



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 9th July 2015 at 7:00pm

Present: Mrs M Downes, Mrs R Fogg, Mrs C Hall, Mrs C Moretto, Mrs M Oxe, Mr J Petre (C),
Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs A Whiddett, Mrs K Whinney

In Attendance: Mrs E Pett(T/Clerk), Mrs C Jarvis (DepHT), Mrs J Wisson (Obs)

(Mrs Wisson attended as an observer, pending formal approval by Cambridgeshire CC as a Foundation Governor. All attendees introduced themselves and heard that Mrs Wisson's role as a County Councillor with particular interest in children's matters would inform her role as a Governor of the School.)

The meeting began with prayers.

15.61 Apologies for Absence,

Apologies were received and accepted from Revd C Furlong, Miss J Hodges, and Mr D Merrill.

15.62 Declaration of Interests

There were none declared.

15.63 Minutes of the last Meeting

These were agreed and signed by the Chair.

15.64 Matters Arising

- **Audit of GB effectiveness:** Pending a couple of minor amendments this document was ready for submission to Cambridgeshire CC. Mrs Hall proposed and Mr Pett seconded that the document be accepted and the meeting gave unanimous approval.

Action: Mr Petre to submit the Audit document via the school website.

- **PAN (Published Admission Numbers) increase (progress):** As agreed at the last meeting Mrs Hall had researched the procedure for requesting an uplift to the PAN (from 18 to 21). The application could be made by email and should come from the Governing body via the school during August/September. It should specify the purpose of the request and give detailed evidence to support it. There was every reason to hope this would be straight forward, and that all year groups could be changed at the same time. There was further discussion during which Mrs Smith reiterated that the current level had forced her to turn away pupils both in September and midyear. Mrs Wisson said that she hoped to be able to take up this issue with Mark Joshi (Admissions and Transport Manager, Cambridgeshire CC).

Action: Mrs Hall to process the application to Cambridgeshire CC via email.

- **Governors' Social report (progress):** Mrs Fogg reported that the Governors' social outing to Clare College had been a great success and enjoyed by all who went. Mr Petre had written to

thank the organizers at the College and Mrs Moretto proposed thanks to Mrs Pitalis-Bliss for arranging an excellent spread of food. Mrs Smith suggested that the visit become an annual fixture and Mr Petre thought that it might also be possible to incorporate a GB meeting into the programme.

- **Jargon Buster Web item:** Carried over from the last meeting.

Action: Mrs Morton to place a list of common school acronyms and their explanations on the website.

15.65 Governor Vacancies: Mrs Mclaughlin

Following the resignation of Mrs Mclaughlin, Mrs Julie Wisson had accepted an invitation to become the new Foundation Governor. The administration process should be completed in time for her to take up the position at the next meeting of the GB.

Mr Petre advised that he had also received a letter of resignation from Mr Merrill, citing other overriding community commitments. Mr Petre said that Mr Merrill would be missed and on behalf of the GB expressed appreciation for the significant and valuable contribution he had made over the three years of his Governorship. The search would begin for a replacement Co-opted Governor, the preferred criteria being, for reasons of balance, someone with maintenance, building and procurement skills who did not have children at Barnabas Oley.

Action: All Governors to try to identify a suitable replacement.

Action: Mr Petre to place a notice in the 'Roundabout' village magazine.

15.66 Governor Training update & Governor Training Plans

Mrs Pitalis-Bliss advised that the In House Training programme for 2015/6 would begin the following week; each Governor needed to take two courses per annum. She would be emailing the programme to all and would require responses for the website. It was acknowledged that the Training website was not up to date and that this needed to be remedied. Governors were informed that it was important to share experiences and that there was a training debrief pro forma available on the site for that purpose. Termly briefings were to be attended on a rota basis, details of the programme coming via Mrs Morton to Mr Petre who would put them on the website. Mrs Pitalis-Bliss would collate the reports.

Further discussion on Induction information for new Governors elicited that this was generally sent out electronically by Mrs Morton. However it was the responsibility of mentors to ensure that new Governors had all relevant information.

Action: Mrs Pitalis-Bliss to liaise with Mrs Morton to ensure that new Governors have all the information they need.

Mr Petre enquired as to how long Training Records should be kept. Mrs Smith believed it was three years, based on the OFSTED cycle.

Action: Mrs Pitalis-Bliss to check with Mrs Morton for the correct time frame.

15.67 Website update

It was reported that the new website was up and running. The Logins were working and the method of uploading documents whilst different was straight forward. It was noted that it was still possible for some Governors to access the old site. If anyone experienced problems they should contact Miss Hodges.

15.68 Annual Report Parents – approve

The draft report was ready for approval, once a minor change to a date in the section 'A New Governor's Perspective' had been actioned. Mrs Smith said that the photographs used were those taken for the prospectus by Mr Squance and Mr Petre said that having each Governor write their own section had been a great help. The meeting unanimously approved the document.

Action: Mr Petre to make minor corrections and forward the document to the school secretary for publication.

