



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 5th February 2015 at 7:00pm

Present: Mrs M Downes, Mrs R Fogg, Mrs C Hall, Miss J Hodges , Mr D Merrill,
Mrs C Moretto, Mrs M Oxe, Mr J Petre (C), Mr A Pett, Mrs L Pitalis-Bliss,
Mrs R Smith (HT), Mrs K Whinney
Mrs E McLaughlin arrived late

In Attendance: Mrs C Morton (Clerk), Mrs C Jarvis (DepHT)

The meeting began with prayers.

15.1 Apologies for Absence,

Apologies were received and accepted from Revd C Furlong and Mrs A Whiddett.

15.2 Declaration of Interests

There were none declared.

15.3 Minutes of the last Meeting

These were agreed and signed by the Chair.

15.4 Matters Arising

- **CVC Update:** Mr Petre went through the proposed letter to parents regarding the arrangements around admission to CVC and the reasons for the inclusion of each paragraph. The paragraph on the Poor Lands Charity will be changed by Mrs Smith before sending out. There will be a need to make sure that parents do apply for places on the bus as this is private transport and must be applied for and paid for in order for their children to use it.
- **Admissions information update:** Mrs Hall related that she had had a great deal of trouble and argument to get details of admission to Barnabas Oley School from the Local Authority (Cambridge) owing to Great Gransden's Stevenage post code. She confirmed that there had been no easy answer other than to insist with the Local Authority.

At this point, Mrs Smith informed the Governors that she was attempting to get the PAN (pupil admissions number) of the school increased and would be attending a meeting with The Admissions Team in the near future.

15.5 SEF

Mrs Smith explained that this was based on the 5 areas of judgement used by Ofsted. It is ready for review again and governors are encouraged to look at it and take note of the actions. The next FGB

meeting will focus on the area of Leadership and Management. Governors should bring all updates to this section to the next FGB meeting.

Action: All governors

Mrs Smith also said the SIAMS SEF should be put on the website and agreed to send the current version to Mrs Morton for uploading.

Action: Mrs Smith / Mrs Morton

15.6 SDP reformat

Mr Petre explained that the SDP had become very large and unwieldy and had been split down into sections. This will make it easier to get to the parts relevant to teachers and governors. The way the SDP is accessed on the website has also been changed to make it easier to update and access each separate section.

15.7 Governors' role in the School Improvement Cycle

Mr Petre introduced the School Improvement Cycle (SIC) diagram. This formed the basis of a group discussion focussing on what we are doing well, what we need to do to improve and what is our role in the SIC. After a short while in discussions, the groups reported back.

Mrs Fogg said there was still a lot more to understand about the data available. Mrs Smith explained that the data was in the process of changing so she would précis the data into a more understandable format.

It was also indicated that parents were still not fully aware of the work of the governors. It was agreed to indicate any policies updated or governor visits, etc. by including a short paragraph in the school newsletter on a monthly basis. Anything for inclusion should be sent to Mrs Darroch in the school office.

Mrs Moretto pointed out that, while results of governor visits provided good feedback to governors, they would also be very useful to staff.

Another suggestion was to include a joint discussion with governors in setting targets in the SDP. Mrs Smith confirmed that there was a possible day coming up when this could happen.

Mrs Whinney suggested that SEF actions could feed into preparation for governor visits.

15.8 SEND Report and Review

The next SEND meeting has not taken place yet but is in the diary. The meeting will be looking at updating the website information. The report will be made at the next meeting.

15.9 Data / Results

This is to be covered in the Headteacher's report.

15.10 Update on Pupil Progress Meeting

Mrs Smith said this had taken place in January and progress would be reviewed again at the end of the spring term. This was a discussion of individual pupil progress involving Mrs Smith, teachers and the TAs as they may be involved with SEND support. Mrs Moretto asked if there was any data available to quantify in year progress for governors. Mrs Smith replied that it would be difficult to produce reports that were anonymised. Mrs Moretto responded that a summary based on the whole school should be sufficient and Mrs Smith agreed to think about how it could be done. Ms Jarvis explained that the best time to produce the report would be from the summer term data.

15.11 Parents' meeting with Governors

This does not take place until the end of the year.

15.12 Parents' Questionnaire

Miss Hodges reported that some questions have been carried over from last year but new ones have also been introduced around the core values of the school. A discussion took place and more examples of answers were suggested along with more questions specific to our school. Miss Hodges also confirmed when asked that the Questionnaire will be on line so that the analysis of the results was automatic. The Questionnaire will go out to parents after the Parents' Evening in March.

15.13 Annual Report to Parents planning

There was some discussion again on the timing of this report as it generally goes out at the end of the year but before the data for that year is released, so the data in the report is 1 year out of date. It was suggested that we should try and get an interim data report out in February/March which would contain the data for the previous year and then send out the full report at the end of the year as normal. Mrs Whinney agreed to prepare the data page for loading to the website and making parents aware as soon as possible. The remainder of the report would be produced for the end of the academic year. As production of the report is shared between the governors, the allocation of sections will be done at the next meeting.

15.14 Governor Training

Mrs McLaughlin produced a short presentation on the Governor Training Program for 2015.

Mrs Whinney reminded governors that the Governors' Conference was on 7th March and all governors were invited. She confirmed it was a useful morning to attend.

Mrs McLaughlin challenged each governor to attend at least two training courses (including on-line GEL courses) during the year and reiterated that governors should produce a short report on each course to share with the rest of the governors. It was suggested that each course could be rated as useful, relevant and interesting down to not relevant and boring.

Mrs McLaughlin then went on to discuss the subject for the next in-house course. It was finally agreed that she would attempt to get a course that combined "Monitoring and Evaluating through School Visits" with "The Governing Body's role in Staff Wellbeing". She would circulate possible dates when this had been achieved.

Finally, Mrs McLaughlin produced 6 actions for all governors (on the final slide) and will report back on uptake at the next meeting. **Action: All governors**

15.15 Headteacher's Report

Mrs Smith went through her report. She reported that there have been favourable comments about the Parent/Child writing workshops and the Year Group Literacy sessions have also helped with teacher development. Heads of Houses have designed a story writing competition to help with writing improvement and cover one of the suggestions in the Ofsted report.

Levels of attainment have been discarded and pupils now have a target pasted at the back of their exercise books. Reference is periodically made to these so pupils can assess themselves how close they

are getting. This process is still in development and its use will be discussed when it has had time to settle in.

Mrs Smith explained why she was withdrawing from the St Neots forum and joining the CB23 group which is a group of the feeder schools to CVC. The CB23 group is a more pro-active group with group activities that both staff and children can join in. Mrs Smith also said that, although she was currently joining in for free, she would have to pay dues after Easter.

The choir joined in with 8000 children at the O2 and Mrs Smith asked that governors write to Tamsyn Hadden and Ruth Duffett for their efforts in getting the children there.

Mrs Smith discussed the Data Report that she had added to the end of her report. She explained that it was highly detailed and complex but the most useful section for governors to look at was Section 4 – Target Setting. She also pointed out that Table T2 for the previous year was in Section 3 of the data report.

One of the governors asked about the abbreviations in the report and Mrs Smith translated

GPS – grammar, punctuation and spelling;
RWM – reading, writing and maths;
GLD – good level of development.

Mrs Moretto noted the expected high achievement to level 6 in KS2.

15.16 Curriculum Committee Report

Several policies, including Intimate Care, Drugs, Pupil Records Management and Governor Visits have been approved and passed to the Clerk to load to the website. The Marking Policy is still under review.

Mrs Hodges has the dates for the Class Assemblies and Science Week parents' afternoon and volunteers are needed to attend each of the ones below. Mr Pett has volunteered to attend Holly Class assembly.
Silver Birch Class Assembly – 9.30am Wed 25th Feb
Willow Class Assemble – 9.30am Wed 4th March
Maple Class Assembly – 9.30am Wed 18th March
Science afternoon for pupils and parents – 1.30pm Wed 18th March

15.17 Finance and General Purposes Committee Report

Several policies, including No Smoking and Lettings, were looked at or approved. SFVS audit has been completed and the budget started. An extended H&S report has been received and there are a few things that need to be addressed. These will be actioned before the next FGB meeting.

15.18 Personnel Committee Report

The Personnel Committee has not met since the last full Governors' meeting.

15.19 AOB - Confidential Minute

Mr Petre reiterated the need for confidentiality around any item marked as such and Mrs Morton confirmed that this minute would be stored as a separate password protected document and will not be kept with the full minutes.

15.20 Dates of Next Meetings

Full Governors' meeting: Thursday 12th March 2015

Sub Committees : Curriculum - Breakout from main meeting
F & GP - Breakout from main meeting
Personnel – Wednesday 25th February 2015 at 8:30am
HTPR - Wednesday 25th February 2015 at 9:30am

The meeting closed at 21.10 with the Grace.

Signed:

Date: