



## Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 26<sup>th</sup> November 2015 at 7:00pm

**Present:** Rev C Furlong, Mrs C Hall, Ms J Hodges, Mrs C Moretto, Mrs M Oxeer, Mr J Petre (C),  
Mr A Pett, Mrs R Smith (HT), Mr I Strath, Mrs K Whinney, Mrs J Wisson,

**In Attendance:** Ms C Jarvis (DepHT), Mrs E Pett (T/Clerk)

The meeting began with a new prayer, dedicated to the school, led by Rev Furlong.

### 15.90 Apologies for Absence

Apologies were received and accepted from Mrs M Downes, Mrs R Fogg, Mrs L Pitalis-Bliss, and Mrs A Whiddett.

### 15.91 Welcome of Mr Iain Strath as new Co-opted Governor

Mr Strath was warmly welcomed to the governing body. Mr Pett was assigned as mentor to oversee his induction.

### 15.92 Declaration of Interests

No interests were declared.

### 15.93 Minutes of the last Meeting

These were agreed and signed by the Chair.

Rev Furlong then informed the meeting of two points of interest for the following year:

- The Watoto Children's Choir would be performing at the school in June 2016 and she would be grateful to anyone who could offer a bed for the night (10/06/2016).
- Founder's Day was scheduled for 15 July 2016. Dr J Hawking from Clare College would be welcomed for lunch at 12 noon, prior to speaking at 2pm. Bibles would be presented by Clare College to leaving children.

### 15.94 Matters Arising

- **PAN update:** Mrs Hall said there was little to add at this point, but it was hoped that consultation on the increase in class sizes (from 18 to 21) would be complete by February 2016.
- **Governor Visit Report Template:** Mr Petre advised that there were still a few aspects to address and would liaise with the group before placing the template on the website.

**Action: To complete the template and place on the website: Mr Petre and Ms Hodges.**

- **Update Governor Biographies for Website:** Ms Hodges reported that these were complete.

### **15.95 Feedback on Head Teacher's Performance Review (HTPR)**

Mrs Whinney reported that this was close to completion, with just one document outstanding.

### **15.96 SEN Report and Updates**

Mr Pett advised that he had met with Mrs Downes on 4<sup>th</sup> November 2015. In speaking of his visit he referred to his report (which could be found on the website), and stressed that when analysing the data it was important to bear in mind the context: that in a small school one child could make a difference of 10 percentage points.

The ensuing discussion highlighted the fact that it was not easy to get funding for children in the SEND category, however those affected were being closely monitored and this should help with future analysis of data.

It was noted that the Local Authority considered Mrs Smith's report on the use of Pupil Premium Spending to be of use to colleagues across the county and parts were being included in a report being sent out to all Cambridgeshire schools.,

Schools' Financial Value Standard (SFVS) Approval

Mr Pett explained that this document, concerning the fiscal aspects of running the school including how to obtain best value for money, was about to be discussed in Committee. As Mrs Whinney had played a major role in its completion in the past she spoke to the meeting on the detail. The document would be brought to the full governing body for approval at the second meeting of the Spring Term, as was usual.

**Action: Mr Petre to move this item to the Agenda of second meeting of Spring Term 2016.**

### **15.97 Governor Training Update**

Mr Petre advised that Mrs Pitalis-Bliss had constructed a comprehensive Training Flow Chart. Following the actions would promote an overview of training undertaken and the key points for action, either by the school (operational) or by the governing body (strategic). Mrs Moretto felt that the chart, particularly the second half, would be extremely useful in disseminating the benefits of training throughout the governing body. Mr Petre added that ideas for improvement would always be welcome.

The discussion then moved to the Training Summary which listed three recently attended courses with feedback from the relevant governor. Further verbal points made were:

- **Governor Performance Management Monitoring:** Mrs Whinney observed that confidentiality could be an issue in a small school such as Barnabas Oley. The course also recommended that meetings be held in different areas to enable governors to move about and see the whole school. Whilst the meeting considered this a good idea in principle, the size of the chairs made it an unattractive proposition!
- **Exploring British Values:** Ms Hodges felt this was an extremely worthwhile course and observed that she had witnessed relevant subjects, such as Remembrance Sunday and anti-bullying, already being addressed through literacy during her visits to the school. She felt that British Values could be emphasised within the school by placing them alongside the core School Values.
- **Termly Briefing:** Mrs Wisson had attended, and although there was nothing to report, Mr Petre considered it a beneficial exercise.

**Action: To ensure all documentation relating to the above be made available on the website: Mrs Pitalis-Bliss**

### **15.98 Prevent Training**

Mrs Smith reported on her recent attendance at a course on Preventing Radicalisation. Whilst it might not have seemed immediately relevant to Great Gransden, recent events in Paris had put a different perspective on things. It was important to observe changes in children's behaviours, use of the internet, and inappropriate use of video games was especially significant. Mrs Smith felt the course sat well with the rest of the Safeguarding Programme. In addition it was proposed to send out information to parents regarding children's use of the internet. It was noted that emergency evacuation was being practised by the staff. Also that the children in general had been affected by the events in Paris.

**Action: Add the presentation material to the British Values pages of the website: Mrs Smith**

**Action: To write a training report encompassing Prevent training and British Values for the website: Ms Hodges.**

### **15.99 Getting ready for OFSTED**

Mr Petre reminded the meeting that an inspection was due in November 2016. He wished to be prepared in good time and proposed the formation of a small Governor's group, comprised of the Committee Chairs and himself, to work at this. Their thoughts would be put before the full Governing Body with a view to preparing a comprehensive information pack, in order that all Governors were well briefed before the inspection. Mrs Smith observed that OFSTED inspectors were unlikely to be in the school for more than one or two days.

**Action: To form an OFSTED Action Group; Mr Petre**

### **15.100 School Development Plan (SDP) Updates**

Mr Petre advised that this would be completed in Committee break out sessions.

### **15.101 Data / Raise Online**

This item was led by Mr Pett and a long discussion ensued on how the Governors should access and react to data, the main points being:

- The official Raise Online report was comprehensive and ran to 70 pages. Mr Pett had produced a précis covering the relevant points entitled 'Important Information for Governors – Primary' which other Governors had found helpful. In addition Mr Pett had prepared an FFT (Fischer Family Trust) Target setting summary to enable analysis of data from various perspectives.
- Mrs Moretto asked how Governors could police progress now that Levels no longer applied. Mrs Smith responded that everyone was feeling their way with the new benchmarks, and that they would take time to bed in.
- Mr Petre observed that Governors were at times faced with either too much or too little information. It was necessary to explore how data was managed, and to have a strategy to ensure that the Governing Body was properly informed. The Governors had to ensure the school was on track at the end of the year.
- In light of the above Mr Petre felt that it was important and beneficial to liaise with the SIA (Schools Improvement Advisor) representative Nigel Battey on a continuing basis.

### **15.102 Petersfield SEND Support Update**

Mrs Smith reported that Mrs Downes was spending one day a week at Petersfield school. It was proving to be very hard work, but she was coping well, making progress and enjoying the challenge.

### **15.103 Head Teacher's Report**

Mrs Smith advised that her Report was on the website, and confirmed, in response to a query, that the school had taken the opportunity to highlight bullying during the National Bullying Week.

### **15.104 Breakout Sessions for F&GP and Curriculum Committees**

Mr Strath was invited to join the F&GP Committee.

### **15.105 Curriculum Committee Report**

Ms Hodges observed that some staff were not getting access to Governor Visit Reports, and that the folder in the office was out of date. It was proposed that hard copies of the reports could be posted on the Staff Room notice board. It was also felt that the School Food Policy was not being observed by parents in terms of the type of snacks children brought into school. The information went out twice a year and should be enforced. Various policies had been reviewed, in particular the Behaviour Policy.

**Action: Arranged for hard copies of the Governor Visit Reports to be available in School: Mrs Morton**

### **15.106 F&GP Committee Report**

Mr Pett reported that discussions had encompassed H & S, the Consolidated Action Plan, the Financial Summary (looking slightly better), the Travel Plan, Priorities and Charging and Remissions Policies.

### **15.107 Personnel Committee Report**

The focus here was Performance Management: Mrs Whinney said that salary increases had been agreed across the board; Personal Terms of Reference had been agreed; and the Pay Review was complete. Various policies had been reviewed, including the school Pay Policy.

The Committee was also exploring the possibility of scholarship funding for Mrs Downes and Ms Jarvis who were to be congratulated on securing places on courses leading to the National Professional Qualification for Headship.

### **15.108 Date of Next Meeting**

The next full Governor's meeting will be held on **Thursday 4<sup>th</sup> February 2016 at 7 pm.**

The meeting closed at 21:00 with the Grace.

### **15.109 Learning Walk – Space Place**

After the meeting the Governors were invited to view the Space Place, a large bright and airy space newly refurbished with help from the PTA, Poorsland Charity and school capital budget.

Signed: .....

Date: .....