will continue to be a focus for the coming year.

13.90 Resignation of Community Governor

Mr Blott confirmed that he will retire after the meeting after 15 years as a governor of the school. Mrs Whinney thanked him on behalf of the school and the governors and made a small presentation to mark his long service.

13.91 Appointment of Community Governor

With the approval of Mr Blott, Mr Andrew Pett was proposed as the new Community Governor. Mr Pett left the room and the governing body unanimously confirmed his election to the post. Mr Pett returned to the meeting.

13.92 LA Governor Vacancy

As a valued member of the Governing Board, Miss Hodges' name has been put forward as LA Governor as her term of office as a Parent Governor is coming to an end. Once this is confirmed, the election process for a replacement Parent Governor will be set in motion.

13.93 Industrial Action

Mrs Whinney thanked the staff for keeping the school open during the recent industrial action.

13.94 AOB

Mrs Whinney suggested that, as the expected Ofsted visit had still not taken place, it would be useful for the Chair, Vice Chair, Chairs of Committees and SEN Governor to get together for a refresher of what might be expected of them during the visit. This will be arranged.

13.95 Dates of Next Meetings

Curriculum	Wednesday 16 th October 2013 at 6pm
F&GP	Wednesday 16 th October 2013 at 7:30pm
Health and Safety	Thursday 7 th November 2013
Personnel	Wednesday 17 th November 2013 at 8:30am
FGB	Thursday 28 th November 2013 at 7pm (to include committee breakout sessions)

The meeting closed at 8:32pm with the Grace.

Signed:

Date: