



## Barnabas Oley Church of England Primary School FULL GOVERNING BODY

**Meeting Date/Time...:** Thursday 7<sup>th</sup> July 2016 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 Oxer, Mr A Pett, Mrs L Pitalis-Bliss, Mrs R Smith (HT), Mr I Strath, Mrs J Wisson

**In attendance:** Ms C Jarvis (DepHT)

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

### **16.57 Apologies for Absence**

Mrs Smith advised that it is now a requirement of Ofsted that all absences from Governor meetings are minuted together with a reason which in turn needs to be assessed by the FGB and accepted or not.

Mrs A Whiddett was unable to attend due to Comberton Village College Open Evening.  
Apologies accepted

Mrs K Whinney was unable to attend due to Comberton Village College Open Evening.  
Apologies accepted

Mrs R Fogg was unable to attend due to long term illness. Apologies accepted

### **16.58 Declaration of Interests**

No interests were declared.

### **16.59 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**

### **16.60 Matters arising**

Mr Petre introduced Miss Meredith the new clerk, to the board of governors.

### **16.61 Getting ready for Ofsted – share learning, strengths & weaknesses**

Mr Petre stated that the key point from a recent meeting was that an inspection was not imminent and most likely to be late 2016/2017 at the earliest. However all the preparation work links to good governance and therefore is time well spent.

The preparation meetings had highlighted the need for the GB to talk positively on their success and its impact on the school and school life.

To this end the annual report is going to be tailored to reflect this approach. Furthermore, short case studies are going to be prepared. Covering about 10 different areas, they will illustrate issues, actions and positive governor impact for the school. Ideally they will incorporate quotes from the parent survey and children's voice plus pictures.

Mr Petre also stated that it would be ideal to link the case studies with appropriate school values. The case studies would act as a good prompt for all governors during an inspection and be a good source for another SDP area relating to communication with parents regarding the impact of school governors.

In light of the possible timing of the inspection, Mr Petre stated that the frequency of the monthly preparation meetings could be reduced in the new academic year.

In support of a comment made by Mrs Smith regarding the benefit of parent feedback during an Ofsted visit, Revd Furlong offered to be present again during assembly at the next inspection.

### **16.62 KIT Visit update**

Carol Peel, Governance Adviser from LEA, visited the school on 24 June 2016. Five years since the previous visit.

Her feedback was generally very positive and showed that the school and its GB were well prepared and up to speed for an inspection.

The main advice she gave linked to clearly displaying the composition of the GB on the school website and to logging attendance and reason for absence at governor meetings.

Miss Hodges had already highlighted these points to the chair via information in the national press and amendments have been made to the necessary information on the website.

Miss Hodges stated that the website now showed clearly the make-up of each sub-committee and the composition of the FGB highlighting any vacancies.

### **16.63 SEND review & update**

Mr Pett gave a review and update of SEND as documented in his recent visit report dated 6<sup>th</sup> July 2016. Prior to the meeting, Mr Pett had analysed the schools procedures in line with Ofsted's requirements and found that largely all requirements were being met. In addition the recent SATS results for SEND pupils were very good.

He highlighted that going forward the movement of children between levels needed to be recorded as well as the removal of children from Special Needs records. For next year the introduction of documentation to analyse the premium spend per pupil would be advisable. Other ideas to improve this area for the next academic year are being considered but essentially the current SEND provision more than meets the requirements and is generally perceived by the local education community to be excellent.

Mrs Downes time working with Peterfield finishes at the end of this term and she commented how useful the program had been in that it offered her the opportunity to experience different case studies, pupils and needs but the long term logistics of juggling two schools SEND needs was not sustainable.

Mr Strath asked if it had provided a tool to sharing resources. Mrs Downes stated as an exercise it had been better at opening up knowledge of the different information and agencies available.

Mr Petre thanked Mrs Downes for all her hard work and commitment to the programme.

Mrs Wisson asked if information about pupil premium was on the school website. Mrs

Downes confirmed it was and Mrs Smith advised it was updated as the new information became available.

#### **16.64 Annual Review of Child Protection Policy & Procedures incl. Child Protection Monitoring Report**

Mr Pett & Mrs Smith confirmed the annual Child Protection Monitoring Report had been completed and submitted. Mr Pett advised the report is now done on line. Mrs Smith advised the report needs to be approved by the FGB. This approval was given.

On 5 July 2016 the school received its SG Audit by the LEA. Mrs Smith explained that this looked at SG under its widest remit. All areas including Child Protection processes and procedures, Health & Safety, central recording keeping, safer recruiting were examined over a 3 hour time period and in due course an audit report will be presented. Initial feedback has already been given and is as expected concentrating on areas Mrs Smith and Ms Jarvis had already identified during an earlier internal review of Child Protection in May. This internal review led to action points regarding the creation/amendment of the following policies:

- Lone Worker Policy
- Missing Child Policy - covering both children who don't return to school as taken overseas for possible FGM or sexual exploitation and also children who come to school but leave the premises without permission.
- Mobile Phone Usage Policy - tightening the current policy regarding etiquette of use for staff. There is already a blanket ban for children but the policy needs to include protocol for other devices that have cameras
- SG for Music Tutors Policy – the school uses many different schemes to employ music teachers. Protocols are needed for the different schemes, but from September 2016 the school will no longer use off site teachers as this contravenes SG requirements.

Mrs Smith recommended that on receipt of the audit report it would need to be circulated to all sub committees so that all its recommendations could be acted on accordingly.

**Action: Governors to analyse and action recommendations for SG Audit Report**

#### **16.65 Review progress against School Development Plan**

Mr Petre asked the meeting to break into three groups each with a member of staff, to review and comment on achievements based on the current plan.

#### **16.66 Discuss future SDP – Governance targets and Key priorities for 2016/17**

Following the review of the SDP future actions were captured. Mr Petre requested that the list of future priorities should be taken from areas of strength and weaknesses as identified by the GB. Thus, the 6 following points were chosen.

1. To embed Health & Safety Processes with school
2. To make best use of data for Governing Body to monitor progress
3. Effective training for the governing body to improve our ability to support the school's progress
4. Watching brief on future leadership models and school structures
5. Use OFSTED Framework to progress towards outstanding governance
6. Communication with Parents

**Action: Draft Governance section of school development plan for 2016/17 Mr J Petre**  
**Action: Draft communication with parents section - Miss J Hodges**

*Revd C Furlong left the meeting at 8pm.*

#### **16.67 Self-Assessment/Evaluation –Governing Body**

Mr Petre stated that following the last meeting he completed the document based on the comments made to be submitted on line by 30 July 2016. This updated document was approved by the FGB.

**Action: Mr Petre to submit completed Self-Assessment on line by 30 July 2016.**

#### **16.68 Meeting dates for 2016/17 academic year**

It was agreed that in the Spring and Summer terms the Break Out Committee meetings need to be in the 1<sup>st</sup> FGB so that the distribution of discussion points was evenly spread across the meetings.

Miss Hodges asked if it were advisable if the agenda points for sub-committee meetings were regularly reviewed to ensure their relevance.

**Action: Chairs of sub Committees to email Miss Meredith with agenda points for each meeting.**

**Action: Miss Meredith to amend the document as discussed and forward to Mrs Smith for cross checking with the school calendar**

#### **16.69 Succession planning and roles for 2016/17**

It was noted that Mrs Whiddett's term ends in November 2016 and Mrs Hall's in January 2017. Mrs Hall does not plan to extend her term.

Mr Petre also advised that from September 2016 he would no longer have any children from his family at Barnabas Oley. He did not feel this would alter his ability to work as chair and indeed he was happy to continue in the role, but he asked his fellow governors to consider the situation in time for governor elections next term.

**Action: Mr Petre to contact Mrs Whiddett's to discuss her future plans as Governor**

HTPR – Mr Petre stated it is good practice for the chair not to be on this committee and suggested Mrs Moretto replaces him and Mr Pett replaces Mrs Fogg.

If then would make more sense for Mr Petre as chair, to join the Appeals committee.

Link Roles - Mr Petre asked if it was necessary to have so many Link roles for Governors and encouraged the posts to be annually reviewed so that the listing of posts was as relevant as possible. It was decided to remove the International School Link role. Mrs Hall would become the Eco Schools Links Governor and Revd Furlong to become the Clare College Link Governor.

Mr Pett and Mrs Downes have completed training to become Safer Recruitment Governors. Mentoring – Current mentoring roles can be removed.

Subject Areas – Mrs Smith identified the changes to the staff roles. Mrs Moretto offered to be the named governor for Early Years, Mrs Pitalis Bliss for Art/DT and Mr Strath for Music.

Annual Tasks – a new governor needs to be recruited for New Parents Evening. Pan and Document Management Systems to be removed from listing. The responsibility for Travel Plan Review needs to be discussed and updated at the next FGB.

Termly Briefing Dates - to be updated and attendance agreed at next FGB.

PTA meetings attendance – allocated so that as previously a governor is in attendance for each meeting.

**Action: Document to be updated and approved at next FGB**

## **16.70 Training & Annual SMSC Report**

### Training

Mrs Pitalis Bliss stated that the intention was for every governor to attend two training courses in the past academic year. This would generate 28 reports. So far only 14 have been received. It is possible that courses have been attended but without submitting a report.

Mrs Pitalis Bliss advised that GEL is a very good online training tool and is a helpful substitute if it proves difficult to get to training courses.

However a governor has attended each Termly Briefing.

Recent Training courses have highlighted the following.

Does Barnabas Oley have a designated LAC teacher? – confirmed Mrs Smith

Does Barnabas Oley have a governor representing vulnerable groups? – confirmed Mr Pett.

Miss Hodges asked if senior staff have access to the FFT Aspire Interactive Live system. Mrs Smith confirmed that she does and has already used the system to book a training course.

Mrs Smith & Mr Pett will be attending a roadshow in Cambridge in November 2016 the purpose of which will be to provide information on evaluating our school's performance in a scaled score world.

