



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time..: Thursday 21st September 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.

18.0 Apologies for Absence

No Apologies were received.

18.1 Declaration of Interests

No interests were declared.

18.2 Declaration of Pecuniary Interests

Pecuniary interest forms were circulated, completed and returned to clerk for filing.

18.3 Minutes of the last meeting

The minutes were agreed and signed by the chair. It was requested that training on the use of data for performance tracking including O-Track is included in a future FGB meeting.

Action: Mr J Petre to include data training for Governors as a future agenda point.

18.4 Matters Arising

There were no matters arising.

18.5 Recruitment of new Foundation Governor

Following the resignation of Julie Wisson, a vacancy has arisen for a Foundation Governor. Reverend Furlong said that she had approached Charlotte Moretto to see if she would consider becoming a Foundation Governor, and that Mrs Moretto had provisionally accepted. This will be discussed at the next meeting of the Church Council and Diocese. Once their agreement has been obtained, Mrs Moretto will commence her term as a Foundation Governor and a vacancy for a new Parent Governor will be created.

18.6 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 C Moretto, Seconded by Mrs B Smith. Governors voted unanimously in favour. *(Mr J Petre rejoined the meeting)*.

Mrs C Moretto agreed to stand again as Vice Chair of Governors. *(Mrs Moretto left the room)* This was proposed by [Mr. J Petre](#) and seconded by Mrs S Bonnett. Governors voted unanimously in favour. *(Mrs Moretto rejoined the meeting)*

18.7 Committees (Appoint Membership/Approve Terms of Reference)

The chairs and members of all committees were discussed and confirmed. It was noted that members of the appeal committee should ideally not be parents of children at the school. Mrs M Oxe said that the current version of the Personnel Committees Terms of Reference was corrupt, and that it needed to be looked at and updated. Mr A Pett confirmed that the F&GP Terms of Reference were correct. Mrs J Hodges confirmed that the Curriculum Committees Terms were also up to date and correct.

Action: Mrs C Fox to update details of each committee and amend details held on website.

18.8 Governors with special responsibilities and curriculum areas.

Mr A Pett requested that his level of responsibilities be reduced for the coming year. This was duly noted and reflected in the allocations of both areas of special responsibilities and areas of curriculum. It was decided that the role of Equality Governor would be decided in the next curriculum meeting.

Action: Mrs C Fox to update details of Governors with Special Responsibilities and Curriculum areas and amend details held on website.

18.9 Governor Training Plans

It was discussed that 'The Key' was still being utilised as the main training resource, with Governors accessing it to further their individual training needs. Mrs Smith reminded all Governors that the School was fully subscribed to 'The Key' and that structured training was available through that. **Mr Petre asked how it was best to record completed training.** Mr Pett suggested that details be sent to Mrs Pitalis Bliss directly so that they could be recorded. Mrs Smith then suggested that training be added as a standing agenda item for each committee and that the data was then collated and forwarded to Mrs Pitalis Bliss. However it was decided that, for now, individual Governors would be responsible for reporting their own training directly to Mrs Pitalis-Bliss. Mrs Pitalis Bliss requested that all training that was undertaken be written up to form a formal record.

Mrs S Bonnett asked where Governor Training courses were held. Mr Petre confirmed that a document had been forwarded to all members of the governing body confirming these details and dates.

18.10 Confirm Governing Body Operating Guidelines

The Standing Order and Code of Practice documents were reviewed. It was noted that there was an inconsistency in the wording around the provision of papers prior to each FGB meeting. It was agreed that the Agenda should be available 7 days prior to each FGB meeting and that all relevant papers should be available 3 days before each meeting.

Action: Mrs C Fox to update Standing order and Code of Conduct documents to ensure consistency of wording.

Action: Mrs C Fox to send draft agenda to the chair 14 days before each FGB to ensure it was available for all governors 7 days before.

18.11 Appoint Governor Representatives to

- Termly Briefings
- PTA Rotation
- Parent Curriculum Events

Mr Petre suggested that Termly Briefing dates be added as an agenda item the meeting before, and that attendees were chosen at that point. This was unanimously agreed. Mrs Pitalis-Bliss had attended the most recent Termly Briefing meeting. She reported back that Cambridge County Council had seen an increase in the number of schools moving to a 'Good' OFSTED rating. Mrs Pitalis Bliss also explained that the requirements around Safeguarding training had changed and that all Governors must now be able to verbally explain their understanding. Mrs Pitalis-Bliss also said that each school was being given £16,000 which must be spent on PE equipment. Mrs Smith confirmed that the school had already decided to use some of these funds to buy outdoor gym equipment for use by all children at the school. Mrs Smith also pointed out that OFSTED were particularly interested in how these funds were being spent, and how it was helping to promote a healthier lifestyle mindset within school.

Attendees for Parent Curriculum Events were selected.

Mr Pett and Mr Strath confirmed they would attend the next PTA meeting on behalf of the governors.

- Action:** Mrs C Fox to update details of attendees and amend the website.
- Action:** Mrs C Fox to ensure Termly Briefing dates available at the relevant FGB meetings and that they are included in the agenda.
- Action:** Mr J Petre to include data training for Governors as a future agenda point.

18.12 Governor Visits Schedule

The Governor Visit Schedule is now available on the website. Mrs Smith suggested that all new Governors shadow a visit before undertaking one independently. This was unanimously agreed.

18.13 Schedule of Policy Reviews

Policies are available on the website with their expected review date. Mrs Smith asked that all Policy Reviews Schedules be put into the same format. It was decided that the clerk would determine the best format that also made it clear when the next policy reviews were due.

- Action:** Mrs C Fox to put all Policy Review Schedules into a common format and make available on the website.

18.14 Feedback of Performance Review of Head teacher

This has not yet been undertaken but will be added to the agenda for the next meeting.

18.15 SDP Review of targets for this academic year

The updated SDP is now available on the website. The updated Governance Section was approved.

18.16 Working Well and Even Better If

Mrs Smith reminded us that in the spirit of Growth Mindsets we should be thinking in terms of Working Well and Even Better If – rather than Strengths and Weaknesses. The meeting divided into smaller groups to discuss the current strengths and areas of development for the school. These were then discussed by the Full Governing Body to ensure that there were no areas of concern that were not scheduled for review. Strengths included improved communication with parents, excellent PTA support, strong leadership of the school, breadth of opportunity available to pupils and the welcoming and inclusive ethos of the school as a whole.

Areas highlighted as possibly requiring development were the communication of data to parents. It was questioned whether the current format of reporting data yearly in the Annual Report to parents could be changed to a higher frequency. Mrs Smith confirmed that the school currently tracks progress on an individual pupil basis half termly, and that is shared with Governors through the Head Teachers Report each term in an anonymous aggregated form. It was agreed that, in light of this, no further action on this was required.

18.17 Confidential Minute taken.

18.18 Head teachers Report

The full Head teachers report is now available on the website.

Mrs Smith highlighted her concern about the number of children currently attending the school. Numbers are low, and if this does not improve the current five class structure could potentially become financially unsustainable. Overall, attendance at the school is very good with pupils making notable progress in handwriting; moving from the Nelson style to fully cursive script. Priorities for action include looking specifically at reading linked to greater depth writing within the school, establishing additional communication methods across the school and also work around Growth Mindsets.

Mrs Smith also explained that changes were planned for the website to include updated and improved class pages and increased detail on the planning of the curriculum including an overview of the complete national curriculum.

Mrs Smith commented that the feedback on the new school dinners had been overwhelmingly positive.

Mr Pett asked whether the predictions for pupil attainment last year had been accurate. Mrs Smith replied that yes they were, and that in fact the school had slightly underestimated pupil achievements with a couple of happy surprises!.

18.19 Payment of Governor Expenses and Payments to Clerk

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

18.20 AOB

Mr Petre provided an update on the Fairer Funding Policy. He explained that funding for primary schools would in fact be staying the same which is not as bad as we originally feared. However, the funding that Barnabas Oley would be receiving would reduce due to reduced pupil numbers. Currently, the school has 15 fewer pupils than the previous year which adversely affects the amount of funding we are eligible to receive. Funding is always based on Autumn census figures. This year this was recorded as 128 pupils.

18.21 Date of next meeting

The next meeting will be held on **Thursday 16th November 2017 at 7pm**