



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time..: Thursday 6th July 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, Mr I Strath, Mrs S Bonnett, Mrs K Whinney, Ms S Machin-Autenrieth. Reverend C Furlong

In attendance: Ms C Jarvis (DepHT)

The meeting began with prayer, led by Reverend Furlong.

17.92 Apologies for Absence

Mrs J Wisson did not attend, no apology received.

17.93 Declaration of Interests

No interests were declared.

17.94 Minutes of the Last Meeting

The minutes were agreed and signed by the Chair.

17.95 Matters Arising

Governor Recruitment - Mr Petre welcomed Ms Susanne Machin-Autenrieth to the Governing body as the new Co-opted Governor.

Catering Contract Supplier Approval

The F&GP committee have been looking at alternative options for the provision of school meals. It was deemed that the quality of meals had greatly reduced since the closure of the Production unit which supplied the school meals. As a result of this, combined with negative feedback from parents an alternative has been sought.

The school consulted with 5 potential suppliers and heard detailed proposals from two. Of those two, VERTAS provided the best option at the best cost and inspired confidence with their plans.

The cost of converting the current school kitchen to a production kitchen (that is, so that food was prepared fresh on site) was substantially lower under the VERTAS proposal at approximately £24,000. This would be paid back over the 5 year period of the contract. Mrs Moretto commented that this would ultimately leave the school in a better position as the equipment would belong to the school at the end, and the change in kitchen function would be of permanent benefit to the school. This in turn would be beneficial as the school looks to increase revenue from the hire of its premises and facilities in the future.

The cost impact of a change in meal supplier would be approximately £3,000 more expensive than the current contract but less expensive than the historical cost. That incremental cost would be reduced if some or all of the capital cost could be paid off.

Mr Strath asked what would happen to the existing Kitchen Staff under the new proposal.

Mr Petre said that the existing staff would TUPE across and that their jobs would not be at risk. Mrs Whinney commented that all existing staff have been made aware of changes to their roles/employer.

Mrs Bonnet asked who was responsible for setting the costs of school meals.

Mrs Smith confirmed that it was set internally by the school. Mr Petre said that the school could, if needs be raise the cost of school meals to cover any increases in costs and there were no plans to do this beyond the increase to £2.30 per meal already scheduled for September.

Mrs Hall asked if it was possible to adjust portion sizes (to allow for differences between reception children and Year 6).

Mrs Smith said that yes it was, but that the cost per meal is the same.

The FGB voted and agreed to progress with developing the detail of the contract with Vertas and that could be signed as long as no further material changes were identified.

17.96 Feedback from F&GP Committee

- The BCR is not yet up to date. Mr A Pett to ensure that this is done and added to website by the end of the academic year.

Action – Update the BCR and have it added to the Website Mr A Pett

- The Catering Contract had been reviewed. (See 17.95)

17.97 Feedback from Curriculum Committee

- Safeguarding policy review has been postponed to September to co-incide with the publication of recommended policy from LA and to include updates received at recent Safeguarding training attended by Miss Jarvis..
- Use of social media to be covered in the next curriculum meeting.
- Glossary of acronyms for new Governors provided to Mrs S Bonnet by Mrs C Hall.
- Mrs Downes passed on her thanks to all Governors that helped with the invigilation of the recent SATs.
- The handwriting awards were to be given again this year. This would be done in school assembly and not on Founders Day.

17.98 Feedback from Personnel Committee

- Policies Reviewed:
 - Disciplinary Procedure Relating to Misconduct for All Employees
 - Parental Leave - Adoption
 - Parental Leave - Birth
 - Adoption Policy - *subject to clarification on rates.*
 - Equality and Diversity Policy for School Staff
 - Persistent Complaints and Harassment Policy

- Mrs Oxer reminded the Governing Body that the Personnel committee is still in need of another member. This will be addressed in the first meeting back in September.

17.99 SDP Review

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

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

17.100 Confidential

17.101 Full Headteacher's Report

The full Head teachers report is available on the website.

Mrs Smith highlighted the notable sporting success that the school has enjoyed this year; with both the boys' and girls' Cricket teams reaching the county finals. The school also won the School Spelling Bee competition and had considerable success at the Maths final in Duxford.

Mr Petre commented that the school was looking to be in a really good all round position. Mrs Smith agreed that it had been a busy term and that yes, it was. Mrs Smith's report also included 'Top-Line' data on the End of Year results for the school. The figures were really positive and exceeded expectations. Mrs Moretto suggested that this data, being so positive, should be shared with Parents in the imminent Governors annual report. This was so that the success could be shared 'real-time'. Mr A Pett questioned whether this would be a good idea as the results were as yet, unverified. Mrs Smith said that other schools had posted their data as unverified and that she would be happy for Barnabas Oley to do the same. It was agreed that the data be put on the website and in the Governors annual Report so that Parents were aware of the achievements being made.

Action: Mrs B Smith to share school data with parents

Action: Mr J Petre to add latest data to the annual report

17.102 Feedback from LA visit - Preparing for OFSTED

Ms Anne Housden visited Barnabas Oley to offer advice and feedback in preparation for a visit from Ofsted.

An number of points were highlighted from the visit, the most relevant ones were:

- The website needs to be reviewed to ensure that it shows the priorities for the school, actions and impact. In particular for curriculum. It is the first impression of the school that the inspector will get.
- Consider ways that work is displayed throughout the school.
- Use more photographs of Parents participating in events at the school to evidence parental involvement.

Mr Petre suggested that Governors look at the website of a school previously assessed as outstanding to see what the main differences were and what could be learned.

Action: Mr J Petre to send link

17.103 Governor SEND Visit Report - A Pett

The SEND Report is available on the website. Mr A Pett commented that the number of SEND children at the school is above average; and the excellent review from the county received by the school was due in no small part to Mrs M Downes whose expertise, commitment and management of the whole SEND area was noted.

17.104 Discussion on Key Priorities for 17/18

- **School Targets**

Growth Mindsets to be launched - Staff training has already begun on this at the April Professional Day and will continue at the September Professional day. A Parents information session will be held in September.

Writing - Writing will continue to be a focus point. This will be linked with greater depth reading and comprehension. It will also be linked to higher level spelling and grammar.

Communication- Focusing on the quality of the information provision available to all - particularly looking at the website and the availability/utilisation of social media.

- **Updates to SEF** - Mrs Smith to update data section on the SEF document.

Action Feedback to Mrs Smith with any questions on the priorities - All

17.105 Annual Review of Child Protection Policy and Procedure (inc child protection monitoring report)

The Report has been completed by Mrs Smith , Miss Jarvis and Mr A Pett. The annual review has been submitted.

17.106 SMSC Report for Year

Mrs Pitalis-Bliss presented her report to the Governing Body. Mrs Pitalis Bliss highlighted how Barnabas Oley was fulfilling its responsibilities in relation to the Spritual, Moral, Social and Cultural development of pupils within the school. The report is available on the website.

17.107 Approve annual report to Parents to be issued by email and on website.

Mr Petre has circulated a draft copy of the Annual Report that is to be issued to parents. Feedback points raised were:

- Potential inclusion of more photographs. In particular, to evidence Parents' involvement in activities/topic days. (In line with Ofsted preparation meeting recommendations)
- Check graphs used in report.

Action Mr Petre to update report and circulate for any further comments so it can be issued before the end of term.

17.108 Plan for Governor and Staff Social

The date for this has been set for Thursday 13th July 2017. Mrs C Moretto has kindly agreed to host this at her house. Mrs Pitalis Bliss to pick up allocation of contributions required on Doodle Poll.

17.109 Agree Meeting dates for 17/18

The provisional meeting dates have been set for meetings during the Academic Year 2017-18. It was agreed Full Governing Body Meetings be extended on some occasions to 9.30pm to include committee breakout meetings. This would reduce the number of separate committee meetings that would need to be held. The date of the July meeting will be moved as it is currently next to an inset day.

17.110 Succession Planning for 17/18

Mr Petre reminded the meeting of the importance of succession planning within the Governing Body. This ensures smooth transitions between Governors and helps to distribute the workload fairly. Mrs Moretto suggested that having a Vice/Co-chair of committees would be beneficial in the long run. This was agreed for next year. Miss J Hodges' term is due to end in November 2017; a new chair of the Curriculum committee will be needed. Mr Petre asked all Governors to consider which committees they would like to be on over the summer break and notify him of any changes they'd like and roles they' be interested in. The FGB will review committee roles and memberships in September.

17.111 Governor Handwriting Awards - Judging.

Awards for Handwriting are to be presented again this year. There will be two for each year group for Most Improved and Excellence. Samples of handwriting were judged by non-parent Governors and winners selected.

17.112 Date of Next Meeting

The date of the next meeting will be **Thursday 21st September 2017 at 7pm.**

Signed:

Date:

Challenges highlighted