



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 27th November 2014 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, Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs K Whinney (C)

In Attendance: Mrs E Pett (Temporary Clerk), Mrs C Jarvis (DHT) (Observer)

The meeting began with prayers.

14.93 Apologies for Absence

Apologies were received and accepted from Rev'd C Furlong, Mrs E McLaughlin, Mrs C Morton (Clerk), and Mrs A Whiddett.

14.94 Acknowledgement of new instrument of Government

The new Instrument of Government had been promulgated by Cambridgeshire County Council and was effective from 14th November 2014. Mrs Whinney confirmed that all Governors had received a copy.

14.95 Welcome of Mrs Lily Pitalis-Bliss onto the Governing Body

Mrs Pitalis-Bliss was welcomed as a new parent governor. Governors and attendees each introduced themselves and briefly described their roles.

14.96 Voting of Miss J Hodges, Mrs A Whiddett, Mr A Pett, Mr D Merrill and Mr J Petre onto the Governing Body as Co-opted Governors

Mrs Whinney declared that the above named governors had already been approved by the FGB at the previous meeting (*see Minutes 02 October 2014 Para 14.75*) and that they were now in place following the issue of the new Instrument of Government.

14.97 Election of Chair and Vice Chair of Governors

Mrs Whinney formally stepped down as Chair of Governors and handed the meeting to Mrs Pett for the purpose of electing a new Chair. Mrs Pett called for nominations for the office of Chair of Governors. Mr Petre was nominated by Mrs Whinney and seconded by Mrs Hall. There were no other nominations. Mr Petre left the meeting whilst a vote was held by show of hands, the meeting having agreed that a secret ballot was not necessary. Mr Petre was elected Chair of Governors unanimously.

Mr Petre formally took over as Chair and conducted the election for Vice Chair. Mrs Whinney was nominated by Mr Petre and seconded by Mrs Moretto. The vote was conducted as above and Mrs Whinney was elected unanimously as Vice Chair of Governors.

The meeting then joined Mr Petre in thanking Mrs Whinney for all her hard work and commitment in the role of Chair. Mrs Whinney responded that she was sorry to leave the role.

14.98 Declaration of Interests for the Meeting

No interests were declared. Mrs Smith requested that the form covering the Declaration of Pecuniary Interests be passed to the new governor, Mrs Pitalis-Bliss, for her signature.

Action: Mrs Morton

14.99 Minutes of the last Meeting

These were agreed and signed by the Chair.

14.100 Matters Arising

- **CVC Update:** Mr Petre reported that he still had had no response from the LA on the subject of transport to CVC. He proposed to follow this up, but pointed out that the LA did not have a legal obligation to provide transport to CVC for Barnabas Oley pupils, and it seemed unlikely that they would do so. The meeting agreed that at least having CVC as an option was a step forward. Mrs Whinney felt it was important that parents fully understood the situation: that although they now had two choices of secondary school (CVC and Longsands) free transport provided by the LA would only be available to one of these (Longsands). She further noted that the cost of transport to CVC was currently £200 per child per term. Mrs Moretto added that whilst cost was an issue some parents would also be very concerned about the availability of places on the buses. She asked if this could be clarified, but Mr Petre did not think that the LA would commit to that either. Mrs Smith stated that seven children were moving to CVC at the end of the year.

Action: Mr Petre to chase response from the LA, and to clarify the situation for parents.

Mr Pett asked Miss Hodges if there had been any clarification of her query on how to complete the Admissions form (*see Minutes 02 October 2014 Para 14.74 CVC Update*). Miss Hodges responded that she had received an email from the LA stating that it was advisable to name a second choice of school to ensure a place if necessary. She had been assured that naming Longsands as second choice would not override CVC as first choice.

Action: Miss Hodges to copy the email to Mr Petre.

14.101 Re-approval of Standing Orders and Committee Terms of Reference to reflect regulations

Mrs Whinney advised that changes to the above Orders and Terms of Reference, relating to the shortening of timescales for the notification of meetings and publication of agendas to 3 working days, could not be allowed to stand. Reference to The School Governance Regulations 2013, Para 13.4, made it clear that written notices of meetings and agendas must be made at least seven clear days in advance, except where the Chair determined there were matters demanding urgent consideration. A unanimous show of hands approved the changes. (*For reference: Standing Orders for the Governing Body, Para 4; Curriculum ToRs, Para 2.1; F&GP ToRs, Para 2.1; Personnel ToRs, Para 3.2*)

14.102 Review Progress against SDP

This review was undertaken within individual committees during the breakout session.

