



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden held on Thursday 21st March 2013 at 7:00pm

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

In Attendance: Mrs C Morton (Clerk)

The meeting opened with Prayers at 7:00pm

13.20 Apologies for Absence

Apologies were received and accepted from Mrs S Chase, Mrs M Downes, Mrs R Fogg and Miss C Jarvis

13.21 Declaration of Interests

No interests were declared.

13.22 Minutes

The minutes from the meeting held on 31st January 2013 were agreed as correct and signed by the Chair. The two Confidential minutes from that meeting were also agreed as correct and signed by the Chair

13.23 Matters arising

H&S Policy – Mr Merrill, Mr Santus, Mr Knott and Mrs Smith carried out a Health and Safety Inspection on 6th March. The risk assessment for Silver Birch classroom is still outstanding. Mr Merrill explained that the school had been divided into three parts – outside, new build and 1980's build + old school. The 1980s build is in desperate need of work to secure the roof tiles and the windows. He suggested that the roof should be the top priority. He will forward the report to the clerk for distribution. Other than this, there was minor work required on other parts of the building. Mrs Smith confirmed that she had notice from the Local Authority that the Priority 1 works required would be partially or wholly funded by them, subject to a site visit with the project management company appointed by the Local Authority. School are now awaiting a site visit to confirm works.

Action: Mr Merrill

DBS – Mrs Smith explained that employees of the school still required a full check but for other volunteers and helping parents the school were responsible for putting in place reasonable security checks and would now require two proofs of identity. She confirmed that all checks that currently needed to be done had been done but she was awaiting the full policy on this matter from the government to be finalised.

13.24 Governor Training

Mrs McLaughlin commented that there had been little training since the last meeting and urged all governors to let her know of attendance at any courses or briefings.

Annual Conference: Mrs Whinney gave a brief synopsis of the Annual Conference and went through the presentation on Deep School Partnerships. She will put the presentation on the website for future reference. Mrs Smith confirmed that she regularly met with the Headteacher of Newton School to exchange ideas and that staff had taken part in reciprocal visits.

Action: Mrs Whinney

13.25 Social Event

Mrs Whinney suggested a get together in the local pub or at the Reading Rooms or a visit to Clare College. It was suggested that the local venues would make it easier to mix and talk to the staff but Mrs Whinney explained that Clare College would only be a short visit and then retire to a restaurant for a meal afterwards. As the vote was inconclusive, it was decided to ask the staff for their preferences and take it from there.

Action: Mrs Smith

13.26 Catchment update (see Confidential Minute)

13.27 2014 Draft Curriculum

Mrs Smith explained that this had been published but was undergoing consultation until the end of April. Although the curriculum now included Horticulture and cooking, history had been much reduced and the curriculum now expected this subject to start at the Stone Age and would mean that popular historical topics previously taught would be missed. The Government has allocated an extra £8000 of funds plus £5 per pupil for sport yet it was felt that PE had been downscaled in the proposed curriculum. Mrs Smith and Ms Jarvis are drafting a response. Overall, the responses so far from professional bodies had been negative.

13.28 Parent Questionnaire

Miss Hodges and Mr Petre presented the results. There has been double the response from last year. Five areas have improved their score and three were down but it tended to be the same subjects that appeared. Some of the adverse comments were discussed and possible solutions proposed. The results will be published with a broad outline of the comments received and solutions proposed. One action agreed at the meeting was to include a Governor section on the newsletter to improve the responses to "I understand the role of the governor". Mrs McLaughlin kindly agreed to write something for the next newsletter.

Action: Mrs McLaughlin

Parents were also encouraged to respond to the Ofsted Parents Questionnaire. The school is expecting an inspection after Easter and comments made up to 11am on the date of the inspection will be taken into account by the inspectors. Parents have been encouraged via the newsletters and website to complete this online questionnaire. Mrs Smith has prepared the Ofsted letter as ready to go out to parents when the inspection takes place.

It was noted that similar schools had similar responses on the Ofsted questionnaire.

13.29 Report from Headteacher

Mrs Smith presented her report.

Pupil Exclusions: When questioned about the pupil exclusions, Mrs Smith explained the process for excluding pupils and confirmed that these exclusions had been for less than 5 days.

Performance Management: Mrs Smith confirmed that teaching assistants and lunchtime staff would have their performance reviews in the Summer term.

Action Plan – Priority 3: Mrs Smith explained that the SIA was very encouraging regarding her grade for Teaching and Learning, following her last visit but still suggested there was room for improvements within the context of Learning Environments. This is being reviewed for future visits. Mrs Smith pointed governors to the Summary of Judgements document for the full report.

Premises: The new Adventure Playground is a big hit with the children.

Parents and Community: Mrs Smith regretfully informed the governors that, despite the banners, some inconsiderate parents were still parking on the zig-zags.

13.30 Report from Curriculum Committee

Policies Approved: Anti-bullying, Extra-curricular Clubs (formally After School Clubs), Display, PHSE and Citizenship policies had all been approved. Other policies on the agenda have been deferred to the next meeting. Updated policies will be sent to the clerk for uploading to the website.

Action: Mrs Fogg

The Public Sector Equality Duty Policy was discussed. No amendments were required but the Equality Objectives were reviewed in Appendix A. The four targets will be published along with progress against them.

Governor Visits: Humanities has taken place, completion of the PE visit is pending, Science will be completed during Science Week and the Numeracy visit had taken place on the 6th March. Mrs Fogg will be visiting the French club before the end of term and then complete the MFL policy ready for adoption at the next meeting.

20:05 Revd Furlong left the meeting

13.31 Report from F&GP Committee

Policies adopted: Medicines, Bus Duty, Health and Safety. Updated policies will be sent to the clerk for uploading to the website.

Action: Mrs Whinney

Benchmarking Presentation: Due to the absence of Mrs Chase who was due to give this presentation, it was postponed until the next meeting. However, Mrs Whinney did point out that Barnabas Oley was very similar to other comparator schools.

Budget: Mrs Whinney also confirmed that budgets were about to be set and would be brought to the next full governors' meeting for approval.

Security: Mrs Whinney and Mrs Smith confirmed that a neighbour had complained that the security of his property had been compromised by the closeness of the Adventure play equipment to his hedge enabling people to climb into his garden. The school had offered to ensure that the hedge close to the equipment would be maintained and overhanging branches from his trees would be cut back by school groundsmen to make the opportunity to jump less possible. A letter will be written to him to that

effect from the Governing Body. Mrs Smith also stated that procedures regarding making sure that the playground gates on Holly playground were locked after use by lettings groups have been tightened up.

Action: Mrs Whinney / Mrs Smith

13.32 Report from Personnel Committee

Policies Approved: Safer Care Code of Conduct – all governors and Parent Helpers should read and take note of this policy.

Talent, Management and Leadership Development Self-assessment Toolkit: - Mrs Whinney has briefly looked at this and it appears to be more processes to walk through.

Headteacher's mid year review: Mrs Whinney confirmed that Mrs Smith had had her mid year review and everything was on track.

13.33 School Development Plan

Mrs Whinney handed out the Governance action sections in the SDP to the relevant governors so they could discuss, feedback and update them with the progress in the Spring term. A few minutes was allocated for this task. The governors fed back to the full governing body.

Visions and Values: It was felt that this needed to be kept fresh in the minds of the children with something striking. To achieve this it was suggested that the posters created by Miss Hodges regarding the visions and values that was currently on the website could be used around school to achieve this. In addition awareness of vision and values with the pupils should be monitored. This is to be done via the school council.

Health and Safety: This has already been discussed earlier in the meeting

Policy Review Cycle: This should be completed after Easter; all policies with review dates should be available on the website or within school.

New Governor Induction: Mrs Hall and Mrs Whiddett reported that this appeared to be working well.

New full governor meeting arrangements: The new arrangement of committees having delegated powers is working very well as governors are more able to make significant contributions. However, it was felt that there should be more training for governors to enable them to clerk the meetings effectively.

The SDP will be updated with the detailed progress for the Spring term.

Action: Mrs Whinney / Mrs Smith

13.34 Ofsted Ready Session

All governors were urged to read the Preparing for Ofsted report and the notes from the training to be found via the training page of the governors' section of the website.

School Data Dashboard: - this is produced by Ofsted and anyone can look at any school's data. Governors were encouraged to follow the link on the agenda to review the data, however, it was noted that in such a small school as ours, two non-performing pupils can seriously skew the data.

13.35 Date of Next Meetings

F&GP : Wednesday 10th April 2013 at 6pm

Init: Date:

Curriculum: Breakout session of FGB meeting on Thursday 2nd May 2013
Full Governors' meeting on Thursday 2nd May 2013 at 7pm at the school.

The meeting closed with the Grace at 8:50pm

Signed:

Date: