



## Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden held on Monday 8<sup>th</sup> July 2013 at 7:00pm

**Present:** Mr E Blott, Mrs S Chase, Dr D Doyle, Mrs R Fogg, Mrs C Hall, Miss J Hodges, Mr J Petre (arrived 7:22), Mr C Santus, Mrs R Smith (HT), Mrs A Whiddett and Mrs K Whinney (C)

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

The meeting opened with Prayers at 7:04pm

### 13.50 Apologies for Absence

Apologies were received and accepted from Mrs M Downes, Revd C Furlong, Mrs E McLaughlin and Mr D Merrill

### 13.51 Declaration of Interests

No interests were declared.

### 13.52 Minutes

The minutes from the meeting held on 2<sup>nd</sup> May 2013 were agreed as correct and signed by the Chair.

### 13.53 Matters arising

**Social Event** – Staff had enjoyed the event and all agreed that it was the most intermingled social so far.

**Annual Report to Parents** – All agreed that this was a very good report. Questions had been raised by some parents as to why last year's results had been included and not this year's results. It was decided to have an interim report in future with the results so far and an explanation about when results and the comparatives from county and national data are available.

**Complaints** – Mrs Whinney reported that this had now been resolved and had not progressed to Stage 3.

**Benchmarking Presentation** – Mrs Chase was asked if this could be put on the website. Mrs Chase will send the presentation to the Clerk to load up. **Action: Mrs Chase. Mrs Morton**

**Letter to Staff re: Policies** – Mrs Whinney confirmed that this had now been sent.

### 13.54 Governor Training

In the absence of the Link Governor for Training, Mrs Whinney reported that Mrs McLaughlin would like to take a more holistic approach to training which supports the SDP. In addition she proposes to set training targets for individual Governors. All agreed this would be a good way forward. Mrs Smith confirmed that the school had bought in training under the "Primary Service Offer 2013/14" which

included access to Termly Briefings and the following training sessions for Governors - Making Sense of Data, Keeping Informed of Progress and Differences Made and Getting Good and Staying Good. Mrs Morton will circulate the dates of the three sessions involved and send the information to Mrs McLaughlin for loading onto the training pages of the website.

**Action: Mrs Morton, Mrs McLaughlin**

Dr Doyle had attended the termly briefing in May and noted two areas from the briefing: changes to the mathematics curriculum and narrowing the gap within Cambridgeshire for children with free school meals.

### **13.55 Resignation of Governor**

Mrs Whinney reported that Mrs Chase had decided to resignation as a Governor. She thanked Mrs Chase for all her hard work over the last 6 years as a Parent Governor, LA Governor and as Chair of the F&GP Committee. Mrs Chase confirmed she had enjoyed her time as a governor but pressures of work were now forcing her to quit.

### **13.56 LA Governor Vacancy**

As Mrs Chase had now decided to resign, this leaves a vacancy for an LA Governor. Two names have been put forward, both with considerable experience in education. Both will be contacted over the summer break.

**Action: Mrs Whinney, Mrs Fogg**

### **13.57 End of Year Forum for Parents, Pupils and Governors**

This will take place on Thursday 11<sup>th</sup> July at 2pm in the School. Mrs Hall is attending as a Governor but all governors are welcome to attend.

### **13.58 Review of Self Assessment Questionnaire**

Mr Blott expressed his disappointment at the response rate of the self assessment questionnaire, 9 out of 15 governors. Mrs Whinney agreed it was disappointing and suggested making it available online through the website would be tried next year to encourage participation. Mrs Whinney also felt a thorough review of the questionnaire was needed to ensure any interpretation issues were resolved and that the questions were relevant to the governing body and the SDP. Mrs Smith suggested discussing this with the school improvement partner for guidance.

Mrs Whinney went through the responses opening up for discussion the ones that indicated weaknesses. Suggestions were made for possible ways to improve on these. The main actions arising from the review were:

- Improved relationship with the School Council – it was decided that a governor would attend two meetings in the year, one at the start of the year and the final meeting. Mrs Hall agreed to be the Link Governor for the School Council. It was also suggested that the heads of the School Council should attend a governing body meeting during the year.

**Action: Mrs Hall**

- Clerking of sub committees – this was identified as being difficult whilst trying to participate in a meeting. It was agreed that recording the committee meeting would be an option to consider.

**Action: Mrs Whinney**

- AOB – confirmed that this should only be used for emergency situations

- Papers for meetings – It was agreed that if supporting papers were not ready seven days in advance then removing the item from the agenda should be considered. It was also agreed that the clerk would send the reminder for items and papers earlier.
- Challenging questions – this was discussed and it was concluded that the governing body does ask challenging questions, it is often better thinking about making sure as governors we ask the right questions.

These suggestions will be tried next year.

### **13.59 Audit of Governing Body Effectiveness**

Mrs Whinney and Mrs Morton had produced a set of responses to the questions in draft and the meeting discussed these. After taking ideas and making some changes to the draft document, Mrs Whinney agreed to submit the responses online as required. A copy will be circulated at a later date.

**Action: Mrs Whinney**

### **13.60 MUGA**

Mrs Whinney reported that several meetings have taken place and a User Group has been formed which included various bodies such as Guides, Brownies, etc. It was expected that this project will increase in momentum over the next few months. Mrs Hall asked if the Olympic Fund could be used but Mrs Smith confirmed that, as the project was not owned by the school, the fund could not be used. She also confirmed that half of the allocation had already been used up in school sporting projects

### **13.61 Founder's Day**

This is to take place on Friday 12<sup>th</sup> July, It was confirmed that Jocelyn Wyburd from Clare College will be attending.

### **13.62 Report from Headteacher**

Mrs Smith gave her report verbally as there had not been time to get it on the website in time for the meeting. It is available now. She noted that the school was below the target set on attendance and this was likely to drop again to the end of term due to families taking holidays. She confirmed that there is no longer a necessity to set a target for attendance, however, from next school year (September), legislation will be brought in and parents will face fines for taking their children out of school for unauthorised holidays. It has not yet been decided what the process will be to enforce this in Cambridgeshire. Mrs Fogg asked if unauthorised holidays were affecting children's progress. Mrs Smith confirmed that even odd days, if they were frequent, affected a child's ability to "join up the dots" on some subjects.

On Premises and Finance, Mrs Smith confirmed that the latest estimate for replacement of the windows was now Easter next year.

Mrs Smith said the parking safely banners in use should be changed in September.

### **13.63 Report from Curriculum Committee**

**Policies Adopted:** MFL Policy, Curriculum Policy, Report to Parents Policy. Four other policies all requiring changes were held over until the next meeting.

**Governor Visits:** Mrs Fogg explained that subject visit reports should be sent in the first instance to Mrs Smith, and the teacher involved for approval. Mrs Whinney asked what the procedure was for Collective Worship visit reports and Mrs Fogg confirmed that these should be sent to Mrs Smith in the first instance. Once approved, all visit reports should be sent to the Clerk for upload to the website and Mrs Fogg for filing a hard copy in school. Mrs Fogg noted that the Music and ICT visit reports were still outstanding and Mrs Smith noted that the RE co-ordinator was now Ms Claire Jarvis and suggested that a Collective Worship report from Founder's Day would be useful. Mrs Fogg agreed to do that.

**Action: Mr Blott, Mr Santus, Mrs Fogg**

**Safeguarding and Child Protection Policy:** It was noted that there was now a new section in the policy regarding female genitalia mutilation.

**Annual Child Protection Report:** This had been circulated and was signed by the Chair, Mrs Smith and Dr Doyle.

**Child Protection visit report:** This was given by Dr Doyle. Mr Santus commented that there was a crossover with E-Safety as well as physical and mental safety. Mrs Fogg confirmed that her child protection status needed to be renewed and suggested that at least one other governor should be trained. Mr Blott asked if this could be done as a general course for the whole governing body. Mrs Smith confirmed that she was able to do general training on this subject and training on E Safety as a subject would be worthwhile for the governing body..

### 13.64 Report from F&GP Committee

**Policies adopted:** Publication Policy and Access Plan. Forms requesting Data Protection and Freedom of Information items will be put on the Virtual Office section of the website.

**Action: Mrs Whinney**

**ICT Quote:** Mrs Smith ran through a short presentation on the proposed Clevertouch LCD Dual Touch screens. Mr Santus explained their advantages and why they should be used in school. Mrs Chase proposed and Mr Santus seconded that the proposed capital spend of £16,695 for 5 screens over the next three years should be approved subject to the correct number of quotes being received and the best quote accepted. All present were in favour. When asked about the old screens and projection equipment, Mrs Smith confirmed that the best of these would be kept for the Space Place and the IT Suite; the rest would be disposed of.

**Health and Safety:** Mrs Chase explained that the checks had been carried out and checklists completed by the Health and Safety sub committee. Action plans had been produced from these checks. Risk assessments had also been completed by Miss Jarvis and Mrs McLaughlin. Mrs Whinney confirmed that the checklists and risk assessments needed to be brought together and ensure that they were consistent with each other. In addition Mrs Whinney would meet with Mrs Smith to discuss the action plans and how they would be carried out.

*Mrs Chase left the meeting at 9:20pm*

### 13.65 Report from Personnel Committee

**Policies Approved:** no new policies had been approved.

**Wellbeing Days:** Mrs Whinney confirmed that Wellbeing Days have been extended to office staff. Although teaching assistants were considered, it was agreed that there was sufficient flexibility in their hours to enable them to take time off during term time without this being extended to them.

**New "Pay Policy":** Mrs Whinney and Mrs Smith explained the new legislation being brought in by the government regarding teachers' pay. The main points are that the scales and progression are now in the control of the Governing Body and are not automatic. This takes effect from September 2014 so targets set in September 2013 must consider these implications.

### 13.66 School Development Plan

Mrs Smith noted that work had started on the SDP for the next academic year and the areas highlighted as priorities would be discussed with the school improvement partner next week.

The majority of the governance targets in the SDP had been achieved in the Spring term, hence Mrs Whinney agreed to complete the Summer 2013 review, circulate the reviewed plan and accept comments from governors over the next few weeks. Mrs Whinney asked for any suggestions for governance targets next year to be sent to her before the end of term so that they could be incorporated into the SDP over the Summer.

**Action: Mrs Whinney, All governors**

### 13.67 Dates of Next Meetings

Mrs Whinney had circulated a proposed schedule of meetings for next year. She proposed that all full meetings now take place on Thursdays if this was agreeable. This was agreed.

Full Governors' meeting: Thursday 3<sup>rd</sup> October at 7pm at the school.

Curriculum: Wednesday 16<sup>th</sup> October 2013 at 6pm

F&GP: Wednesday 16<sup>th</sup> October 2013 at 7:30pm

### 13.68 Succession Planning

Mrs McLaughlin had indicated she wished to step down as Vice Chair. Mrs Whinney said she was willing to stay on a further year as Chair but urged the rest of the governors to consider the post as Vice Chair with a view to taking over as Chair the following year. Mrs Fogg stated she would also like to step down as Chair of Curriculum Committee. As Mrs Chase has resigned, Chair of F&GP Committee is also vacant. All governors were requested to consider taking up these posts next year.

### 13.69 AOB

Mrs Smith reported that there had been a serious accident where a child had caught a finger in a door and the finger had had to be amputated. The finger however had been reattached and it is hopeful that the child will make a full recovery. Mrs Smith had met with the parents. Mrs Smith had already had inspectors in to look at using finger guards on doors in future. Quotes had been received and were being considered.

Mrs Fogg reminded everyone of the "Rave in the Nave" for children 12 years old and over. This will take place on Friday 12<sup>th</sup> July at 6:30pm in Ely Cathedral. See Ely website for full details.

Mrs Whinney finished by thanking all staff and governors for their hard work during the past year. She also asked for the thanks to be passed on to the rest of the staff.

The meeting closed with the Grace at 9:30pm

Signed: .....

Date: .....