



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 28th November 2013 at 7:00pm

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

In Attendance: Mrs S Sullivan (Stand-in Clerk), Ms C Jarvis (Deputy Head)

Miss J Hodges joined the meeting after item 13.98

The meeting began with prayers

13.96 Apologies for Absence

Apologies were received and accepted from the Revd Catharine Furlong.

13.97 Declaration of Interests

No interests were declared.

13.98 Appointment of LA Governor

Miss Jane Hodges, having been nominated, was duly elected unanimously. Miss Hodges then joined the meeting. Clerk will attend to relevant documents and notification of Governor Services. **ACTION: Clerk**

13.99 Minutes

The minutes from the meeting held on 3rd October 2013 were agreed as correct and signed by the Chair.

13.100 Matters arising

The benchmark presentation had been uploaded to the website.

13.101 Parent Governor Vacancy Arrangement

The next school newsletter would contain a note to parents to consider becoming a parent governor in anticipation of a formal announcement of a vacancy next term.

13.102 Ofsted Visit

Mrs Smith reported on the recent Ofsted visit, which had given the school a report of 'Good'. She said that it had been a positive experience. The Inspector had conducted a series of interviews, including with the head of early years, and observed all teachers in class, sometimes more than once. He made a random selection of children to interview during the course of about half an hour. A number of parents and governors had wanted to see him. He had given feedback to herself and the Chair of Governors. The published report made the following points: parents were very pleased with the school and the

Init: Date:

progress their children made; the governing body was very involved; the school was at the heart of the community with close links to the church; children made good progress; there was a good level of consistency and good attitude; the school made good use of pupil premium money; more able children were well stretched; the children demonstrated good speaking and listening skills; the school had a clear sense of purpose based on clear values; the school had an accurate sense of itself; there was a good range of out of school activities; the PTA works hard; leadership was energetic. The inspector had explained that the grading was based on the number of points that the school had achieved in pupil progress. Mrs Smith said that overall the school were happy with the report and the experience had been a positive one.

Governors asked how the school should communicate to parents the ongoing plan to work towards obtaining an assessment of 'outstanding'. Mrs Whinney confirmed that this would be covered at the Spring parents forum. Mrs Whinney asked how the staff had felt in the aftermath of the inspection.

The Ofsted report had been placed on the school's website.

13.103 Health and Safety Update

Mr Merrill said he had attended a course at Wood Green. He had found it to be well attended, very good and interesting. Most of it centred on documentation and checklists. He now had some contacts to refer to for help and advice if necessary. Mr Merrill said the course had given him lots of ideas and he drew attention to the R Form (Fire Safety) Order: it would cost about £300 to do an inspection of the school premises; the inspection was mandatory and should be carried out every three years. Schedules of works should be prioritised (red, amber, green) and carried out within an agreed timescale. The risk assessment was on the school's website. Mr Merrill said that the scaffolding was due to be removed by next Monday and the builders would take another two weeks to complete current works.

13.104 School Council update

Mrs Hall attended the school council meeting on 14 November. Many pupils had come to the council with notes made in their classrooms. Ideas had been shared about Ofsted, writing pencils and a school mascot. The head boy and girl would be invited to present to the next Full Governors meeting. This will appear as an early item on the next Agenda.

ACTION: Clerk

13.105 Secondary Catchment Update

Holder

Mr Petre reported that there had only been questions from parents regarding transport. The response received from the local authority to date had been less than clear. The local authority response was that transport would form part of the public consultation during January and February on secondary catchment.. The process should be completed in April. He said that the governing body should make it clear to parents that their views do count and should encourage them to respond to the consultation when it is live. Mrs Whinney noted that a letter should be sent to parents around the time that the consultation goes live.

