



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 7th May 2015 at 7:00pm

Present: Mrs M Downes, Mrs R Fogg, Mrs C Hall, Miss J Hodges , Mr D Merrill, Mrs C Moretto, Mrs M Oxer, Mr J Petre (C), Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs A Whiddett

In Attendance: Mrs C Morton (Clerk), Mrs C Jarvis (DepHT)

The meeting began with prayers.

15.38 Apologies for Absence,

Apologies were received and accepted from Revd C Furlong and Mrs K Whinney.

15.39 Declaration of Interests

There were none declared.

15.40 Minutes of the last Meeting

These were agreed and signed by the Chair.

15.41 Matters Arising

There were no matters arising not covered in the agenda.

15.42 Governor Vacancy

Mr Petre announced that Mrs McLaughlin had requested to resign as a governor due to other commitments. There was some discussion as to who and how to replace her as she was a Foundation Governor. Mrs Fogg confirmed that Mrs McLaughlin must resign through the Diocese and Mrs Morton agreed to explain the procedure to Mrs McLaughlin. There followed a discussion on a replacement Foundation Governor and Mrs Fogg commented that Mrs Julie Wisson of Abbotsley was prepared to stand as Foundation Governor for Abbotsley and Waresley parishes. Mr Petre said that, as Mrs McLaughlin had been responsible for training, that post was now vacant and asked for the other governors to think about taking the role on. Anyone interested should get in touch with him.

15.43 Governor Training

Mr Pett has been nominated for a governor award as he has completed all his new governor training courses. Mrs Smith to attend the presentation with Mr Pett.

Termly Briefing: Mrs Oxer asked what happened at a termly briefing and the other governors explained. Several asked the dates of the briefings and Mr Petre agreed to make the dates available and that in future attendance could be rotated as for PTA meetings.

15.44 Budget and Staffing Structure

Mrs Moretto presented the budget for 2015/16

Mrs Smith said the staffing structure would be the same as last year with the addition of 2 extra TAs to help with special needs children.

15.45 Budget Approval

Mr Petre proposed and Mr Pett seconded that the budget be approved. All present were in favour.

15.46 Annual Report Parents

Mr Petre reminded the governors about producing the various sections and when they were due.

Sections have been allocated as follows:-

Introduction:	Mr Petre	Safeguarding:	Mr Pett
Data:	Mrs Whinney	Clare College Link:	Mrs Fogg
Parent Questionnaire:	Miss Hodges	MFL:	Mrs Pitalis-Bliss
Assessment:	SMT	Music:	Mrs Moretto
School Council:	Mrs Hall	Governors:	Mrs Oxer
Literacy:	Miss Hodges		

All sections to be completed by early June (about 200 words each) and sent to Mr Petre.

15.47 Parents' Questionnaire Results

Miss Hodges went through the results report and commented there had been a good response with some new questions and some taken from Parentview. The responses indicated that parents view of behaviour had improved. Mrs Morton will construct a "jargon buster" for the Minutes page. Miss Hodges concluded that a summary of the results will be put on the website without the comments and a note would be put on regarding the governors' unsuccessful attempt to get Local Authority funding for a new kitchen following the government's new rules regarding school meals.

15.48 SEF update – Behaviour and Safety

Mr Petre divided out sections of the current SEF section and the areas of judgement used by Ofsted between three groups of governors to complete the review. These were then handed back to Mr Petre update the section of the SEF.

Mrs Smith said there will be a review of Teaching and Learning with the school School Improvement Advisor. He will sit in on classes to assess teaching and pupil progress. A section needs to be created for Early Years' Pupils and the SEF should be up-to-date by October. All actions within the Behaviour section had been achieved and so the SEF grading would be altered to 1-outstanding grade. As some parents were still concerned about behaviour she will ask the SIA to focus on this during the Autumn term.

15.49 SEND Report and Review

Mr Pett reported the SEND policy has been completed and is ready for approval by the Curriculum Committee. It follows the main guidelines of the Cambridgeshire policy. The school is addressing the needs. He reported that Mrs Downes was doing a very good job and he was looking at extra training as changes were in the pipeline. He stated that it was vital that staff be given time to discuss children with SEND issues.

15.50 School Management Audit by SMT

This has been completed and will be analysed by SMT in preparation for SDP 2015-16.

15.51 Audit of Governing Body Effectiveness

This was split up and sections given to small groups to update. The results were passed back to Mr Petre for amalgamating and completing the document ready for submission.

15.52 Self Assessment Evaluation

This section in error – previous paragraph.

15.53 Review Progress against SDP

This was deferred to the next meeting due to time constraints.(this shouldn't have been on this agenda-scheduled always for meeting 2 in each term)

15.54 Federation Update

See confidential minute.

15.55 Review of PAN

Mrs Smith explained that the current PAN (Published Admission Number) for the school had been set to 18 and this was stopping some admissions. After discussion with the LA, she had been advised that the governors must approve the change and contact the LA to change it. If it is approved, this would be raised from January 2016 and take effect for the September 2017 intake. Mrs Hall agreed to check the proper procedure with the LA and progress the request. Mrs Smith asked the governors to approve the request to increase in the PAN for the school to 21. This was proposed by Mrs Hall, seconded by Mrs Fogg and agreed by all in attendance.

15.56 Headteacher's Report

Mrs Smith went through her report. She commented that the Pupil Premium section was much bigger as we are now required to publish the impact of the Pupil Premium on progress under the revised Ofsted Inspection Schedule and we have been asked to submit a report to the Local Authority. The name for these pupils has now been changed to "Disadvantaged Pupils". Of this category, the school currently only has adopted and FSM (free school meals) pupils. Mrs Smith also explained that, although the school receives the pupil premium eventually, the amount is based on numbers of disadvantaged children present in January one year and paid out the following Autumn. In-Year Progress Data Report –

Mrs Smith stated that the lower results for Yr 6 was due to the loss of one pupil during the year – 10% of the year group.

Mrs Fogg commented on the 94% on target for Yr 1 in writing.

Mrs Smith said the next report would be published in the second half of the summer term.

The meeting was halted for breakout committee sessions.

15.57 Curriculum Committee Report

Several policies have been reviewed: Attendance, SEND and Marking.

Visit reports for Science, SEND and the collective worship report for Holly Class were received and approved.

Individual merit awards – Mrs Smith is to publish the number (not names) of pupils receiving these awards in the newsletter and to Governors.

15.58 Finance and General Purposes Committee Report

Critical Incident Policy approved with name changes.

Move to paperless office by changing from cheques to BACS approved.

Travel Plan – outstanding actions to be completed in Walk to School week.

Mrs Fogg asked if the leaflets were just targeted at residents of Middle Street. Mrs Smith assured her that all the village would be targeted.

15.59 Governor Social on 21st May

Mrs Fogg said she had been in touch with Clare College and they had offered Choral Evensong (6:15pm to 7pm), a guided tour of the college (about 40mins) and a picnic tea (food to be provided by the governors) in the sunken garden. There was some discussion about final timings and order and it was finally agreed to meet at the porter's lodge about 6pm and eat after the tour. Mrs Fogg agreed to arrange a wet weather alternative to the picnic and circulate details when they had been finalised. Mrs Pitalis-Bliss agreed to coordinate the food.

15.60 Dates of Next Meetings

Social : Thursday 21st May at Clare College
Full Governors' meeting: Thursday 9th July 2015 at 7pm
Sub Committees: Curriculum: Thursday 11th June 2015 at 6pm
F & GP: Thursday 11th June 2015 at 7:30pm
Personnel: Wednesday 3rd June at 8:30am
Health & Safety: Thursday 4th June 2015 at 9:30am

The meeting closed at 21.37 with the Grace.

Signed:

Date:

Init: Date: