

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 27 November 2014, 7.30pm**

PRESENT:

Edmund Buss, Sally Daggianti, Jo Bryant (JBry) (Clerk), Linda Neech, Peter Nicholas, Lynda Harford, Nicky Carne, Sarah Cook, Ann Webster, Clare Chapman, Karen Sutherland

APOLOGIES: Sharon Oakley, Alice Jondorf (Late), Anne Christie (Late)

Prayer: PN opened the meeting in prayer.

1. Welcome and Apologies for Absence

1.1 EB welcomed members and explained that, because of a presentation about reconstitution, the meeting would re-locate to a classroom.

1.2 Apologies were received from Sharon Oakley who was unwell and Alice Jondorf and Anne Christie, who were late. These were accepted by the Governing Body.

2. Declaration of Interest, Register of Pecuniary Interest

2.1 CC declared an interest as regards kitchen installation in the school house.

2.2 EB declared that KS had an interest in the next item and asked her to leave. Members then signed a card thanking KS for her years of service on the governing body, recalled her to the meeting and presented her with a voucher gift.

3. Minutes of previous meeting and matters arising

3.1 Following a signed amendment to delete James Brimicombe from the attendance list of the last GB meeting, the minutes of that meeting were approved.

3.2 Discussion on the school logo is being deferred until the New Year.

3.3 Instrument of Government is being covered in the agenda.

3.4 SD and LH are monitoring SEN provision.

3.5 EB confirmed with members that they were happy to continue in their current roles and responsibilities until reconstitution has taken place. KS indicated that she would be happy to cover Looked After Children, and Gifted and Talented matters. James Brimicombe has said that he is willing to continue to support the school website.

3.6 It is important to make parents aware that, if they are entitled to it, they should register for Pupil Premium. Free school meals are only offered at KS1, and Pupil Premium is valuable to the school for a number of reasons. LH spoke with parents at a recent Parents' Evening about this. Action: Information sheet and form regarding registration for Pupil Premium to be sent out to all parents. (SD) This information is also available on the school website.

3.7 Adverts have been placed for Breakfast Club supervisors. So far, there have been expressions of interest for 12 places. 20 attendees are needed for the provision to be viable, but there is sufficient funding to run for a trial period of 6 months and numbers may increase once the club starts. Some children arrive at school early and are allowed to sit in the school library, but with the launch of Breakfast Club this will no longer be possible and the parents will be informed. Action: (SD)

3.8 Governor recruitment will be covered later in the meeting.

3.9 Additional signatories should be added to Governors' bank account. (EB)

4. Policies

All policies were approved apart from SEN. Action: SEN Policy is to be slightly amended pre-approval. (SD) KS will continue covering the Safeguarding role. NC is retiring at Christmas and Julia Clements is attending training in March to become the designated person in her place.

5. Ofsted Debrief

Ofsted has given Oakington a status of "Good, with some outstanding features". The report focusses on June 2014 results and the Draft report can only be corrected factually. Overall achievement is good. Maths is designated outstanding, as is Reading but Writing in KS2 is good. Behaviour, safeguarding and spiritual input such as school assemblies and the reflective area is considered outstanding. Children's knowledge of Christian values was also considered by the inspector to be outstanding, but this reference was deleted by Ofsted from the final report. The school is well placed for its forthcoming SIAMS inspection.

Teaching was described as very good, although the quality of marking was felt to be inconsistent and presentation was not particularly good in some instances. The fact that there are 2 NQTs in school may be part of the inconsistency in quality marking. The standard of writing in Literacy books needs to be replicated in other subjects such as History. A Writing and Presentation code has been agreed as a staff and is on display in every classroom. Because the inspection was early in the term, there was not much work to see and very little activity on Parent View as the previous year's comments are not counted. It was questioned whether the school has sufficiently high expectations of the quality and quantity of writing, and the Learning and Development Committee will discuss this and report back to the next full GB meeting.

Last year's data was compared with this year's. The inspector was not happy with the SIMS system used. He felt that tracking, which is very important for monitoring pupil progress, was unwieldy. A new assessment system is being introduced from next September in any case.

Writing at KS2 was the reason that just prevented Oakington achieving "Outstanding". SD is addressing marking with individual teachers. The literacy focus this year is on Reading. Action: Copies of the Ofsted Report are to be circulated to all staff. (SD) EB said that all governors were impressed with the work of the staff, and described the Ofsted report as glowing.

It was agreed to target governor visits to link with monitoring. The Ofsted inspector had commented that GB minutes did not reflect challenges to the head's leadership, and that SD was "too willing" to provide supply teaching. AJ challenged SD regarding the amount of supply teaching she does. SD explained her reasons, including saving costs and interacting with the children. While the GB appreciates all that SD does, both staff and governors feel that SD needs more time to carry out her other functions and should therefore not carry out all supply teaching. Head Teacher's Performance Management, Ofsted, Learning and Resources Committee and the full GB have all expressed concern. It is recommended that SD keeps a record of cover she provides.

6. Reconstituting the Governing Body

EB presented an introduction to the legal requirements and the aims of reconstitution (Powerpoint document attached). Under the new regulations, the minimum number of governors would be 7 of which 2 would be parent governors. In the case of Oakington Primary, the minimum is 12 because of the requirement that Foundation Governors should outnumber others. The new regulations favour smaller GBs, which are required to be more reflective. Previously GB constitutions represented different stakeholders. Now the emphasis is on the requisite skills (such as financial and legal skills) being available across the membership of the GB. NC observed that it is the staff who are responsible for the character and ethos of the school. However, the GB is influential in selecting the head and the staff, who are then responsible for the professional operation of the school. The GB provides ongoing support, of which monitoring is key part. NC felt there was insufficient dialogue

between staff and governors. Inviting staff to particular GB meetings had been previously discussed, but EB reported that Carol Peel (School Governance, CCC) advised against this. Staff can be invited at intervals to the first part of a governors meeting to talk for a short while on a particular topic for which they had responsibility such as Forest School which is what often happens at other schools governors meetings.

As well as the skills required in the GB, Foundation Governors have an additional brief to apply theology to situations requiring a decision. For instance being a peacemaker in a difficult situation, or acting in a visionary way, such as prophets. Dealing with the school house flat is an example of a decision affected by ethos.

Action: Small committee of governors to discuss reconstitution and bring proposed structure to January GB meeting. (AW, KS, SD, EB, JB) Action: Instrument of Government and County Council Guidance Note 3 to be circulated. (JB)

7. School House Flat 1 – renovation

The discussions relating to this are included in a Confidential Minute.

8. Headteacher's Report

This has been circulated. It was observed that formal complaints and instances of bullying should be reported and that SD should report issues even when they have been dealt with although no formal complaints have been received this term or instances of bullying.

9. Reports from Committees

The Learning and Development Committee's report had been circulated. Current members are SC, SD, LH, SO. EB has volunteered to join. A new chair and more members are needed, and a decision will be taken on this at the next meeting.

10. Correspondence

None was tabled.

11. AOB

The school gate is not being locked at 10.35 am. This is a responsibility of office staff. There have been inaccuracies in information being sent to parents. Action: An item about home/school communication will be added to a future agenda. (JB)

12. Date of next meeting: The next full GB meeting is on 22 January 2015.

The meeting concluded at 9.46pm.