15.69 Review Progress against SDP and discuss 2015 -16 SDP Objectives

Mr Petre asked the meeting to break into three groups of four to review and comment on various aspects of the plan; to consider which areas should continue and propose new headings which could usefully be added. During the subsequent discussion actions were captured and the following points made:

- If Training courses were attended in pairs this would add value to the experience, and that other Training Providers be sourced in addition to the LA Governor Services.
- Transport for local pupils moving on to CVC was still an issue, but it was possible that in a year or two there would be sufficient numbers to warrant a dedicated Gransden bus. However the cost would still have to be borne by individual families.
- Following the Collaboration exercise with Petersfield School it would be beneficial to keep an eye on alternative models or structures for moving forward.
- It was suggested that Mr Pett take on the task of examining school data in greater depth and that the Finance Officer, Liz Day, be asked to join the H&S committee. The F&GP and H&S websites needed work to keep them up to date.

Action: Mrs Smith to write the SDP over the summer recess with Mr Petre providing aspects relating to the GB.

15.70 Update on Collaboration with Petersfield School

At the request of the Chair, the notes for this item have been placed in a Confidential Extract to these Minutes.

Action: Mr Petre to provide an update for parents once the SENCO Service Level Agreement was in place.

15.71 SEN Review and update

Mr Pett and Mrs Downes had met, the Governor Visitor Report on SEN of 24 June 2015 providing details. In brief, two TAs had been appointed to assist with two children in speech and language. Full use was being made of the ELKLAN specialist speech and language programme, which required 11 days training for a TA and SENDCO. Mr Pett observed that SEND principles were fully embedded in school processes. In conclusion he said he was very impressed with the approach the school was taking. There were no queries.

15.72 Annual Review of Child Protection Policy and Procedures, including Child Protection Monitoring Report

The meeting between Mr Pett and Mrs Smith was detailed in his Governor Visit Report on Child Safeguarding of 29th June 2015. Mr Pett highlighted the following:

- Staff needed to undergo training on a biennial basis; Mrs Smith and Mrs Jarvis arranged to do this in alternate years. All other staff, and he himself, had attended training in April 2015 and new staff would go in September.
- There had been no referrals this year.
- Mr Pett pointed out a change to the LA model Child Protection Policy which has introduced the concept of 'guilt by association'. This could impinge on staff at all levels although there is no concern at present.

Mr Petre proposed and Mrs Whinney seconded the motion that the Child Protection Monitoring Report be submitted as soon as possible. All approved.

Action: Mr Pett to sign and submit the Child Protection Monitoring Report to the LA when the correct pro forma for doing so becomes available.

15.73 Full Head Teacher's Report – Review of Year

Mrs Smith presented her report to the meeting, drawing attention to the following areas: exceptional results for writing; appointment of TAs; Performance Management; Action Plan updates, improvement in KS1 data; phonic screening; excellent results in KS2.

Mrs Smith said that she had received training in recognising Domestic Violence and in the autumn would be attending a course on de-radicalising children.

Priorities for the year 2015/16 were discussed highlighting writing style and presentation in Geography, History and Science; sustainable life style such as healthy eating, physical health, cycle safety, cooking in the newly refurbished kitchen area; data; the new curriculum; assessment; SATs and reception baseline.

The Governors unanimously passed on their congratulations to all staff for excellent results.

15.74 Curriculum Committee Report

The website had been updated with approved Policies.

15.75 Finance and General Purposes Committee Report

Policies had been approved, the Barney's issue resolved and the committee was pleased to be able to support the Breakfast Club. However finances were tight, particularly in relation to the SEN budget.

15.76 Date of next Meeting: agree Meeting dates for next year

Action: Mr Petre to circulate proposed meeting dates for 2015/6

Action: Mrs Fogg to liaise with Clare College over a date for the next visit.

15.77 Committee Membership / Succession Planning

It was agreed that details of the H&S group should be added to the Committee List. There were vacancies on the F&GP, Curriculum and Appeals Committees and some changes to committee

membership. Volunteers were requested for the Personnel and Appeals Committee. The draft letter to the LA in support of Mrs Whinney's re-appointment as the Local Authority Governor was approved.

Action: Mr Petre to re-issue the amended Committee lists.

Action: Mr Petre to submit Mrs Whinney's re-appointment letter to the LA.

Key Assessment Criteria for all Key Stages: Mrs Smith advised that she had a copy the new issue and would make it available for Governors to borrow.

15.78 Learning Walk

Governors undertook the walk whilst others judged the handwriting competition, prizes to be awarded at Founders Day.

Action: Mrs Fogg to acquire the prizes.

15.79 Dates of Next Meetings (subject to confirmation)

Full Governor's Meeting		Thursday	1 st October	at 7:00pm
Sub Committees	HTPR	Friday	18 th or 25 th September	TBC
	Curriculum	Thursday	15 th October	at 6:00pm
	F&GP	Thursday	15 th October	at 7:30pm
	H&S	Thursday	5 th November	TBC
	Personnel	Wednesday	11 th November	at 8:30am

The meeting closed at 21.15 with the Grace.

Signed:

Date: