



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden held on Thursday 2nd May 2013 at 7:00pm

Present: Mr E Blott, Mrs S Chase, Mrs M Downes, Dr D Doyle, Mrs R Fogg, Miss J Hodges, Mrs E McLaughlin, Mr D Merrill, Mr C Santus, Mrs R Smith (HT), Mrs A Whiddett and Mrs K Whinney (C)

In Attendance: Mrs C Morton (Clerk)

The meeting opened with Prayers at 7:05pm

13.36 Apologies for Absence

Apologies were received and accepted from Revd C Furlong, Mrs C Hall, Mr J Petre and Miss C Jarvis

13.37 Declaration of Interests

No interests were declared.

13.38 Minutes

The minutes from the meeting held on 21st March 2013 were agreed as correct and signed by the Chair.

13.39 Matters arising

Security – Mrs Whinney confirmed that a letter had been sent regarding the trees by the Adventure play area.

13.40 Governor Training

Mrs McLaughlin said that the training courses schedule for next year should be ready by the end of term. She then went on to outline some of the forthcoming sessions. Mrs Whinney confirmed that the material from the last Governor Conference was now available on the website training page.

Miss Hodges and Dr Doyle will go to the next termly briefing on 14th May

Mrs Smith then confirmed that the school was paying £500pa for training for staff which included for three “twilight” sessions. Mrs Smith will investigate what this covers.

13.41 Social Event

It was agreed that it was now too late to organise anything with Clare College so the Reading Rooms will be the venue for a get together with the staff on 6th June. This will be a “bring a plate and share” session.

13.42 Annual Report to Parents

Mrs Whinney said that work on the report was planned in the next few weeks. Mrs Whinney asked for ideas as to what should be included in the report this year. Mrs Whinney confirmed that feedback from the parents' questionnaire would be covered (as agreed at an earlier governing body meeting). It was suggested that, along with school data tables, a brief resume of what governors did could be included as parents did not seem to be fully aware of what was going on "behind the scenes"; also governors' visits and a reference to the visit reports on the website. Mrs Whinney asked for more suggestions for inclusion to be emailed to her before Friday 10th May.

13.43 Benchmarking Presentation

Mrs Chase delivered the Benchmarking Presentation. She commented that the school was lower on income and expenditure than the national average but on a par with other schools of the same type and size. Dr Doyle commented on the SEN findings and Mr Merrill asked about the numbers of support staff. Mr Blott congratulated Mrs Chase on an excellent presentation. Mrs Chase will put the presentation on the website.

Action: Mrs Chase

13.44 Budget presentation

Mrs Chase presented the budget which had been circulated earlier. She pointed out the reduction in funding from previous years and the inclusion of £8725 from the Olympic Legacy fund. Mrs Chase confirmed that Cambridgeshire was now at the bottom of the funding table. Dr Doyle mentioned the amounts spent via the PTA and Mrs Chase confirmed that this was not included as part of the budget as the amounts could not be known in advance. Mrs McLaughlin applauded the PTA and the value it added to the enjoyment of the pupils. Mr Blott proposed that the budget be accepted. This was seconded by Mrs Fogg and all present were in favour.

The meeting then broke up for committee meetings and resumed again at 8:45pm.

13.45 Report from Headteacher

Mrs Smith presented her report that had been circulated earlier.

Pupil Exclusions: When questioned again about the pupil exclusion, Mrs Smith explained that this had escalated into a formal complaint and could not be discussed at the full meeting until various meetings had taken place.

Pupil Premium: Mrs Smith confirmed that the figure in her report was wrong and now should read £4,200 for the financial year as there was an extra pupil eligible for the extra funding.

Parent Conduct: Mrs Smith told the Governors that a very small number of parents were contacting the school and teaching staff almost to the point of persistent harassment. Dr Doyle suggested that more should be done to educate new parents as to how much work went on behind the scenes. Mrs McLaughlin suggested that this could be done at the new parents' evenings. Mrs Fogg suggested a Code of Conduct to be given to parents and that staff change their email addresses so that all emails should go through the office in future. Mrs Whinney suggested that the Code of Conduct for parents be covered alongside the Home School Agreement in September. Mr Santus indicated that this option was available in the Google Education pack. It was agreed that the governors fully supported the staff and were grateful for their hard work under sometimes difficult circumstances.

13.46 Report from Curriculum Committee

Policies Approved: Assessment policy, Class Organisation Policy, Collective Worship and Assemblies Policy, Drugs policy, Early Years Foundation Stage policy, Home-School Agreement for use from September 2013, Marking policy, Pupil Record Management Policy, Spiritual, Moral, Social and Cultural Development (SMSC) Policy. Mrs Fogg requested access to the Word versions of the policies so that she could update them with the agreed changes and send them to the clerk for uploading to the website. Mrs Whinney agreed to send Mrs Fogg the latest versions and show Mrs Fogg how to access the website file manager.

Action: Mrs Whinney/Mrs Fogg

SEN Policy: Mrs Fogg proposed the SEN policy for approval. This was seconded by Mrs Chase and all present were in favour.

13.47 Report from F&GP Committee

Policies adopted: Critical Incident Policy and Admissions Policy were approved. Lettings Policy and First Aid Policy were approved subject to minor changes/additions. Data Protection Policy was approved but needs the appendices to be added. Updated policies will be sent to the clerk for uploading to the website. The appendix of the Publication Policy needs updating and was deferred to the next meeting. The Accessibility Policy is still being updated and was also deferred to the next meeting.

Action: Mrs Whinney/Mrs Smith

Mrs Chase congratulated everyone for their hard work in getting the FGP policies up to date and confirmed that they were now almost complete.

13.48 Report from Personnel Committee

Policies Approved: five new policies had been approved and a further six had been reviewed and approved.

Mrs Whinney will send a letter to all staff to let them know of the new policies and where the policies will be kept.

13.49 Date of Next Meetings

F&GP: Wednesday 12th June 2013

Curriculum: Wednesday 12th June 2013

Full Governors' meeting on Monday 8th July 2013 at 7pm at the school.

The meeting closed with the Grace at 9:05pm

Signed:

Date:

Init: Date: