



## Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 12<sup>th</sup> March 2015 at 7:00pm

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

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

The meeting began with prayers.

### **15.21 Apologies for Absence,**

Apologies were received and accepted from Revd C Furlong and Mr A Pett.

### **15.22 Declaration of Interests**

There were none declared.

### **15.23 Minutes of the last Meeting**

These were agreed and signed by the Chair.

### **15.24 Matters Arising**

Pupil progress reporting covered in Headteacher's report.

### **15.25 School Prospectus Review**

Mrs Smith explained that it was now no longer a requirement to produce a prospectus as all the information usually contained in one was available on the school's website. This item will be changed to "Website Compliance with School Profile Requirements" from next year. Currently, the website is in transition to the latest version of School Jotter so the Profile Requirements and the Staff Handbook will be checked and updated when the transition is complete.

### **15.26 SEF and SIAMS SEF update – Leadership and Management**

Mrs Smith pointed out that the criteria for the Leadership and Management for the standard SEF and the SIAMS SEF were slightly different. The 5 areas of judgement used by Ofsted and copies of the current Leadership and Management sections of the SEF and SIAMS were handed out and the meeting broke up into groups to suggest updates. On reporting back, all but one of the Ofsted areas of judgement were thought to be in the "outstanding" category with only the criteria of all keystage data needing to be reviewed following SAT results for this academic year. Should data meet targets set, this should also meet outstanding criteria. It was commented that sports should also be outstanding as,

despite the size of our school, the number of events competed in and provided for the children was high. Art was also pointed out as a developing area of excellence.

Mrs Whinney asked about the Early Years Governor post that had not been filled this year. Mrs Smith agreed it would be good to re-instate it as Early Years would now form a separate Ofsted judgement criteria once again.

Mrs Fogg asked that the next section for review, Behaviour and Safety, be put on the website prior to the meeting. The current SEF is already on the website but the latest Ofsted criteria would be uploaded in advance of the meeting.

### **15.27 Annual Report Parents – allocation of sections**

Sections were allocated as follows:-

Introduction:	Mr Petre	Safeguarding:	Mr Pett
Data:	Mrs Whinney	Clare College Link:	Mrs Fogg
Parent Questionnaire:	Miss Hodges	MFL:	Mrs Pitalis-Bliss
Assessment:	SMT	Music:	Mrs Moretto
School Council:	Mrs Hall	Governors:	Mrs Oxe
Literacy:	Miss Hodges		

All sections to be limited to about 200 words and be completed by early June.

Mrs Fogg was asked if it could be arranged to have a Governors' meeting at Clare College and she agreed to try and make arrangements.

*The meeting was temporarily halted for early breakout committee sessions and the SDP review was moved to the end of the meeting to facilitate the arrival of the School Finance Officer for the F&GP meeting.*

### **15.28 SEND Report and Review**

Mrs Downes reported that she had a meeting booked with Mr Pett in order to complete the policy update.

### **15.29 PSED Duty Objectives**

The agenda item is moved to the first meeting in the new school year as PSED objectives are now set to match each academic year.

### **15.30 Governor Training**

Mrs McLaughlin thanked the two governors that had updated their training details and strongly encouraged the rest to follow suit.

### **15.31 Federation Update**

A letter has been sent out to parents. Only one comment has been received so far asking about the shared Headteacher role. A sub-committee has been formed and there are meetings booked during the next two weeks. Mrs Smith, Mrs Whinney and Mr Petre have visited Petersfield School along with representatives from the Diocese and the LA. The Diocesan representative commented that the proposed alliance was a 'collaboration' and not a 'federation'. The Diocesan and the LA representatives fully supported the exploration of a collaboration and were happy to provide advice and support. Mrs

Smith and the two SMTs are to meet next and Mrs Smith will meet with the current Headteacher. Pacing was discussed and the next decision point is early June. A joint full governing body meeting will be arranged during the first week in June. A date for a Parents' Forum will be set for after Easter.

### **15.32 Headteacher's Report**

Mrs Smith went through her report. She reported that two more pupils have been confirmed to be joining the school after Easter bringing the total to 4 not 2 as in her report.

Her interim review has taken place and the paperwork has now been completed.

Regarding the In-year Progress Data, Mrs Smith explained that these results were percentages of the targets reached by the end of the Autumn term. These figures would be updated after Easter with Spring Term results. Regarding the targets set, Mrs Smith explained that, where the national targets fell between two figures, the higher one had been used in compiling the data. The new marking policy was working well.

*Mrs Downes left the meeting.*

### **15.33 Curriculum Committee Report**

Several policies have been reviewed.

SMSC Policy – Mrs Fogg is attending training with Sue Ward on Thursday. The policy will be updated then with the new requirement of “British Values”.

Marking Policy – this is still under review as the school continue to pilot new systems.

Mr Pett and Mrs Hall are to audit the curriculum section of the website.

Visit reports had been approved and will be passed on as prescribed by the Governor Visit Flow Chart.

### **15.34 Finance and General Purposes Committee Report**

The Statement of Internal Control has been reviewed and signed, the Best Value Statement has been reviewed and approved and the Budget Control Report has been reviewed.

Mrs Day has done an excellent job with the budget and there is expected to be a slight carry forward at the end of the year.

### **15.35 Personnel Committee Report**

Various policies have been approved. Staffing levels are stable and staff appraisals for Office staff are due shortly.

### **15.36 Review Progress against SDP**

The meeting broke up into groups to review progress against the SDP. Owing to shortage of time, updates were written on to copies of the SDP section and passed to Mr Petrie for incorporation into the full document.

### **15.37 Dates of Next Meetings**

Full Governors' meeting: Thursday 7<sup>th</sup> May 2015 at 7pm

Init: ..... Date: .....