13.106 Training Update

Mrs McLaughlin reported on SDP training targets for the governing body, and summarised useful sources of training. She identified EPM webinars; termly briefings for governors (the next would be on 21 January at Wood Green) and clerks; and conferences for governors and clerks. GEL – online training

facility – had been used by one governor and found to be very user-friendly, with well structured modules and good guidance notes. She encouraged governors to explore it and would give them log-in details. There was also a Governor training Development Programme – a cancellation fee was payable if governors signed up for a course and failed to attend. New governors were expected to attend a number of key sessions. She asked governors to let her know what they could attend so that a programme could be drawn up to maximise the area covered. Governors should feed back and provide a report so that the log could be updated. The school can also receive one whole governing body training session: it was decided to opt for a session on the New National Curriculum.

13.107 SEN Visit Report and Review

The report by Dr Doyle had been circulated. It homed in on aspects of SEN provision related to the SDP. Provision for and progress of SEN children were very good within the school. The school was working hard to improve skills across the range of staff so that a range of support could be offered by more staff. Governors asked how SEN was linked in with pupil premium: 28 children were on the SEN register; two children were in receipt of an SEN statement; the pupil premium was used to support them. The school is good at spotting early any children who need extra support. The Ofsted inspection had scrutinised this. Governors thanked Mrs Downes and Dr Doyle.

13.108 SDP Update

Governors agreed to address this during the breakout committees.

13.109 Breakout sessions

Governors divided to take part in Curriculum and Finance & General Purpose Meetings.

13.110 Curriculum Committee report from October meeting and Breakout sessions

Mrs McLaughlin reported that the Homework policy had been approved, and new objectives set to meet the duty on equalities. The E-safety policy was to be reviewed. A learning walk is scheduled for each term: the last had had to be cancelled owing to the Ofsted inspection. The Healthy Eating policy and Lunchtime Supervision policy were approved.

13.111 FGP Committee Report from October Meeting and Breakout Session

Mr Santus reported that from the meeting on 16th October they had approved the Charging and Remissions policy and Health and Safety documents were on the website. Mrs Day was now in post and receiving training and support from the local authority. Mrs Smith and Mrs Whinney have been having monthly meetings. Mrs Darroch was also now in post. The BCR would be posted on the website the following day.

13.112 Personnel Committee Report

Mrs Whiddett reported that performance management reviews had been completed, and that staff understood their targets. The safer recruitment review had taken place on Monday 20 November: 10

schools had been selected to complete an audit, across the authority. No stone had been left unturned and the school had managed to present an improving profile.

The following policies had been approved: Teacher Appraisal; Management of Discipline and Dismissal; Management of Sickness Absence; Redundancy Policy and Procedure; Special Leave of Absence; Safer Employment. The Whistle Blowing policy is to be reviewed next April.

13.113 Headteacher's Report

The Headteacher's report had been circulated. Governors noted that there were currently 138 pupils. The school's results were above the national average, except in maths. Cambridgeshire results in general were poor. Mr Santus asked why a focus had been set on art. The response was that staff had felt that they needed training and help in this area. Mrs Fogg enquired whether the representative from the diocese had any information regarding church schools performance in comparison with others. Mrs Smith replied that she would be meeting with the diocesan representative soon. The carol service would be on 19th December at 6.30 pm. She invited a governor to volunteer to read at the service. Mrs Fogg said she would read if necessary, but would prefer another governor to volunteer.

13.114 Learning Walk – Interactive Screens

Miss Jarvis gave a demonstration of the interactive screen, showing literacy and mathematics games, and other facilities such as on-screen handwriting. She said that some training had been given by the suppliers. Governors commented on the clarity of the screen. They asked what difference had been made to lessons. Miss Jarvis replied that more time was necessary to prepare lessons; the children liked the screens; the screens made lessons more 'whizzy'. Governors were invited to look at the children's art displays before they left the building.

13.115 13.114 Dates of next meetings

Curriculum	Wednesday 22nd January 2014 at 6.30 pm
F&GP	Wednesday 22nd January 2014 at 7:30 pm
FGB	Thursday 6th February 2014 at 7 pm

The meeting closed at 9:15 pm with the Grace.

Signed:

Date: