



## Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 1<sup>st</sup> October 2015 at 7:00pm

**Present:** Mrs C Hall, Mrs C Moretto, Mrs M Oxe, Mr J Petre (C), Mr A Pett,  
Mrs L Pitalis-Bliss, Mrs A Whiddett, Mrs K Whinney, Mrs J Wisson

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

The meeting began with prayers.

### 15.68 Apologies for Absence

Apologies were received and accepted from Mrs M Downes, Mrs R Fogg, Revd C Furlong, Miss J Hodges, and Mrs R Smith (HT)

### 15.69 Approve new and returning governor

Mrs Whinney's re-appointment as Authority Governor was approved unanimously as was the appointment of Mrs Wisson as Foundation Governor for Abbotsley and Waresley.

### 15.70 Declaration of Interests

No interests were declared.

### 15.71 Declaration of Pecuniary Interests

The register of pecuniary interests was completed by all in attendance.

### 15.72 Minutes of the last Meeting

These were agreed and signed by the Chair.

### 15.73 Matters Arising

- **Replacement governor for Mr Merril:** Mr Pett suggested Ian Straith, there were no other suggestions so it was agreed unanimously to co-opt Ian Straith based on his experience and background.

Action - Contact Mr Straith and put him in contact with John Petre & Becky Smith - Andrew Pett

- **PAN/Admissions update:** Mrs Hall has sent in an application to increase the PAN from 18 to 21. She was told that the next step would be for it to go to consultation around January 2016.
- **Founder's Day review:** Was very well received.

*Mr Petre then handed over control of the meeting to Mrs Morton for the election of the Chair and Vice Chair of Governors.*

#### **15.74 Election of Officers (Chair and Vice-Chair)**

Mr Petre was proposed as Chair and Mrs Moretto as Vice-Chair. There being no other nominations, Mr Petre and Mrs Moretto left the room and a vote was taken by show of hands. Both were approved unanimously by all present.

Mr Petre and Mrs Moretto returned to the meeting.

*Mr Petre resumed Chair of the meeting.*

#### **15.75 Committees**

Roles were discussed -see updated schedule on website for details.

#### **15.76 Governor Training Plans**

Mrs Pitalis-Bliss advised that SMSC (Spiritual, Moral, Social and Cultural) development is now a high focus within the current Ofsted inspection Framework. It was suggested that Governor Visits should note SMSC development items and a section be added at the end of the Governor Visit Proforma to record them.

**Action: Update governor visit form - Mr Petre**

Mrs Pitalis-Bliss agreed to produce a report covering SMSC in the school in the summer term.

**Action: Add SMSC report to Summer term FGB agenda - Mr Petre**

Mrs Pitalis-Bliss then suggested the governors split into groups and pick out 2 courses in the year to attend plus a Termly briefing. When this had been done Mrs Whinney suggested that the in-house training be on assessment without levels following the discontinuation of KS1-KS3 levels. There was also a suggestion that, as it was likely we would be due an Ofsted Inspection in the academic year 2016-17, the list of Ofsted requirements would need to be refreshed.

**Action: Update governor training plans based on input from the evening - Mrs Pitalis Bliss**

**Action: Update governor visit form - Mr Petre**

**Action: Arrange full governor training - Mrs Pitalis Bliss**

#### **15.77 Confirm Governing Body operating guidelines (Code of Practice and Standing Orders)**

- **Code of Practice:** This was agreed and approved by the meeting following a minor change to the use of email and the removal of an extract from the old Governors' Guide to the Law document.
- **Standing Orders:** Para 7: This was clarified to reflect current practice. Para 8: was modified to note the register is kept securely in the School Office. The amended Standing Orders document was agreed and approved by the meeting.

### **15.78 Appointing Governor Representatives**

The lists of governor representatives to the Termly briefings and PTA meetings were updated.

As Parents Curriculum evenings were much better attended than Parents forums. It was agreed that one or more governors should attend the Curriculum evenings instead of having the Parents Forums.

### **15.79 Governor Visits Schedule**

This will be produced by the relevant committees. Mrs Whinney also suggested that pupil perception interviews be added to the School Visits template as this was also an Ofsted requirement.

**Action: Review and update visits schedule for the year - Committee Chairs**

**Action: Update governor visits report template - Mr Petre**

### **15.80 Schedule of Policy Reviews**

Policies are on the website with their expected review dates. Committees should consider and note next review date when reviewing policies so schedules can be drawn up.

**Action: Committee Chairs to review**

### **15.81 Feedback on Headteacher's Performance Review**

Head teachers performance review is underway. The meeting with Mrs Smith and the School Improvement Advisor was held on Friday 18th September.

### **15.82 Secondment Agreements for this academic year**

Mrs Downes is supporting Petersfield with SEND children one day a week and that's going well. Mrs Smith was not required to help with Petersfield this year.

Mrs Smith successfully applied to a post as a Regional Advisors for the Diocese of Ely. She's one of four Head Teachers doing this. The requirement is one visit per term to support 7 schools across the diocese. This equates to seven days per term. For this the school receives £8000 per annum less what's required to cover Mrs Smith's travel expenses.

### **15.83 Review Progress against SDP**

The updated SDP is available on the website. The progress will be reviewed throughout the year.

### **15.84 Head Teacher's Report**

In the absence of Mrs Smith, Ms Jarvis presented the report. The visit to Wood Farm was a great success and enjoyed by the pupils.

There was a question regarding Mrs Smith's meeting with the Parish Council about the situation with parking in Middle Street. One of the governors related an incident of a parent being hit by a moving vehicle's wing mirror while taking their child to school. This had been due to the tightness of the road due to parking.

**15.85 Children and Young People’s Committee Report**

Mrs Wisson presented her report. She remarked that the overall picture was bleak with tightening budgets and more demands on spending.

**15.86 New Ofsted website requirements**

In the absence of Miss Hodges, Mrs Morton pointed everyone to the requirements document on the website and explained that, in the short term, all governors were now required to re-write their biographies to include the requirements listed under “Governor disclosure and interests”. This should be as a paragraph and not a list. Most other requirements are already on the website or will be put on there in due course.

**Action: Governor to update their bios and send to Miss Hodges to update on the website - All**

**15.87 Payment of Governor expenses and payment to Clerk**

It was agreed that no governor expenses would be paid and the Clerk would receive £250 per term as before.

**15.88 Dates of Next Meetings**

Full Governor’s Meeting		Thursday	26 <sup>th</sup> November	at 7:00pm
Sub Committees	Curriculum	Thursday	15 <sup>th</sup> October	at 6:00pm
	F&GP	Thursday	15 <sup>th</sup> October	at 7:30pm
	H&S	Thursday	5 <sup>th</sup> November	TBC
	Personnel	Wednesday	11 <sup>th</sup> November	at 8:30am

The meeting closed at 21:25 with the Grace.

Signed: .....

Date: .....