



Minutes of a Meeting of the Governors of Barnabas Oley School, Great Gransden, held on Thursday 10th March 2016 at 7:00pm

Present: Ms J Hodges, Mrs C Moretto, Mrs M Oxe, Mr J Petre (C), Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs A Whiddett and Mrs K Whinney.

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

The meeting began with prayer, led by Mrs R Smith.

16.16 Apologies for Absence

Apologies were received and accepted from Mrs M Downes, Rev C Furlong, Mrs C Hall, Mrs R Fogg, Mr I Strath, and Mrs J Wisson.

16.17 Declaration of Interests

No interests were declared.

16.18 Minutes of the last Meeting

The minutes were agreed and signed by the Chair.

16.19 Matters Arising

No matters arising not covered by other items.

16.20 Clerk recruitment

Mr Petre confirmed that an advertisement had been placed in Roundabout and the ad has been sent out to Parents from the school. Closing date for applications is 18th March.

16.21 Getting Ready for Ofsted

Mr Petre reported that the second meeting of the group had taken place and possible questions and answers had been reviewed. Some will be included in future agendas for consideration by all the governors. The strengths and points for improvement of the school were also considered. Nigel Batty, the School's Improvement Partner, will be at the next meeting.

16.22 Governor Training Update

Mrs Pitalis-Bliss presented a summary of the training taken place by the governors with some of the highlights and questions raised. Mrs Moretto agreed this was a useful document to follow.

Miss Hodges reported that several things had been brought up on the course she and Mr Strath had attended on Complaints Handling. She confirmed that the LA were changing their process in May so the Complaints Policy should be looked at again in the light of the changes. There had also been a

suggestion that the website should be available in a variety of languages but, as the school currently had no non-English speaking parents, this was not a priority.

The Parents' Questionnaire was mentioned with regards to the Communication with Parents section and the possibility of doing this in several different ways in future – maybe just 4 or 5 more focused questions each term – and possibly getting parents to fill in a questionnaire at Parents' Evenings. Miss Hodges stated that that part of the website was currently being updated so the current questionnaire would be issued shortly.

Mr Pett commented on the Safeguarding roles and questions were raised as to whether this was on display in the school foyer. Mrs Smith confirmed that it was on display in the entrance hall and staffroom in the school.

16.23 PAN Update

In the absence of Mrs Hall, Mrs Smith reported that a letter had been received confirming a PAN of 21 for Reception for 2017 which would then continue as the children moved through the school- one academic year at a time. After contacting Mark Joshie, it has been confirmed that the change can take effect from 2016. Oversubscription up to 21 in other years would be allowed provided the children were in catchment. The formal change to the PAN would roll through the school years starting with reception from 2017.

16.24 Admission arrangements for Autumn term

Mrs Smith confirmed that the majority of the school was full or oversubscribed. Our current reception year is the only year group with spaces. We are awaiting pupil numbers for Reception cohort for September.

16.25 CB23 Triads for Governors

Mrs Moretto confirmed we had contacted the other Chairs in the Triad with our suggestions of topics to cover. Mrs Smith informed us that the Chair of one of the schools had just resigned so this was a probable reason for the delay. Mrs Moretto agreed to email Caldecote School again.

Action: Mrs Moretto to email Caldecote School

16.26 SEND Review and Update

Mr Pett confirmed that this was not ready yet as the meeting was planned for the next day so the item is postponed to the next meeting.

16.27 School 'prospectus' review – School Handbook, Staff Handbook & Website

This has all been done. It was suggested to move this item to the first meeting of the school year in future. The Staff Handbook should be reviewed by the Personnel Committee and the school handbook and website by the Curriculum Committee.

16.28 O-Track presentation and demonstration

This PowerPoint presentation was given by Mrs Smith and Ms Jarvis.

After the presentation, Mr Pett asked how the teachers were moderated. Mrs Smith confirmed that they were working with colleagues from CB23 triad to moderate work across year groups. Internally, teaching staff are working together to ensure consistency in applying judgements of working towards,

met or above national standards. Mr Petre was concerned with how the reports would inform the governors about where the school rated in the country and Mrs Smith explained how this information will subsequently be obtained once SATs have been marked. Mrs Moretto was pleased that reporting attainment to parents will soon be easier and simpler through the use of the O-Track records.

16.29 Head Teacher's Report

Mrs Smith informed the governors that she had reformatted her report to follow the Ofsted headings. She then went through her report, available on the website, and highlighted a few items.

Under Equalities Duties, male visitors had been specifically invited to visit during book week to share their favourite books.

Staff and training – a joint project with Siltamaki Primary School in Helsinki is being set up for Minecraft.

All teachers' performance management reviews had positive outcomes.

Mr Pett asked about DBS checks for governors and it was explained that all governors who were not already DBS checked were to have them by 1st September.

The meeting now split up for the Committee Breakout sessions.

16.30 Curriculum Committee Report

Miss Hodges listed the policies that had been reviewed and approved

- Complaints Procedure for Parents
- Home School Agreement
- Physical Activity Policy
- Physical Education Policy
- SEND Policy

16.31 F&GP Committee Report

Mr Pett reported that Mrs Whinney had completed the study of the latest finances and concluded there would be a small carry over at the end of the year.

Mr Pett then listed the policies that had been reviewed and approved

- Best Value Statement
- First Aid Policy

16.32 Finance review – SFVS, confirm final approval

Mr Pett presented the SFVS for approval by the full governing body before being sent off to the LA. All were in favour.

16.33 Personnel Committee Report

Mrs Whiddett brought the new Code of Conduct for All Adults policy to the attention of the governors. This policy replaces the Safer Care of Conduct Policy

The Appeals Committee needs to be reviewed due to conflict with the membership of the Pay Review Committee. Mr Pett stepped down from the Appeals Committee and Mr Strath will be invited on to replace him.

Action: Mrs Whiddett to ask Mr Strath to join the committee

Mrs Whiddett requested the governors to consider joining the Personnel Committee as an extra member as it was a very small committee for the workload. Mrs Pitalis-Bliss agreed to go along to the next meeting with a view to joining.

Mrs Whiddett also updated the governors with the results of the performance reviews.

Policies approved:

- Appraisal and Development Policy for Support Staff
- Capability Policy
- Grievance Procedure
- Code of Conduct for All Adults

16.34 Plan for Staff and Governor Social

This is planned for the Reading Rooms on 19th May. It was suggested that the social alternate between the Reading Rooms and Clare College. Mrs Whinney agreed to book the reading rooms and Mrs Pitalis-Bliss will be Food Champion again. **Action: Mrs Whinney and Mrs Pitalis-Bliss**

16.35 Date of Next Meeting

The next full Governor's meeting will be held on **Thursday 5th May 2016 at 7 pm.**

Thanks were then given to Mrs Morton for all her hard work over the years and she was presented with a bouquet of flowers and a bottle of wine.

The meeting closed at 21:02 with the Grace and a Learning Walk took place viewing work from Years 5 and 6.

Signed:

Date: