



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 8th May 2014 at 7:00pm

Present: Dr D Doyle, Mrs R Fogg, Mrs C Hall, Mrs E McLaughlin, Mr D Merrill, Mrs C Moretto, Mr J Petre, Mr A Pett, Mrs R Smith (HT), Mrs A Whiddett, Mrs K Whinney(C)

In Attendance: Mrs C Morton (Clerk), Ms C Jarvis (Deputy Head)

Apologies for Absence: Apologies were received and accepted from Mrs M Downes, Revd C Furlong, Mr C Santus.

The meeting began with prayers

14.40 Welcome to New Governor

Mrs Whinney welcomed the new governor, Mrs Moretto and the rest of the governors introduced themselves.

14.41 Declaration of Interests

No interests were declared.

14.42 Minutes

The minutes from the meeting held on 13th March 2014 were agreed as correct and signed by the Chair.

14.43 Matters arising

Mrs Whinney noted that her report from the Group training session was still outstanding.

Action: Mrs Whinney

It was confirmed that Mr Santus had completed his ICT visit report but there had been no progress on the ICT policy.

Action: Mr Santus

14.44 Parent Questionnaire

The Governing body reviewed the 2014 Parent Questionnaire – Results – Report for Governors. Miss Hodges reported there had been a good response with 55% of families responding to our questionnaire. The School received some very positive comments from parents particularly regarding our Ofsted and SIAMS inspections. Miss Hodges commented that some other small things had been highlighted – Parents still do not understand how school funding works. It was noted that advising parents via the Annual Report regarding funding would be useful. There were mixed comments about handwriting. It was suggested that a paragraph on handwriting be included in the Governors' Report to Parents. It was also suggested that Parents be asked if they had any expertise which the School could use to run additional after-school clubs / lunchtime clubs e.g. computing club. Homework was also discussed as some parents said they would like more and some didn't want any. Mrs Whinney commented on how the parental comments reinforced the vision and values of the School with many parents noting these as the School's strengths.

Init: Date:

Mrs Hodges suggested that the questions should be changed for next year and it was agreed that they be changed on a 3 year cycle.

14.45 School Kitchen

Mrs Smith reported that the request for extra funding had been turned down. We would still have enough funding to make some modifications and upgrades but not the extended kitchen as initially proposed. Parents are being made aware that they still have to apply for free school meals even though all Key Stage 1 children will be eligible from September 2015 under the universal offer, as this triggers additional funding for the School.

14.46 Training Update

Mrs Whinney reported that she had the training schedules for Mrs McLaughlin and Mrs McLaughlin reminded all governors to submit their reports on any training undertaken.

14.47 Comberton Village College (CVC) update

Mr Petre reported that this was on track. The governors of CVC had approved the catchment change and details will be published on their website sometime this month. Work within School has already started with CVC; they are supporting the School with sports and languages. It is hoped that the Local Authority will approve the change next week with any appeals taking place by 30 June 2014. The School will communicate to Parents when everything has been agreed.

Action: Mr Petre

14.48 Admissions Update

Mrs Smith reported that one child had left and 9 would be leaving at the end of summer to private education. This would leave the school with only 123 pupils which puts it dangerously close to being asked to reduce to 4 classes (120 pupils). The date for the funding review is 10th October and will depend on the number of pupils on the roll on that day. The current projection for that pupil numbers on that day is 129. There are 5 possible new children for September but some did not apply as the School is usually oversubscribed. It was suggested that the School make it known that it had vacancies. Mrs Smith has included some information on the home page of the School website. It was suggested that the School hold an Open Day after half term and invite all pre-school parents in the area.

Action: Mrs Smith, Mrs Whinney

14.49 Annual Report to Parents

Mrs Whinney confirmed the allocation of sections to the various governors and requested they take a note of the timetable for completion of the various stages. All information to be with Mrs Whinney by Friday 6 June 2014.

Action: All governors

14.50 Parents' Forum / School Council

Mrs Hall noted the Parent's Forum / School Council annual review would be held on the afternoon of 10th July. Mrs Moretto suggested that parents be encouraged to submit written comments if they cannot attend in person. Mrs Hall will write a report on the review and how much she enjoyed it to hopefully encourage other parents to attend.

Action: Mrs Hall

14.51 School Policies

Mrs Whinney requested that the appropriate committees update any policies coming up for review as quickly as possible and get them to her for publication.

14.52 SEN Review and Update

This has been done but not in time to get the report ready for this meeting. The report will be submitted for the next meeting.

14.53 F&GP Budget Report

Mrs Whinney went through a budget presentation covering the year ended 31 March 2014 and the budget for 2014/15 and made the following comments.

- Revenue in the prior year looks high but that is due to the accounting for school meals on a "gross" basis i.e. income for school meals for pupils shown within income and school meal costs shown within expenditure i.e. not netted off.
- No outstanding bills at the year end, the School has been fortunate that the LA have funded the roof repairs in the year and it is planned will cover the costs of windows and door replacement over the summer
- ICT actual costs were up due to leasing of 5 new screens in the classrooms.
- Funding will be down next year due to low pupil numbers and lower overall funding per pupil.
- Employee costs have been reduced due to TA reduced hours, two teachers also reducing their hours and the SMT have agreed to a pay freeze for the year 2014/15.
- It has been agreed that the School will have two students next year to offset the reduced TA hours.
- The catering contract cost has been reduced by £2,000 due to negotiations by the office staff and pleading financial hardship. Mrs Whinney will write to CCS noting the School's financial hardship to benefit from this reduced cost. Mrs Whinney proposed and Mrs McLaughlin seconded that the catering contract be renewed on this basis. All present were in favour.

Action : Mrs Whinney

- It was proposed by Mrs Whinney and seconded by Mr Petre that the cleaning contract of £17k per annum be terminated and the cleaner/caretaker be employed directly by the School. The LA financial advisor confirmed that this should create savings for the School. All were in favour and it was agreed that Mrs Moretto would look at the contract to confirm the notice required.

Action Mrs Moretto

Mrs Smith noted that the additional funding expected in the financial year 2015 /16 from the fairer funding formula may not all be passed down to schools as it is thought that the LA is proposing to use such funding centrally for new schools and SEN. Local headteachers are opposing this.

Mrs Fogg asked about SEN funding in the School. Mrs Smith replied that the school has to fund the first £6k per SEN pupil and there are two more potential SEN pupils pending, so it is a real cost for the School.

Mrs Fogg suggested that a page on school funding be put on the website and feelers put out to try and get sponsors for particular aspects of curriculum and admin.

Action: K Whinney / J Hodges

It was agreed by the governors that the budget for 2014/15 of total funding of £556,206 and total expenditure of £556,256 be approved. Mrs Fogg proposed a vote of thanks to the F&GP Committee and the Admin Staff for all their hard work.

14.54 Headteacher's Report

Mrs Smith briefly went through her report pointing out the use of Pupil Premium and the two extra children, the publication of the SIAMS report and the updates to the Action Plans. She also noted the Data, the need to market the School to keep up pupil numbers and the activities in the wider community. Refer to full Headteacher's Report for full details.

14.55 Audit of Governing Body Effectiveness

Mrs Whinney allocated several questions to small groups of governors to answer. After 10 minutes, each group reported their views to the rest of the governors to agree. Mrs Whinney will co-ordinate the answers and complete the Audit. **Action: Mrs Whinney**

14.56 Initial Planning of SDP for 2014/15

Mrs Whinney asked the Governors to think of suggestions (3 each?) for the Governor targets in the SDP and return them to Mrs Whinney by email by 23rd June. Mrs Smith also asked subject governors to contact the subject leaders at School via email to discuss priorities for their subject in the coming year, this would encourage a team approach to the setting of the SDP, this is to be completed by 23rd June.

Action: All Governors

14.57 Founder's Day

Founder's Day will be on 18th July and the theme will be "When I Grow Up". Mrs Fogg will check with Clare College regarding the guest speaker. Mr Petre will check on hosting the visitor.

Action: Mrs Fogg, Mr Petre

14.58 Social Event

This will take place on 26th June at 7:30pm. Requests for food will be sent out later.

Action: Mrs Whinney

14.59 Dates of next meetings

FGB Thursday 10th July 2014 at 7 pm

The meeting closed at 9:04 pm with the Grace.

Signed:

Date: