



## Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden held on Thursday 31<sup>st</sup> January 2013 at 7:00pm

**Present:** Mr E Blott, Mrs S Chase, Dr D Doyle, Mrs R Fogg, Mrs C Hall, Miss J Hodges, Mrs E McLaughlin (from 7:20pm), Mr D Merrill, Mr J Petre, Mrs R Smith (HT), Mrs M Downes, Mrs A Whiddett and Mrs K Whinney (C)

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

### 13.1 Apologies for Absence

Apologies were received and accepted from Revd Furlong and Mr Santus

### 13.2 Welcome of new governor

The Chair welcomed Mrs Hall onto the Board of Governors as the new Parent Governor.

### 13.3 Declaration of Interests

No interests were declared.

### 13.4 Minutes

The minutes from the meeting held on 6<sup>th</sup> December 2012 were agreed as correct and signed by the Chair.

### 13.5 Matters arising

**H&S Policy** – Mr Merrill has been in touch with Mr Gibson of BG Safety Consultants Ltd and certain procedures are still needed to back up the policy. Work on the Health and Safety policy updates continues. Mrs Whinney has volunteered to make necessary amendments to preferred policy.

**Action: Mr Merrill and Mrs Whinney**

**Gifted and Talented** – a Governor is needed to oversee the application of the Gifted and Talented policy. Mrs Fogg offered to take on this role in the future as Mrs Hall had agreed to take over Mrs Fogg's role as Humanities Governor. Mrs Hall will arrange a visit for Humanities with Mrs Fogg before taking over completely.

**Action: Mrs Fogg / Mrs Hall**

**Drains** – after some investigation, it has been found that the blockage in the drains appears to be in Little Lane and not on the school premises. The Local Authority ("LA") still have to attend to the blockage.

### 13.6 Governor Training

**Ofsted Training:** Mrs Whinney commended Mrs McLaughlin on her synopsis of the Ofsted training. She will give Mrs Hall a copy of the handouts though Mrs Hall will not be expected to meet with the inspectors in her first year as a Governor.

**Termly Briefing:** Mrs Whinney then gave a brief overview of the last Governors' Termly Briefing. This included note on new perspective to Ofsted inspections and the CRB/List 99 replacement – Disclosure and Barring Service (DBS). Advice has been sought from EPM regarding new procedures for new volunteers etc.

**Action : Mrs Smith**

*Mrs McLaughlin arrived 7:20pm*

**PTA:** Mrs Whinney reported that most of the PTA money had been spent but there was still some in reserve to finish the playground. Mrs Merrill will attend the next PTA meeting.

### 13.7 Breakout Sessions

The meeting broke up for meetings of the Curriculum and Finance and General Purposes ("F&GP") committees and resumed later.

*Mrs Downes and Miss Jarvis left the meeting at the end of the breakout sessions.*

### 13.8 Report from Curriculum Committee

**Policies:** Gifted and Talented Policy has been approved. Other policies on the agenda have been deferred to the next meeting.

**Governor Visits:** the Art visit took place today and completion of the PE visit is pending. There is a visit for Humanities due next week. Dr Doyle will be making short visits each term to meet with SENCo.

**Questionnaire:** This year's version of the questionnaire is ready to be put on the website. This will be launched to coincide with parent's evenings. ParentView has also been advertised via the newsletter and direct leaflet in children's book bags. Parents' Evenings on 26<sup>th</sup> and 27<sup>th</sup> February will be used to catch parents to remind them to answer the questionnaire.

### 13.9 Report from F&GP Committee

**Financial Regulations:** Mrs Chase reported that the Scheme of Financing, Contract Regulations and Financial Regulations had been reviewed and adopted. Mrs Chase noted that a summary of these regulations is available on the website for all governors to access.

**SFVS:** This was finally approved at the FGP meeting and will be submitted to the LA by Mrs Whinney ahead of the deadline of 31 March 2013. There are three action points on-going that are currently being dealt with.

**Property Management:** Mrs Chase reported that the property management contract with the Ely Diocese contractor was up for renewal. As this would be for a two year contract and over the expenditure authorised for the F&GP committee, it had to be approved by the full Governing Body. Mrs Smith stated that she had already made enquiries around other schools and most had come to the conclusion that Ely was still the best option available. It was noted that they were very good at attending to day to day matters but were very expensive managing large projects. Mrs Chase proposed and Mrs Whinney seconded that the contract should be renewed. All present were in favour.

**Health and Safety:** Mrs Chase reported that this was still under review and is expected after half term.

### **13.10 Report from Headteacher**

Mrs Smith presented her report.

**Roll:** There has been one new child joined in Year 5 but some children are expected to leave after half term.

**Pupil Premium:** Dr Doyle questioned if this was meant to be used only for the child for which it is claimed. Mrs Smith confirmed that this was not necessarily the case but it was used to offset cost of extra-curricular activity and fund extra TA hours to help any children eligible for pupil premium. The effect has been steady but satisfactory progress.

*Mr Petre left at 8:50pm*

### **13.11 SEF and Summary of Judgement**

The SEF has been produced following a number of meetings; primarily involving the School's Senior Management Team, Chair and Deputy Chair of Governors and School Improvement Advisor ("SIA"). It was suggested that the order of the last page within the SEF may need some attention but it had been decided to publish it as is and treat it as on-going. Mrs Smith invited any comments to be sent to her prior to the start of half term. The Summary of Judgements document produced by the SIA was also reviewed.

### **13.12 Catchment Update**

See confidential minute

### **13.13 MUGA Feedback**

Mrs Whinney confirmed that planning approval had been obtained on the MUGA. Mrs Whinney gave a vote of thanks to Ms Baird (a parent of the School) for attending the planning appeal panel. £32k is now needed to be raised to complete the work.

### **13.14 Social Event**

This item has been put back to the March meeting

### **13.15 Representatives for Conferences**

Mrs Whinney confirmed that she would be going to both the Governors' Annual Conference and the Church Leaders' Conference but she encouraged any other governors to also attend. Mrs Smith is also attending the Church Leaders' Conference but will have to leave at lunch time due to the Mothers Day service being held at St. Bartholomew's Church.

### **13.16 Ofsted training feedback**

Mrs Whinney thanked Miss Hodges for co-ordinating this and getting the notes on the website. Mrs Whinney suggested that this should be revisited at our next FGB meeting.

*Mrs Whiddett left 9:00 pm.*

**13.17 Personnel Decision Approval**

See confidential minute

**13.18 AOB**

Mrs Smith suggested that flowers be sent from the Governors to Mrs Hadden and Mrs Duffet for their hard work at making the school choir's performance at Young Voices concert at the O2 Arena in London such a success. This was agreed by all present.

**13.19 Date of Next Meeting**

Full Governors' meeting on Thursday 21<sup>st</sup> March 2013 at 7pm at the school.

Signed: .....

Date: .....