14.103 Feedback on HTPR

Mrs Whinney reported that all had gone well. Nigel Battey (SIA) had attended the review and had been impressed that all paperwork had been properly completed.

14.104 SEN Report and Review

Mr Pett updated the meeting on this subject and said that he had met with Mrs Downes at the School on 19th October to review the SEN policy. His report of the visit had been submitted to the Head and Mrs Downes. Whilst the updated policy (now extended to cover disability and to be renamed SEND) would be complete by next term and in time for the annual review, there were in fact few changes to be made, the main amendments involving terminology. Satisfactory procedures were already in place. Mr Pett observed that there was little in the way of published material on which to base a SEND policy, but that the school was up to speed, and as a result attracting more children in need of specialist provision. The governing body was obliged to keep parents up to date via the school website.

14.105 Governor Process Flow Diagrams

Miss Hodges had prepared three Flow Diagrams in order to clarify the various roles within a process:

- Governor Agenda / Minutes Flow Chart
- Governor Policies Flow Chart
- Governor Visit Flow Chart

Mrs Smith commented that they would be very helpful. Mrs Whinney confirmed that the masters would be located on the school server, which is secure and regularly backed up. It was agreed that this was preferable to storage on a remote server or 'cloud'. It was also agreed that the Clerk should inform the Chair each time a Policy or Process was loaded onto the Governors' website. Processes would be reviewed throughout the year to ensure they were running smoothly.

14.106 Head Teacher's Report

Mrs Smith presented her report which, at the request of the Governors, had been expanded to include extra data. She drew attention to the KIT visit by Pauline Bell, LAA, which had been particularly successful, and noted the only concern being with writing in KS1, which was being addressed. There were no questions regarding the KIT data.

Mrs Smith also focused on pupil numbers, which would be 129 in January 2015. She described her problems with the LA Admissions department which would not allow the admission of children from outside the catchment area into some classes, despite there being vacancies to be filled. Mrs Smith said this policy was causing difficulty and frustration to Heads across the Authority; Mrs Fogg expressed concern over how this would affect finances.

Mrs Hall added that the issue was further complicated by post code and the location of Great Gransden, situated as it is on the borders of Cambridgeshire and Bedfordshire, with a post code which relates to Stevenage in Hertfordshire. As a result she had not been provided with the correct forms to apply for her pre-school child to be admitted to Barnabas Oley, despite living in the village. Mrs Fogg felt that the local County Councillor should be informed and asked if Mrs Hall could pursue this as she had personal experience of the problem.

(At this stage the meeting broke up for Committee Sessions and reconvened later.)

14.107 Curriculum Committee Report

Curriculum Chair, Miss Hodges, reported that the Committee had addressed a number of policies. The SEND, RE and SRE Policies were still under review and version numbers needed to be clarified; the Governors' Visits Policy was to be circulated online for approval; and the Behaviour and Intimate Care Policies had been approved.

14.108 Finance and General Purposes Committee Report

F&GP Chair, Mrs Moretto, reported that the Access Plan, Admissions and Cycling-to-School Policies had all been approved. Financial expenditure within the school had been benchmarked with another school and the outcome was good, a report was on the website. Also on the website was a summary showing finance in the school was well managed. A Health and Safety inspection report, published on the web two weeks previously, had raised no issues and maintenance was also ongoing with no problems.

14.109 Personnel Committee Report

Mrs Whinney reported that reviews of the Policy for Appraisal, the Management of Sickness and Absence Policy and Procedure, and the Redundancy Policy and Procedure were underway. The Committee had also looked at staffing. A 1% pay increase, backdated to September 2014, had been agreed for teaching staff across the board.

14.110 Date of Next Meeting

Full Governors' Meeting: **Thursday 5th February 2015**

Finally Mrs Smith noted that she was taking part in the Integrate Project with ten other Heads of School. Mrs Jarvis was similarly involved with other Deputy Heads.

The meeting closed at 21.15 with the Grace.

Signed: Date:

Chair of Governors