Mr Petre asked if two courses per governor are realistically too much to achieve and echoed the benefits of GEL training as being home based is easier to accommodate in busy lives.

He also stated whether going forward rather than choosing from the list of courses it was more useful to list the training the GB needs and then source how it can be achieved either through attending courses or on line or via the Key. Mrs Pitalis Bliss stated this would work as long as all training completed was accompanied by a report which was published on the school website.

It was also commented that sometimes very little notice is given for courses. Mrs Pitalis Bliss will investigate whether a programme is published for the whole year or whether more notice can be given.

Mrs Wisson advised she found the Termly Briefing very informative.

**Action: All outstanding training course reports to be submitted.**

**Action Mrs Pitalis Bliss to see if more notice can be or is given by the LEA on courses they run for governors**

### SMSC Report

Mrs Pitalis Bliss stated that following Kate Thomas's suggestions during her last visit, Barnabas Oley now has a yearly review of its SMSC Policy, a yearly audit, named governor (Mrs Pitalis Bliss) and an updated governor visit report template to capture SMSC aspects of school life.

Mrs Pitalis Bliss has looked at how SMSC is implemented and can confirm that it is applied everywhere within Barnabas Oley. So much so there are far too many examples to list. But to name but a few, Harvest Festival encouraged reflection with Ms Jarvis providing the children with some very uplifting comments, celebrating the Queen's 90<sup>th</sup> birthday within the school and the wider community, system of older children applying for and up taking roles with responsibilities for younger children, experiencing different cultures through language studies, on-going partnership with the Watoto choir.

Mrs Pitalis Bliss concluded that SMSC development was being implemented well with the school.

#### **16.71 Governor's Annual report**

Mr Petre asked for feedback on the document. It was generally well received with a few crediting and grammatical errors to be corrected.

Mrs Pitalis Bliss raised the concerned as to whether it was still a bit too full of jargon or terms not readily understandable to a parent with little knowledge of school governance.

Mr Petre commented that this was a valid point and linked into a School Development Plan objective to be clearer in communication.

**Action: Mr Petre to re-look at report**

**Action: All governors to submit final comments by 10 July to allow report to be issued the following week.**

#### **16.72 Head teacher's Report – Review of the year**

Mrs Smith presented her report to the meeting.

#### **16.73 Personnel Committee report**

The following policies have been approved. Pay, Equality & Diversity of School Staff, Managing Allegations Against Teachers and other Staff, Recruitment & Selection, Staff Induction, Stress Management, Students in School, Support Staff Probation.

#### **16.74 Curriculum Committee report**

**Policies – PSED Duty Objectives** to be agreed at next FGB

The following policies have been approved. Bereavement, Physical Education, Anti-Bullying, Early Years, MFL, PSHE and Citizenship, Reports to Parents, Safeguarding and Child Protection.

Bereavement is a new policy and Miss Hodges requested that the governors familiarize themselves with the content.

Miss Hodges commented that the website is now updated and fully represents all the governor visit reports over the past four years and shows a fantastic history of monitoring and information. Miss Hodges advised that it had been favorably referenced by the Key as an example to other schools in terms of governor visitor reporting.

Miss Hodges expressed how difficult it was to ensure all points were covered in the visit in the time but following a review of the current visit report template felt this works well as a guide and tool to capture the relevant information.

One point she felt had worked well recently was to communicate to staff before a visit on the points of focus of the visit.

Mrs Smith commented that there had been a large number of visits during the last 4 weeks of the school year and this traffic was difficult for staff to cope with.

Mr Petre asked whether rather than discussing the timetable during the Autumn term meetings a schedule should be produced and agreed for the start of the new school year so that visits could start immediately in September.

**Action: Miss Hodges to issue schedule for governor visits ready for start of new academic year.**

**16.75 FGP Committee report including Health & Safety**

The following policies have been approved. Critical Incidence, Publication Scheme  
Mr Pett stated that the latest finance reports were available to view on the website and were on target with minor overspends in staffing and its supply which were caused by seasonal factors.

Mr Pett commented on the great work carried out continually by Mrs Day and Mrs Whinney to track and publish the information.

Mr Pett confirmed the pool is currently out of use and needs funds to bring it back into use, more than initially thought. Work is happening and another report on progress and cost will be given in the Autumn term.

A fire walk has been undertaken and fresh extinguishers will be purchased and a final H&S walk will be taken for the summer term before the end of term.

Mr Petre queried if this had to occur before the end of term. Mrs Smith confirmed it did.

**16.76 Learning Walk**

The meeting finished at 9:15pm with grace. The governors went on a Learning Walk of the art on display.

**Date of next meeting**

Full Governor’s Meeting	Thursday 29 <sup>th</sup> September	at 7:00pm
Sub Committees		
HTPR	TBC	
Curriculum	Thursday 13 <sup>th</sup> October	at 6:00pm
F&GP	Thursday 13 <sup>th</sup> October	at 7:30pm
H&S	Thursday 3 <sup>rd</sup> November	TBC
Personnel	Wednesday 9 <sup>th</sup> November	at 8:30am

Signed: .....

Date: .....

**Challenges highlighted**