



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time..: Thursday 2nd March 2017 7pm

Place.....: School

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

In attendance: Ms C Jarvis (DepHT)

The meeting began with prayer, led by Mrs Smith.

17.56 Apologies for Absence

Mr I Strath was unable to attend due to commitments to 'The Producers' at Comberton Village College. Apologies accepted.

Mrs J Wisson was unable to attend due to attending a County Council meeting. Apologies accepted.

Reverend C Furlong was unable to attend due to hospital duty. Apologies accepted.

17.57 Declaration Of Interests

No interests were declared.

17.58 Minutes of the last Meeting

Minutes were agreed and signed by the Chair.

17.59 Matters Arising

- **Transport to CVC** - No further updates.

17.60 Governor Recruitment

Three applications had been received for the Parent Governor vacancy. As there is only one vacancy, a ballot will need to be held to ensure a fair election.

Action: Mrs C Fox to prepare ballot paper for circulation to Parents on Tuesday 7th March 2017.

Mr Petre has received interest from one person in response to the advert for a co-opted Governor placed in the Roundabout magazine. As the interested party is now on holiday for the next few weeks, Mr Petre will make contact with her when she returns.

Action: Mr Petre to contact interested party again in 3 weeks time.

17.61 School Strategy

It was agreed that changing the 'Cross' signage throughout the school would be a large job, but that it should be completed before the start of the new academic year in September. As Ms Jarvis' brother did the original signage, Ms Jarvis will ask him to quote for the new ones. Mrs Smith commented that the laminated versions of the existing 'Cross' in each classroom should be 'upgraded' to the metal ones (like the one currently in the hall) given how frequently they were referred to. This was agreed and would be included in any quotes that were obtained.

Mr Petre pointed out that the draft updated 'Cross' was currently not available as a high enough quality file for use by any printers. Miss J Hodges said that she had the original file used for the creation of the current signage and would be able to update that with the new wording. This would then mean that a good quality file would be available for use as and when it was needed.

Action: Ms C Jarvis to obtain quotes for new metal signage to replace old ones throughout the school.

Action: Miss J Hodges to update old file in readiness for use.

17.62 Training Update

Mrs Pitalis-Bliss commented that there were only 3 reports currently on the training log. Mrs Pitalis -Bliss reminded Governors of the importance of logging all training that had been completed, so that a full and comprehensive record was available of all training that had been undertaken.

Mr Pett mentioned that he had recently attended a course on e-Safety. Mr Pett summarised the content of the course, pointing out that e-Safety was an ever-changing entity and educating children as opposed to placing filters and controls on internet access was the most effective way of dealing with the issue. Mrs Moretto asked if the training had focused on the threat of strangers online, or more on the possible mental health implications of engaging in an 'unhealthy' way online with people they already knew. Mr Pett said that the course had not been long enough to go into these aspects in any depth, but reiterated that the best way to combat e-safety issues was to provide good, clear guidance to children. Mrs Downes confirmed that a lot of time was spent on this in Cedar Class, and that an e-safety magazine had been sent out previously and is due to be sent out again in April. Mrs Smith reminded Governors that an Online Information Evening had recently been held at the school although turnout had been low. Mrs Smith also confirmed that the school were committed to the ongoing education of both Parents and Children on the importance of e-Safety. Mrs Smith also pointed out that there was a powerful CEOPS video available on the website which highlights the dangers of 'oversharing' online.

17.63 Review of SDP Progress

The meeting separated into smaller groups to review elements of the Governance SDP.

Action: Mrs C Fox to update SDP document on the website.

17.64 SEF Review - Behaviour Section

Copies of the Behaviour section of the SEF (currently on the website) were circulated to the meeting to be reviewed.

Points raised were:

- Miss Hodges asked whether the SEF had been updated since the last visit by Nigel Battey. Mrs Smith confirmed that yes, it was updated over the October half term break.
- Mr Petre questioned why on Nigel Battey's summary the overall rating was 'good/outstanding' but yet the school had rated itself as 'outstanding'. He asked Mrs Smith if this was consistent. Mrs Smith pointed out that there was evidence of 'Outstanding' behaviours in Nigel Battey's report and that his overall summary was a cautious one.
- Mr Pett pointed out a discrepancy in attendance figures quoted on the SEF and on the Headteachers' report. Mrs Smith to amend.
- Mrs Moretto suggested that greater emphasis could be placed on the importance of older student leadership roles within the school. eg Travel ambassadors and Year 4 Lunchtime Monitors.
- Mr Pett drew attention to the point 'Developing Staff confidence in dealing with different behaviours is one of the key priorities this year' and asked whether overall, things were going well with regards to this. Mrs Smith confirmed that they were; and that training on this was also due to be provided to lunchtime supervisors and play leaders.

Action: Mrs Smith to update SEF with feedback given and also to include more direct quotes from Mr Battey's report.

17.65 Finance Review - SFVS

The SFVS is due to be submitted by 31st March 2017.

Mr Pett confirmed that the document had been approved by the Finance and General Purposes Committee and by Liz Day.

Mrs Moretto commented that, as good practice, the SFVS be 'spot-checked' by someone not involved in its creation. Mrs K Whinney confirmed that she would do this.

Action: Mrs K Whinney to check SFVS document.

Action: Mr A Pett to upload SFVS to website so it was available for all Governors to review.

17.66 SEND Review and Update

As an audit is due on the 15th March, it was agreed that this item would be reviewed at the next meeting.

17.67 Pupil Premium Impact Presentation - Mrs M Downes

Mrs Downes gave her NPHQ Presentation on Pupil Premium Impact.

Mr Petre asked Mrs Downes if she had come across any findings which had surprised her as a result of research she had undertaken in another Primary School. Mrs Downes said that the setting was very different, with a completely different catchment and larger year groups and therefore could not be compared on a like for like basis. However, Mrs Downes said that she had taken ideas from the other setting which could possibly be implemented at Barnabas Oley. For example, 'Goodie Bags' which were individual bags filled with materials for creative work given to each child. Another example was the 'Magic cupboard' used by KS1. This was a cupboard that had dressing up costumes, props and fairy lights and allowed the children to have good, meaningful imaginative play.

17.68 Head Teachers Report

The Head teachers report is available on the website.

Mrs Smith told the Governing body that she had been conducting longer lesson observations of up to one hour, so that entire lessons could be observed. The focus had been on embedding spelling strategies.

Mrs Smith also commented on the good response from the Parent body for the impending Science week (*13th - 17th March*) with more parents offering their time/skills than in previous years.

Data extracted from the O-Tracker Deeper Learning Summary was circulated in the meeting. Mr Petre asked Mrs Smith if the data raised any concerns. Mrs Smith confirmed that it did not. Mrs Smith reminded the Governors that children in Year 2 and Year 6 needed to be at National standard by May but all other year groups had until the end of the academic year.

17.69 Admission Arrangements for Autumn Term - check in

There have been a total of 24 applications received for admission in September. This number includes those that have put Barnabas Oley as their second or third choices. 15 of these applications were from within catchment.

17.70 Plan for Staff and Governor Social

The provisional date of the Staff and Governor Social is Thursday 13th July 2017.

Possible locations include Clare College and the Reading Rooms in Great Gransden.

Mrs Morretto kindly offered to host the event at her home address to avoid the costs of hiring the Reading Rooms and the difficulties in travelling to Clare College.

Mr Petre will send a formal invitation out.

Action: Mr Petre to send out formal invitations.

17.71 Personnel Committee Update

The following points were reported back by the Personnel Committee:

- The committee needs another member. This will be addressed once the recruitment of the two new Governors is complete.
- 10 Policies have been reviewed and approved. This includes the Family Friendly policy which has now been split into 3 separate policies.

- The HTPR had been completed.

17.72 Learning Walk - Space Place and Corridor displays

After the meeting, Governors were invited to view work currently on display in the main corridor. Governors were also invited to view the Space Place. Mrs Smith explained the current set up in line with this terms topic '*Oceans and Water*'
Governors were also able to see the new portable oven which was recently purchased with funds raised by the PTA.

17.73 Date of next meeting

The date of the next meeting will be **Thursday 27th April 2017** at 7pm.

Signed:

Date:

Challenges highlighted