

**OAKINGTON C OF E (A) PRIMARY SCHOOL
BOARD OF GOVERNORS**

**MINUTES OF THE MEETING
HELD ON THURSDAY 18 September 2014, 7.30pm**

PRESENT:

Edmund Buss, Sally Daggianti, Jo Bryant (JBry) (Clerk), James Brimicombe (JBri), Linda Neech, Sharon Oakley, Alice Jondorf, Anne Christie, Peter Nicholas, Lynda Harford

Apologies: Nicky Carne, Sarah Cook, Ann Webster, Clare Chapman, Karen Sutherland

Prayer: SD

1. Welcome and Apologies for Absence

1.1 EB welcomed members and explained that both KS and JBri were not renewing their tenure as governors. Both, however, are willing to continue giving assistance, KS as an Associate Governor, and JBri with the school website.

1.2 Apologies were received from Nicky Carne, Sarah Cook, Ann Webster, Clare Chapman and Karen Sutherland. These were accepted by the Governing Body.

2. Declaration of Interest, Register of Pecuniary Interest

2.1 No Declarations of Interest were made.

3. Election of Chair and Vice Chair

EB indicated he is willing to become chair, and the meeting agreed this unanimously. SD nominated LH to become vice-chair with her agreement, and the meeting also agreed this unanimously.

4. Minutes of previous meeting

The minutes of the previous meeting were approved.

5. Matters Arising

5.1 SD has been advised that, because of the flat roof, it is not possible to install a sun tube in the entrance area. However a skylight could be installed. This could be included in the planning application for all the improvements to the school buildings. **Action: SD**

5.2 A new Fire Risk Assessment is due to be carried out next week. The hall can seat 100 adults, which is sufficient capacity. Disability access is fine.

5.3 A letter will be sent to parents around half-term to publicise the launching of a Breakfast Club from January 2015. The session will be from 8.00 – 8.50 am and would cost £4.50 per day. It will be trialled for 6 months, initially using a surplus from After School Club funds. There was some discussion about the cost, particularly in relation to 2nd and 3rd children in a family, and the implications for Pupil Premium children. **Action: SD**

5.4 The SEF for SIAMS inspection has been completed and will be circulated to all governors. **Action: SD.**

5.5 Discussion about the school logo is being deferred to the next Full GB meeting when it will be an agenda item.

8. Roles, responsibilities, committees 2014-2015

8.1 EB felt that the GB should re-constitute before appointing any new governors. It is now a requirement that re-constitution takes place before September 2015.

8.2 The Resources sub-committee covers finance. It was agreed that PN would join the committee. Other members, AC, LH, CC, EB, AW and SD, remain the same.

8.3 The Learning and Development sub-committee covers the school development plan, curriculum, aims and values, governor audit of effectiveness and the after-school club. The members are AJ, SO, LN, NC, SC, and SD. It was agreed that, as an Associate Governor, KS would remain on the committee.

8.4 It was agreed that each governor should visit the other sub-committee to that which they regularly attended, during the course of the year.

8.5 Governors should have a designated responsibility in each of the following areas:

Safeguarding and Looked After Children

Pupil Premium, SEN and Gifted and Talented

Disciplinary

Health and Safety and Training

Early Years

Literacy

Numeracy

Science

Music

Humanities

Discussion of this is being deferred to the next Full GB meeting, when names will be allocated to functions. The aim is for each governor to make at least one visit per year to their designated area.

6. School Aims and Values

These had been discussed at School Council and at the Learning and Development Sub-committee that met in June using the Ely Diocese Mission Statement, as well as Gloucestershire's "Values for Life" scheme which is used in assemblies, as a basis. Children contributed to the discussions, and the aim is to build Christian values into the school's teaching using the acronym CARE. **Action:** Following agreed edits, **SD** to circulate these to all governors for approval.

7. School Development Plan

7.1 Attendance – although this was satisfactory at the last Ofsted inspection, it has been below 94%. It has now improved and absence from school is only permitted in extreme circumstances. This issue will be discussed at the next meeting of school cluster heads.

7.2 Assessment for Learning – this has now been implemented. All teachers in the school are achieving a good standard in their teaching. When governors make classroom visits, they should be able to see the objectives in the plan for each of the subject areas.

7.3 Levels – following the government's decision to dispense with them, 2015 will be the last year when Years 2 and 6 will be given SATs levels. There will still be checkpoints for Maths and English every 2 years but this is insufficient. There needs to be a means of comparison with other primary schools, and church schools within Ely diocese are trialling a new assessment system to try to achieve some consistency.

7.4 SEN- new ways of delivering SEN in schools have been introduced by the government and every school must now show its SEN provision on its website. Part of this is the introduction of Education and Health Care Plans, replacing statements, for those in need of most support. Governors need to know that the school is meeting its obligations in this area, and there should be a designated governor to monitor it. **Action:** To be discussed at the next full **GB** meeting.

7.5 New Curriculum – this is being introduced across all subject areas.

Community and church engagement – Rev. James Alexander attends school assemblies on Mondays, the Blunts run a bible club in school and members of St. Andrews assist with reading. Roger Morgan, a church consultant with Resource UK Ltd, assesses how churches can engage with their local school

and community and there is now a monthly children's service taking place in school. Families are attending who would not normally attend St.Andrews. SD was thanked for her involvement.

7.6 ICT- there is money in the budget allocated for ICT in school, and the relative advantages of Ipads and laptops are being investigated, alongside the necessary software. The success criteria needs to be clearer. Local secondary schools are to be consulted about what they use, and advice will be sought from other sources as well. **Action: SD**

7.7 Modern Foreign Languages – a teacher from IVC was previously engaged to help deliver this subject, but the current NQT, Mr. Bailey, has excellent French and is teaching it through different subjects as well as through some formal French lessons.

7.8 Parent View – parents are to be encouraged to leave feedback on this section of the school website. This is something Ofsted looks for. **Action: SD**

7.9 Governor Training – The induction training for governors needs to be reviewed and AJ has produced an induction pack. Training for monitoring visits needs to be run to ensure that the purpose of each visit is clearly defined. **Action: All** governors to provide feedback.

7.10 The School Development Plan needs to be approved promptly. Action: All governors to read it in detail and send their responses to SD and EB within the next week.

9. Correspondence

None was tabled.

10. Dates of future meetings:

Full GB – 27 Nov2014; 22 Jan, 19 Mar, 7 May and 25 June 2015.

Learning and Development – 8 Oct 2014, 6.30pm in school.

Resources – 16 Oct 2014, 7.30pm in school.

11. AOB

- The GB approved JBry taking part in a new national training scheme for clerks.
- There was concern at the potential impact of universal free school meals in KS 1 on applying for Pupil Premium. It is also unclear who now qualifies for free school meals in KS 2. **Action: LH** (who is the governor responsible for Pupil Premium) is to research this with **SD**. Universal free school meals at KS 1 are also being monitored from a practical perspective.
- AJ liked the use of "C" for "Confidence" in the school aims and values document.
- EB requested that the clerk should circulate the action points arising from the meeting the following day.
- Different members of staff to be invited to GB meetings across the year, possibly accompanied by their TA. A letter will be sent from governors to staff. **Action: EB**
- To build links with parents, the new chair of governors is to write a letter introducing himself. **Action: EB**
- Gifts for the retiring governors are to be organised. **Action: AW**