



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time..: Thursday 8th March 2018

Place.....: School

Present: Mr J Petre (Chair), Mrs M Downes, Mrs R Smith (HT), Mr A Pett, Mrs S Bonnett, Mr I Strath, Mrs K Whinney, Ms S Autenrieth, Mrs S Reardon, Mrs S Perry,

In attendance: Ms C Jarvis (DepHT),

The meeting began with prayer, led by Mrs Smith.

In Mr Petre and Mrs Moretto's absence, the meeting was initially chaired by Mrs K Whinney.

18.054 Apologies for Absence

Apologies received from Reverend Furlong who is away on Annual Leave. Apologies accepted. Apologies received from Mrs C Moretto who is unable to attend due to the ill health of a family member. Apologies accepted.

Apologies received from Mr Petre who will join the meeting later due to prior family commitments in Cambridge. Apologies accepted.

18.055 Declaration of Interests

No interests were declared.

18.056 Minutes of the last meeting

The minutes were agreed by all Governors to be signed when Mr Petre arrived.

18.057 Matters Arising

Mrs Whinney welcomed Mrs Reardon and Mrs Perry to the Governing Body following their recent elections as Parent Governors.

Reverend Catharine Furlong is due to retire on 31st March 2018 and will leave her post as Foundation Governor at the School. Mr Strath told the Governing Body that, due to the nature of the role within the Parish, it may be up to 18 months before a replacement Priest can be found and therefore it is likely that this vacancy on the Governing Body may exist for some time.

18.058 Recruitment of co-opted Governors

There have been three self nominations received for the two Co-opted Governor vacancies that currently exist. One has applied previously, the others are new applications. Mr Pett and Mr Strath agreed to conduct the interviews again. It was agreed that all 3 applicants should be interviewed with a view to a decision being made by the next FGB Meeting.

Action: Mr Pett and Mr Strath to contact applicants to arrange suitable interview times.

18.059 New Parent Governor Vacancy

Mrs M Oxer has tendered her resignation to the Governing body and so there is a vacancy for one Parent Governor.

Mrs Bonnett suggested that as an election had happened so recently, it would be better to hold an election in September which would then include Parents of the new intake. Mrs Whinney asked if there was a deadline for when the vacancy had to be filled. Mrs Smith confirmed that there was not, and that it would be possible to hold the elections in September.

18.060 Training Summary

Following the resignation of Mrs Pitalis-Bliss, there was no formal Training Summary at this meeting.

Mrs Smith confirmed that the Schools subscription to 'The Key' as a learning resource for Staff and Governors had been renewed.

It was discussed that Key aspects of Governance be added as a standing agenda item given the number of new Governors. Mrs Bonnett requested that how to access relevant training be made a priority.

18.061 O-Track Training Review and Update

Mrs Smith had prepared a PowerPoint presentation for Governors highlighting the changes that have been made to the O-Track system, now known as 'O-Track 2018'.

Mrs Smith explained that the O Track system is used for tracking attainment and progress across the School and specifically progression through each year. The targets are set for the end of the year and O-Track helps track progress made by pupils throughout the year towards achieving them. The new format is easier to navigate and makes collating and presenting data much more effective. Mrs Bonnett asked if there was a tendency to focus more heavily on children identified as under-achieving and if the children were aware of the achievements of their peers they could potentially feel discouraged. Mrs Smith said that no, all children had targets to work towards and that the children were not comparing themselves to each other. Ms Jarvis re-iterated that children are assessing themselves against themselves. By understanding the assessment system many were able to evaluate what they believed to be their own strengths and weaknesses, and that this gave the teachers a powerful insight into the level of understanding held by each child.

Mrs Reardon asked if children that typically reached purple in one year continued to reach purple in subsequent years and if, therefore, the tool was accurate. Mrs Smith said that yes, most children tended to finish as predicted. Mrs Whinney asked if, historically, the assessment data from O-Track had been accurate when compared to year end SATS results for example. Ms Jarvis said that the system was improving year on year in its accuracy as staff were still getting used to the levels of data that needs to be entered into the system, to ensure that it draws results from sufficient information. Mr Pett asked if overall, O-Track was an effective assessment recording tool. Mrs Downes confirmed again that this was down to how regularly data was input but that yes, it was more streamlined in its new format and that it helped to identify target groups and areas where children were particularly struggling far earlier.

Mr Strath commented that the benefits were clear to see but that the amount of time needing to be spent by Teachers to update data was considerable. Mrs Whinney asked if there were any other progress tracking systems available and why O-Track had been selected. Mrs Smith

said that 'Target Tracker' was another system used by many Schools but that O-Track was more bespoke and that it allowed the school to set its own high and ambitious parameters. Mrs Bonnett asked if Governors could see the data on O-Track. Mrs Smith confirmed that yes, Governors could be set up to see the data, but this would be top level data with all children's names removed.

Ms Jarvis told the Governing Body that as children worked to help each other, (to achieve purple in their targets a concept must be explained to someone else) they had been using the work that had been done on Growth Mindsets and that this was having a really positive impact on teaching and relationships in the classrooms.

18.062 Review of SDP

This has been carried forward to the next meeting.

18.063 Review of SEF

The updated SEF is now available on the website.

In summary, changes that have been made are:

- Early Years Wording changed (in response to feedback received at the last FGB review)
- Ms Downes has now attended Designated Child Protection Training.
- Updates to include complete list of awards and achievements obtained by the school.

For the benefit of New Governors, Mrs Whinney explained that the SEF was a 'Live Document' which was constantly changing and being updated with input from Nigel Battey and Senior Leadership team.

18.064 SEND Review and Update

Mrs Downes and Ms Autenrieth are due to have a meeting on March 28th. They will provide an update to the FGB at the next meeting. Updated policy is now available on the website.

18.065 Breakout Committee Groups

The meeting separated into committee groups for breakout meetings.

Mr Petre joined the FGB meeting

18.066 Feedback from Curriculum Committee

(Following the recent resignation of Mrs M Oxe, this meeting was chaired by Ms C Jarvis)

- Mr Strath is still to submit a report on School Lunches.
- Ms Autenrieth has managed to secure additional funding from St Neots Rotary Club for the Life Bus but parents would still be required to make a contribution. It was suggested that a parent/child that had previously been on the Life Bus write a testimonial to accompany letters to parents.

18.067 Feedback from F & GP Committee

- The financial summary shows the school to be in a better position than in December with what it is hoped will be a reasonable carry forward figure of between £25k- £31k.

- The school will be adversely affected by the Fairer Funding Policy- losing £40k next year.
- Mr Pett needs to double check before submitting final summaries as things like the new catering contract are still 'bedding in'.
- Mr Pett to finalise the SFVS and send to Mr Petre for review.

The Health and Safety Committee met on Thursday 22nd February 2018. The new outdoor gym equipment was looked at. The new Health and Safety update is now available on the website.

18.068 Personnel Committee Update

The Personnel committee met on Friday 23rd February 2018.

- Mrs Whinney pointed out that membership of the Personnel Committee was down to 3 and that to be quorate, all members had to be present at all meetings which is sometimes difficult to sustain.
- 10 policies approved.
- Gender Pay Gap had been looked at but there were no issues found.
- Wellbeing days for teaching staff and office staff were to be given again with the possibility of extending this to other members of staff (though this would have to be budget neutral)
- GDPR is to be outsourced.

18.069 Data and Results Session

Mr Pett confirmed that all data dashboards were now available on the website.

18.070 Admissions Arrangements for Autumn Term

Mrs Smith confirmed that the School had received 23 applications for new admissions in September. 16 of these had put Barnabas Oley down as their first choice. Mr Petre asked if these were the definitive numbers. Mrs Smith said that the numbers may be subject to change during the second round of allocations and had in previous years resulted in higher numbers. The maximum PAN for reception intake is 21.

18.071 Full Head Teachers Report

The full Head Teachers report is available on the website.

Mrs Smith shared with the Governing body that the World Book Day Corridor Display had won the competition into which it was entered.

The reduced questionnaires given out on Parents Evening did not generate very many responses. 7 were returned and 2 had gone on to complete Parent View. Mrs Smith did comment that all responses received back were very positive.

The School has recently taught Year Band Maths which means that groups are not taught in classes but in specific Year Groups. Teaching Staff taught outside their usual Year groups and were able to meet a larger selection of children. Mrs Smith said that this had been really beneficial to both children and staff.

18.072 Plans for staff and Governor Social

The date for the Staff and Governor Social has been set for 12th July 2018. Mrs Smith is to ask Staff what their preferred venue would be. Previous options include the Reading Rooms in Great Gransden, Clare College or a local restaurant.

Action: Mrs Smith to ask Staff which venue would be preferred.

Action: Mr Petre to look into other possible venues.

18.073 Learning Walk – World Book Day Display in main corridor.

After the meeting, Governors were invited to view the winning book day display in the main corridor.

18.074 Date of Next Meeting

The next meeting will be held on **Thursday 3rd May 2018 at 7pm.**