



## Barnabas Oley Church of England Primary School FULL GOVERNING BODY

**Meeting Date/Time..:** Thursday 20<sup>th</sup> September 2018

**Place.....:** School

**Present:** Mr J Petre (Chair), Mrs M Downes(HT), Mrs S Bonnett, Mr I Strath, Mrs K Whinney, Ms S Autenrieth, Mrs S Reardon, Mrs S Perry, Mr A Kluth, Mrs E Ferreira

**In attendance:** Ms C Jarvis (DepHT),

The meeting began with prayer, led by Mrs Downes.

### **19.00 Apologies for Absence**

Apologies were received from Mr A Pett who is away on holiday. Apologies accepted.

### **19.01 Declaration of Interests**

There were no declarations of interest.

### **19.02 Minutes of the Last meeting**

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

### **19.03 Matters Arising**

- **Recruitment of new Foundation Governor**

Following the resignation of Charlotte Moretto, a vacancy now exists for a Foundation Governor for the parishes of Abbotsley and Waresley. Mr Strath will speak to the Church wardens of the villages to see if there are any suitable candidates that they could recommend.

**Action: Mr Strath to speak to Church Wardens to identify potential candidates.**

Mr Petre asked Mr Strath if any progress had been made in recruiting a new Vicar. Mr Strath said that though he was not at liberty to discuss this; he could confirm that processes were well underway.

### **19.04 Declaration of Pecuniary Interests (Signing of forms)**

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

### **19.05 Keeping Children Safe in Education (Sign Sheet)**

It is a requirement that all Governors read the new Keeping Children Safe in Education documents. All Governors are required to sign to say that they have read and understood the document which will then form part of the central single record. Mr Petre circulated the form which was signed by all Governors present at the meeting.

### **19.06 Recruitment of new Parent Governor**

There remains one Parent Governor vacancy on the Governing body. It had previously been decided that a new Parent Governor election be run in September to include new parents to the school. Ideally, the new Governor will be elected and in post by the next FGB meeting on 15<sup>th</sup> November.

**Action: Mrs C Fox to start the election process for a new Parent Governor.**

### **19.07 Recruitment of new Staff Governor**

Following the recruitment of a new Headteacher, a vacancy has arisen for a new Staff Governor. Mrs Downes will co-ordinate the election and recruitment of this position and will inform the Governing body of the outcome.

### **19.08 Election of Officers (Chair, Vice Chair)**

Following several years of being Chair of the Governing Body, Mr Petre has decided to step down at the end of 2018; though he wishes to remain a school governor. Following the resignation of Mrs Moretto, there is currently no succession plan in place.

Mrs Reardon and Mr Kluth both commented that their lack of experience would put them off taking on the role at this point in time – though it would be something that they would both consider in the future. Mrs Reardon added that she felt the bond between the Headteacher and the Chair of Governors must be a strong one – especially considering that the Headteacher is relatively new to post.

Mr Petre emphasised that experience was not essential and that support would be given to the new Chair from the governing body, the Headteacher and the Clerk. Mrs Whinney reiterated that the school was in a good position, and Mr Petre said that he would still be prepared to attend the Ofsted visits when they occur to remove that pressure from the new Chair.

Mrs Bonnett mentioned that Mr Pett had previously agreed to stand as Chair for an interim period of one year should nobody else stand. However, in Mr Pett's absence and with no formal approach having been made by Mr Pett, this could not be confirmed.

Mr Petre agreed to stand as Chair again until the end of the calendar year which would allow time for the confirmation of a new Chair and Vice Chair. (This was formally proposed by Mrs S Bonnett and seconded by Mrs K Whinney) If Mr Pett agrees, he will then take over as Chair at the end of the year. Mrs Reardon agreed to stand as Vice Chair (nominated by Mrs S Bonnett and seconded by Mrs K Whinney). This was unanimously agreed by all Governors and is effective immediately. In the event of Mr Pett being unable to take on the role, Mrs K Whinney would consider standing as Chair whilst training Mrs Reardon to take over.

**Action: Mrs Bonnett to speak to Mr Pett to discuss taking on the Chair of Governor's role.**

### **19.09 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 currently at the school.

**Action: Mrs C Fox to update document and website.**

### **19.10 Confirm Appointment of Governors to**

- Special Roles and Responsibilities
- Curriculum Subject areas
- Termly Briefings
- PTA Rotation – allocation of remaining dates
- Parent Curriculum Events

All appointments were confirmed. Mr Petre suggested that attendance at the termly briefings was perhaps not vital owing to the range of subjects covered. Mr Strath said that he usually attends most of these meetings and could provide feedback to the Governing body on issues raised that were deemed relevant. This was unanimously agreed.

**Action: Mrs C Fox to update document and website.**

### **19.11 Confirm Governor Body Operating Guidelines**

- **Code of Conduct**  
Approved with no amendments.
- **Standing Orders**  
Approved with no amendments.

**Action: Mrs C Fox to update document and website**

### **19.012 Governor Visits Schedule**

The Governor Visit Schedule is now available on the website. It was suggested that all new Governors shadow a visit before undertaking one independently. It was also suggested that new Governors read previous reports. This was unanimously agreed.

