



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time...: Thursday 29th September 2016 at 7pm

Place.....: School

Present: Mr J Petre (Chair), Mrs M Downes, Revd C Furlong, Mrs C Hall, Miss J Hodges, Mrs C Moretto, Mrs M Oxe, Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs J Wisson

In attendance: Ms C Jarvis (DepHT)

The meeting began with prayer, led by Revd C Furlong.

17.1 Apologies for Absence

Mr I Strath was unable to attend due to a charity dinner event. Apologies accepted.

17.2 Declaration of Interests

No interests were declared.

17.3 Declaration of Pecuniary Interests

Completion of annual declaration forms.

Action: Mr J Petre to circulate pecuniary declaration forms to be completed by each Governor and returned to either Mrs C Fox or direct to the school office by the date of the next meeting.

Action: Mrs C Fox to keep a record of all completed/outstanding forms and file accordingly.

17.4 Minutes of the last meeting

The minutes were agreed and signed by the Chair.

The following actions are outstanding:-

Action: Mrs Whinney to complete a training report for the Ofsted in-house training

Action: Mrs Whiddett/Mrs Smith to inform parents of nutritional values of school meals (part of Food in Schools project with CCS) through school newsletter.

17.5 Matters arising

Mr Petre introduced Mrs Catherine Fox the new clerk to the board of governors.

17.6 Election of Officers (Chair, Vice Chair)

Mr J Petre agreed to stand again as Chair of Governors. (*Mr Petre left the room*). Proposed by Mrs J Wisson, Seconded by Reverend C Furlong. Governors voted unanimously in favour. (*Mr J Petre rejoined the meeting*).

Mrs C Moretto agreed to stand again as Vice Chair of Governors. In her absence, *(Mrs Moretto joined the meeting at 8.30pm)* this was proposed by Mrs J Wisson and seconded by Reverend C Furlong. Governors voted unanimously in favour.

17.7 Committees

Chairs and members of all committees confirmed.

Action: Mr J Petre to amend details of each committee and update details held on the website.

17.8 Appoint Governors with special responsibilities and allocate each Governor to a curriculum subject area.

Governors with special responsibilities appointed and each Governor allocated to a curriculum subject area.

Action: Mr Petre to update Current Committee Structure and Membership documents online.

17.9 Governor Training Plans

Mrs Pitalis-Bliss suggested that the Governors split into smaller groups to pick two courses in the year or one course and one Termly Briefing to attend. Mrs Pitalis-Bliss stated that she had read that the full governing body training courses may incur additional costs this year.

Action: Mrs Pitalis-Bliss to check confirm if FGB training will incur costs additional costs this year.

17.10 Confirm Governing Body operating guidelines (Code of Practice and Standing Orders)

No changes to Code of Practice. Mr A Pett noticed that the Clerks' name on the Standing Orders document was incorrect.

Action: Mr J Petre to amend the Clerks' name on the Standing Orders.

17.11 Appoint Governor representatives to

- **Termly Briefings**
- **PTA- rotation, allocation of dates.**
- **Parent Curriculum events**

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

Mrs J Wisson had attended the most recent Termly briefing meeting. She reported back that each Governor now had to undergo a full DBS check irrespective of role.

Mr Petre enquired as to whether there was a list of all the Termly briefing dates for the whole year. Mrs Wisson confirmed that she had been provided with one.

Action: Mr J Petre to amend details of each committee and update details held on the website.

17.12 Governor Visits Schedule inc SEN and H&S

This will be produced by the relevant committees.

Miss Hodges said that she had the previous Governor Visits Reports which were to be confirmed at the next Curriculum meeting. Once the committee had met she would put these up on the website.

Action: Miss Hodges to add Governor Visit reports to website.

17.13 Schedule of Policy Reviews

Policies are available on the website with their expected review dates.

It was noted that the wrong schedule of policy reviews for Personnel may be being used.

Action: Mrs K Whinney and Mr A Pett to check that the versions being used are up to date.

17.14 Feedback on Performance Review of Head Teacher

Mrs K Whinney confirmed that this had been completed.

17.15 SDP Review of Targets for this academic year.

Curriculum Targets have been set and are available on the website. Mrs Smith confirmed that she has streamlined the documents online to make them easier to find and read.

17.16 Transport to Comberton Village College.

Confidential minute taken.

17.17 Head Teacher's Report

Mrs Smith presented her report to the meeting.

Mrs Smith made a request to the Governing body for a school credit card. This would be used primarily for the items needed for the Christmas Productions. Mrs Smith told the meeting that companies were no longer accepting cheques and therefore a credit card had become necessary.

Unanimous approval was given for Mrs Smith to pursue this.

Mrs Smith suggested a potential limit on the card of £1000 and that the card be controlled jointly by the Headteacher and the Finance Officer and this was agreed by the FGB.

Action: Mr A Pett to review the policy documentation for control of the credit card.

17.18 Payment of Governor expenses for the year and payments to Clerk.

It was agreed that no Governor expenses would be paid and that the clerk would receive £630.00 per annum.

17.19 Date of next meeting

The next full governor's meeting will be held on **Thursday 24th November 2016 at 7pm.**

Signed:

Date:

Challenges highlighted