



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time..: Thursday 5th May 2016 at 7pm

Place.....: School

Present: Mr J Petre (Chair), Mrs C Hall, Miss J Hodges (minutes), Mrs M Oxer, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mrs A Whiddett, Mrs K Whinney, Mrs M Downes, Ms C Jarvis

In attendance: Ms C Jarvis (DepHT)

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

16.38 Apologies for Absence

Mrs C Moretto, Mr A Pett, Mr I Strath, Revd C Furlong, Mrs J Wisson, Mrs R Fogg

16.39 Declaration of Interests

No interests were declared.

16.40 Minutes of the Last Meeting

The Minutes were agreed and signed by the Chair

16.41 Matters Arising

Mr Pett has stepped down from Appeals Committee (see 16.33)

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

16.42 Clerk Recruitment

Mr Petre informed governors that after having the advertised the position again to school parents, one person had come forward showing interest. Mrs Smith said that she had also contacted Newton Primary School's clerk. Mrs Whiddett said she may also have a community based contact interested.

Action: Mrs Whinney/Mr Petre to place advertisement in Gransden shop

Action: Mrs Whiddett to pursue contact

16.43 Petersfield Update

Mr Petre informed the FGB that Mrs Downes SEND role at Petersfield will finish at the end of the school year. Mrs Smith will continue to have an advisory role at the school through her role with the Diocese.

16.44 Getting ready for Ofsted

Mr Petre said that Ofsted Committee meetings were still ongoing. The Ofsted in-house training was relevant and beneficial. Mr Petre said that the next thing the Ofsted Committee would be working on was preparing some case studies of issues, actions and governor impact for the school.

One weakness the training identified (along with lots of strengths) was our ability to talk about the schools strengths and weaknesses. That will be included at the next FGB as part of our annual planning and the case studies will help too.

Mrs Smith also mentioned the updated draft SEF document that had been distributed to all governors. She asked that governors provide any feedback to the report before the report is reviewed with the School Improvement Advisor in June.

Action: Governors to provide feedback on SEF to Mrs Smith

16.45 Governor Training Update, including Key membership and GEL update

Mrs Pitalis-Bliss said that some governors have booked the FTT Webinar in June. GEL online training has been relaunched.

Mr Petre encouraged governors to sign up to the Key for School Governors. Miss Hodges confirmed that there is now a link to the Key on the school website.

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

Action: All governors to sign up for the Key

16.46 Governing Body Self-Audit Online Questionnaire

Governors worked in small groups to discuss the evidence to support our judgments in the governing body audit.

Action: Mr Petre to type up governor's responses and submit audit questionnaire

Mrs Whinney challenged the SMT as to whether governors should be more involved in the outlying strategy behind the creation of the School Development Plan.

This challenge led to an in depth discussion on how the targets for the SDP are formed; auditing staff on every aspect of the curriculum, assessment data, collating data from pupil surveys, parent questionnaire, parent/school council forums etc. Mrs Whinney agreed that governors are actually quite involved in the processes that feed into the SDP.

It was suggested that during governors visits, governors could discuss with subject leaders current SDP targets but also make suggestions of what could be the following year's targets. Governors could then feed this back to Committee Chairs, and similarly the teachers back to SMT.

Mrs Downes informed governors that the school is using pupil premium funding to employ 'Pupil Premium Champion' teaching assistants (two people to create one full-time post, starting September 2016). These TAs will have the responsibility for assessing impact and tracking progress of pupils eligible for Pupil premium funding.

16.47 Annual Report for Parents

Mr Petre reminded governors that their input for the Annual Report for Parents is due by half-term.

Mrs Smith suggested that the governors thank the PTA, via the Annual Report, for their huge contribution to the school's finances, whilst informing parents of how vital PTA funds are.

Action: Mrs Whinney to liaise with Miss Hodges on producing PTA impact info for AR.

16.48 Staff and Parent Survey Results

Miss Hodges presented the parent survey results by firstly highlighting the top and bottom five statements. Miss Hodges commented on parents recognizing that the school communicates well with its community.

It was noted that some parents didn't feel well informed about what the governors do. There were questions on the nutritional value of school meals

Discussion took place on how governors can use the school newsletter to better inform parents; introduction to governance in September, what visits have taken place, impact of targets met etc. It was agreed that in addition to the annual report it would be useful to include a summary of the results in the next school newsletter.

Action: Curriculum Committee to create SDP Governance Objective for next year on ways to improve governance communication with parents.

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

Action: Miss Hodges to create a 'thank you' and summary report of questionnaire results for next Newsletter

Mrs Whiddett presented the staff survey results. The results highlighted that the majority of staff agreed with all the statements. A few disagreed that the behavior of pupils was being well managed.

Governors agreed that staff (and governors) would benefit from a restorative justice refresher course. Mrs Smith suggested that staff and governors could sit in on the Year 5's peer mediation training.

Action: Mr Petre to thank staff for their input into the staff survey

16.49 Admission Arrangements for Autumn Term – update

Mrs Smith explained that after discussion with the Local Authority regarding our PAN changes we would accept 21 pupils in the Reception Class for September. This year the school had 29 applications.

16.50 Full Headteacher's report

Mrs Smith presented OTrack data for anonymised pupils in Year 2 and Year 6. She explained how for each pupil and per term you could easily see how much of the curriculum had been completed, and at what level they had achieved. Governors agreed that this was a great first step in seeing pupil data for the first time since the new assessment process began.

Mrs Whinney asked whether it was a gap not having an Early Years link governor. Mrs Smith agreed said Mrs Hussey would certainly appreciate the support.

Action: Any volunteers for Early Years link governor role

Breakout Committee Group Sessions

16.51 Curriculum Committee report

The policies approved were:

- Marking Policy
- Assessment Policy
- Class Organisation Policy
- Curriculum Policy

16.52 F&GP Committee report

The policies approved were:

- Bus Duty Policy
- Data Protection Policy
- Two policies carried forward to next FGP meeting

16.53 Approval of Budget Submission

Mrs Whinney presented the budget for 2016/17.

Mrs Whinney thanked Mrs Smith and Mrs Day for all their hard work, which ensured that the budget setting went smoothly.

Resolution: That the Governing Body approved the School Budget Plan for the financial year 2016/2017 total spend of £636,008. The budget was approved unanimously.

16.54 Personnel Committee Report

No update as the committee had not met.

16.55 Plan for Staff and Governors Social - 19th May

All in hand via DoodlePoll.

16.56 Date of Next Meeting

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

Signed:

Date:

Challenges highlighted