### **19.013 Schedule of Policy Reviews**

A complete schedule of policy reviews in common format is now in use. This is a 'live document' which is updated regularly to ensure that policies are reviewed in line with requirements.

**Action: Mrs C Fox to maintain the document and circulate updated version to committee chairs each half term.**

### **19.014 SDP Review of targets for this academic year**

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

### **19.015 Getting ready for Ofsted**

Mr Petre confirmed that following the most recent Ofsted inspection the school was anticipating a return visit. This could be anytime from the end of the Autumn term - and would certainly be within 18 months of the last inspection. The next visit would be over a two-day period and would include an extensive look at teaching within the school. The final Ofsted rating would be heavily weighted by the most recent data from the school - which is outstanding. Mrs Downes commented that the school was currently in a strong position and that writing (identified previously by Ofsted as a target) was now not only in line with results in reading, but had in fact overtaken. Mrs Downes said that Ofsted would come with their own agenda and that the school would have to respond to that on the day. Mr Petre said that despite not chairing the governing body any more, he would be more than happy to assist with Ofsted and act as a representative of the Governing body on the day. Due to the nature of Ofsted's visit, and Mr Petre's previous experience, this was unanimously accepted by the Governing body.

It was discussed whether or not additional parent helpers were particularly helpful during Ofsted visits. It was decided that this may place additional stress and pressure on both the teaching staff and the helpers themselves. Parent presence at the school gates would be preferable – with lots of people available to speak to the Inspector should he/she wish. Mrs Bonnett asked about the timing for Parent View responses used by Ofsted; and if the answers provided online by parents expired. Mr Petre confirmed that they did – and that as a result there was little benefit in asking Parents to complete this too far in advance.

Mrs Whinney asked if the notice period would be different this time. Mrs Downes said that no, it would not. The school would receive the notification call the day before.

### **19.016 Governor training – New Governor Induction Policy**

As part of new Governor training, Mr Petre went through and highlighted key points from the New Governor Induction Policy. These key points included the Link to the Governors Handbook and also use of The Key as a useful resource. Mr Kluth said that as a New Governor he found the approach to Governance at Barnabas Oley to be organised and methodical but that the volume of information was at times overwhelming. He asked if there was a way in which this information could be broken down – perhaps starting with the statutory requirements of all Governors/Governing Body's. Mr Petre agreed that this would be a good idea, especially given the number of new to post Governors, and suggested that one statutory responsibility be covered each meeting.

**Action: Statutory Responsibilities to be added as an agenda item for each meeting. (Mrs C Fox/Mr J Petre)**

### **19.017 Headteachers Report**

The full Headteachers Report is available to Governors on the website.

Summary of Key Points from the report:

#### **Increase in numbers**

The school had seen a positive increase in the number of children enrolled at the school. This can be partly attributed to the last Ofsted result. Mr Kluth asked what the maximum number

of places available at the school currently is. Mrs Downes confirmed that with *no changes to class structure* the maximum number of children would be 150. However, the school, though currently with 5 classes has had 6 in the past. Mrs Downes said that the maximum number of children in a class in KS1 was 30 but that this could be over 30 in KS2. Due to class structure, the LA could potentially admit over the PAN of 18 in reception, though currently KS1 is full. **Mrs Bonnett asked if the number of children enrolled at the school directly affected funding.** Mrs Downes confirmed that yes it did, but that this was calculated from actual pupil numbers as they stood on census days. Future predictions or anticipated admissions would not count.

### **Attendance**

The LA had sent a letter to one family due to term time holidays. Overall however, attendance remains exceptionally high.

### **Priorities for 18/19**

The priorities for 18/19 remain as Writing, History and Geography, and DT. Writing is teacher assessed but has been moderated by the LA and verified at 100%.

### **Premises**

The mobile classroom (Willow) has suffered with a collapsed floor over the summer holidays; possibly due to the prolonged hot weather. This has been corrected and the classroom is now fully functional. **Mrs Reardon asked if the mobile classroom should be replaced in favour of a permanent structure.** Mrs Downes said that due to financial restraints, unfortunately this was not possible for the foreseeable future. Damp remains a problem in the staffroom. A large hole has now developed in the floor but action has been taken and it is hoped that this will be fixed soon.

Mr Petre asked if there was anything in particular that the Governing body would like to see in Headteachers reports and if there were any thoughts on the frequency of when they should be produced. Mrs Downes said that termly would be preferable as that would allow for a better level of data to be available and suggested one be produced for the second FGB meeting of each term. This change in frequency of the Headteachers Report was agreed, though any important information that may arise in the interim would be given verbally and recorded in the minutes of the meeting.

### **19.018 Payment of Governor expenses for the year and payment to Clerk**

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

### **19.019 AOB**

- **MAD Day 6<sup>th</sup> October**

The next MAD (Make A Difference) day will be held on Saturday 6<sup>th</sup> October with the focus being on the pond area and around Willow Class. Ms Jarvis confirmed that Previous MAD days have had a hugely positive impact on the school. Children are welcome to help.

- **Applications to St Bedes**

Mr Strath confirmed that in the absence of a Vicar, supporting letters for applications to St Bedes School from students at Barnabas Oley should be directed to him.

**19.020            Date of next meeting**

The date of the next FGB meeting will be **Thursday 15<sup>th</sup> November 2018 at 7pm.**