



Barnabas Oley Church of England Primary School FULL GOVERNING BODY

Meeting Date/Time...: Thursday 28th June 2018

Place.....: School

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

In attendance: Ms C Jarvis (DepHT), Mrs C Fox (Clerk)

The meeting began with prayer, led by Mrs Smith.

18.092 Apologies for Absence

Apologies received from Mr I Strath who was unable to attend due to prior commitments. Apologies accepted.

Apologies received from Mrs S Reardon who was delayed in London due to trains. Apologies accepted.

18.093 Declaration of Interests

There were no declarations of interest.

18.094 Minutes of Last Meeting

The minutes from the last meeting were approved and signed by the Chair.

18.095 Matters Arising

There were no matters arising.

18.096 Recruitment of new co-opted Governor

Mr Petre welcomed Mr Andrew Kluth to the Governing body as a new co-opted Governor. Mr Pett and Mrs Perry had met with two further candidates for the remaining co-opted position. Mr Pett and Mrs Perry recommended that following those interviews, the post be offered to Mrs Elizabeth Ferreira who had given a positive and enthusiastic interview. The second candidate, Mr James Brown, had also interviewed very well. It was recommended that he be kept on file for any further Governing body vacancies that may arise in the future. This was unanimously agreed by the FGB.

Action: Mr Petre to contact Mrs Ferreira to formally offer her the post of co-opted governor.

Action: Mr Pett to contact unsuccessful candidate.

After these appointments, there remains just one vacancy on the governing body for a Parent Governor. It was decided that an election be held for this in September to include parents of the new intake children.

18.097 Review of SDP

The Governance section of the SDP was reviewed and updated for the summer term.

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

18.098 SEND Termly Review

A meeting between Mrs M Downes and Ms Autenrieth has been scheduled for July. Mr Pett commented that the SEND visit report, written by Ms Autenrieth, was exceptionally good and provided an insightful and clear view into the SEND provision at the school.

18.099 Breakout Committee Groups

The meeting separated into committee groups for breakout meetings.

18.100 Feedback from Curriculum Committee

Annual Review of Child Protection Policy and Procedures

The Report has been completed by Mrs Smith. A number of important changes to training requirements have been introduced. (See below)

Child Protection Policy

All Governors should have designated Child Protection training which Mrs Smith suggested could be delivered within an FGB meeting. Safer Recruitment training has been undertaken by Mrs Whinney, Mrs Moretto, Mrs Downes and Andrew Pett. There is no requirement to 'update' or refresh this training.

E-Safety

This policy will be reviewed annually and not bi-annually by the curriculum committee. (Next review due November 2018)

Risk assessments will be required to monitor the impact within school. Mrs Smith confirmed that Risk assessment templates are available on the website.

Neglect Strategy – This is a graded care profile for children where concerns exist about neglect etc. Mrs Autenrieth explained that this was a universal approach used by all professionals involved in child welfare (eg schools, social workers) to ensure continuity when assessing and identifying potential neglect. Mrs Smith told the Governing body that currently there were no children in need of intervention and no referrals to social care. Mrs Smith also said that based on the parental survey undertaken as part of the recent Ofsted inspection, children felt extremely happy and safe in school.

Mrs Smith confirmed the above changes to this report which was then reviewed and formally approved by the Governing Body.

Action: Mrs Smith to submit report before the end of term.

18.101 Feedback from F&GP Committee

- The financial summary shows the school to be on target. There are some minor anomalies but these are being looked into by Mrs Whinney and Mr Pett.
- There is an issue with damp in the staff room for which an insurance claim will need to be made.
- A new 'Management of Asbestos Policy' has been drafted by Mrs Smith to comply with regulations. This will be reviewed by the Health and Safety Committee on an annual basis and is now available on the website.

18.102 Feedback from Personnel Committee

- 10 Policies were reviewed.
- New 'Persistent Harassment and Complaints' policy to be drafted. The complaints policy, though still to be kept separate, will be moved from the curriculum committee to the personnel committee from September.
- The personnel committee is in need of additional members to ensure it is quorate at all times.

18.103 Discussion on Key Priorities for 18/19

- **School Targets**
 - Writing** – In light of recent Ofsted comments, focus remains on writing within the school.
 - Humanities** – Focus will be placed on humanities and making sure that topics cover history and geography.
 - Enhancing DT** – Design Technology will be a focus in the new school year.
- **Governance Targets**
 - Use Ofsted Framework** – to progress towards outstanding Governance.
 - Data** – Ensure the best use of data for Governing body to monitor progress.
 - Communication** – To improve communication with parents as to what the school governors do.
 - Writing** – Ensuring the implementation of a robust approach to the teaching of spelling and grammar to further improve the quality of writing.
 - Supporting New Governors** – Providing good and comprehensive help to include structured training sessions within FGB meetings.
 - Watching Brief** – on future leadership models and school structures.
 - Training** – To ensure compliance, training in Child Protection and Online E-Safety will be completed as a session within FGB meeting. Mrs Bonnett asked if there was still a requirement for the governing body to collate records of training. Mr Petre said that yes there was, but following the resignation of Mrs Pitalis-Bliss earlier in the year, nobody had taken over this role. Mrs Bonnett asked if there was a method whereby training could be recorded online. Mr

Petre said that this had previously been tried but that the most effective way of recording training was to have a training link Governor. Mrs Smith suggested that this was a job that could be undertaken by the clerk. This suggestion was formally agreed by the governing body – with effect from September.

18.104 Full Headteacher's Report

The full Headteacher's report is available on the website.

Mrs Smith commented on the positive news regarding an increase in numbers expected in September. If all movements go as planned, KS1 will be full in September with only a few spaces remaining in KS2. Overall pupil numbers will be 132.

Mrs Smith told the Governing body that training was underway for the staffing changes due to come into force in September, and that this would ensure a smooth transition for the school.

The new library is nearly complete, with the new plaque (in memory of Rosemary Hussain) ordered.

KS1 data continues to be solid and data across the school continues to progress well. The data provided on the report does not include results from recent SATs tests. These will be published 10.7.18.

18.105 Agree Meeting Dates for 18/19

Provisional FGB meeting dates for 2018/19 were all agreed.

Action: Mrs C Fox to add schedule of meeting dates to the governor section of the website

18.106 Succession Planning for 18/19

Mr Petre took the opportunity to inform the Governing Body that he would be stepping down as Chair of the Governing Body at the end of 2018 and that therefore a vacancy for chair would become available. All Governors were asked to consider taking on the role of Chair/Vice Chair. The person taking on the vice chair role in September will become chair in January 2019.

18.107 Governor Roles and Responsibilities

Governor Roles and responsibilities were allocated and reviewed. Mr Petre asked if the Termly Briefings were useful. Mr Pett said that yes, they were and that feedback from those who attended was always positive.

Action: Mrs C Fox to update Roles and Responsibilities document on the website and circulate any outstanding vacancies (including Termly Briefing and PTA meeting dates).

18.108 Approve Annual Report to Parents

Mr Petre circulated a draft copy of the annual Report to Parents. Mrs Whinney asked if the cross signage used was out of date. Mr Petre confirmed that it was not, with the new

signage not yet having been adopted. The report is scheduled for circulation to parents in two weeks.

Action: Mr Petre to update document with minor suggested amendments and re-circulate to Governors as PDF.

18.109 Governor Handwriting Awards

Mrs Smith will provide samples of Handwriting to Mr I Strath and Mr A Pett for judging. Handwriting awards will be handed out to children during the last week of term.

18.110 Plans for Staff and Governor Social – Update

The Staff and Governor social will be held at Charlotte Moretto's house on Thursday 12th July 2018. The response has been really positive with most invited able to attend.

18.111 Learning Walk – Pool area/Library

Mrs Smith took the Governors to see the new library and the recently refurbished swimming pool area.

18.112 Date of Next Meeting

The next meeting will be held on Thursday 20th September 2018.