

**OAKINGTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
BOARD OF GOVERNORS**

**MINUTES OF THE MEETING
HELD ON THURSDAY 29 JANUARY 2015, 7.30pm**

PRESENT:

Edmund Buss (Chair), Sally Daggianti (Head), Jo Bryant (Clerk), Sarah Cook, Clare Chapman, Sharon Oakley

APOLOGIES:

Linda Neech, Lynda Harford, Ann Webster, Karen Sutherland, Alice Jondorf

Peter Nicholas (Late), Anne Christie (Late)

Prayer: SD opened the meeting in prayer.

1. Welcome and Apologies for Absence

The chair welcomed members to the meeting, and the above apologies were noted. These were accepted by the governing body.

2. Declaration of Interest, Register of Pecuniary Interests

None declared.

3. Minutes of Previous Meeting and Matters Arising

With reference to the previous minutes, the fact that the school gate was not being closed was because staff were off sick and no-one else had picked up on this. It is not normally a problem. Any figures relating to the Governors' budget, including costs and quotes, are to be made and kept confidential. (JB) Minutes of November 2014's meeting will be signed when these details have been removed. (EB)

School House Modifications Update

Further information about these discussions is contained in a confidential minute.

4. Reconstitution of the Governing Body

It has become a requirement that all schools should reconstitute their governing body according to the School Governance (Constitution) (England) Regulations 2012 by September 2015. A sub-committee, agreed at the November full governing body meeting, met on Thursday 15 January to discuss a proposal by the chair to change the Instrument of Government to include:

2 Parent Governors

The Headteacher

1 Staff Governor

1 Local Authority Governor

8 Foundation Governors (1 ex-officio)

1 Co-opted Governor (optional)

Total: 13/14 Governors

This proposal meets the requirement for 2 Parent Governors, and the need for Foundation Governors to outnumber other governors by two. By increasing the number of Foundation Governors to 8, the governing body can then decide to co-opt another governor if required (Point VII) in order to ensure the governing body has the necessary skills. It is also possible for Foundation Governors to be appointed on the basis of the skills they can bring. Point V states that 4 of the Foundation Governors shall, at the time of their appointment, be eligible for election or appointment as parent governors at the school. The reduction to 1 Staff Governor was discussed. It was felt that staff members could be invited to attend governing body meetings for specific topics.

Alice Jondorf's term as a Parent Governor has just ended and she is continuing as an Associate member until the end of the school year. Anne Christie is currently an Associate Member and is willing to stand as a candidate in an election for Parent Governor. As the new Instrument of Government requires an additional Foundation Governor, the meeting agreed to EB's suggestion to approach Jenny Prince; and as 2 Parent governors will be required, it was decided to obtain approval for the reconstitution from the diocese and the local authority at the earliest opportunity to enable both Parent Governors to be appointed in the same election.

The new Instrument of Government was proposed by CC, seconded by SD and approved unanimously by the governors present. This will be submitted to the diocese for approval. (SD)

Details of existing governor roles will be circulated via email for comment, and a reminder of the governor visit schedule will be circulated following the next Learning and Development Committee on 4 February 2015. (EB)

5. Financial Benchmarking

This is a process carried out annually whereby Oakington Primary School's finances are compared to a similar local primary school, Barrington, as well as similar primary schools nationally. There are currently 2 children at Oakington with statements of Special Need, and 21 children on the SEN register. Although the school receives less per head than either Barrington or the national average, our total income is higher because of other sources of revenue. Oakington spends comparatively more on teaching and support staff, and on development and training, but less on learning resources. SD was challenged by several governors in the meeting at the lack of expenditure on supply teaching. Ofsted has commented on the fact that the head provides all cover, and it has been raised previously in governors' meetings. Discussion of the issue was deferred for further consideration. Guidelines for the management of supply teaching in school are to be drawn up for future discussion. (SD)

EB suggested there may be some value in arranging reciprocal visits with Ashwell Primary School in Hertfordshire.

6. Reports from Committees

Reports from the Learning and Development Committee which met on 8 Oct 2014, and the Resources Committee which met on 18 November 2014 have already been circulated. Both committees are due to meet again shortly. The school cleaner has returned to work following a serious illness.

7. Correspondence

A thank you card from Nicky Carne for her retirement gift and celebration was read to the meeting. James Brimicombe emailed his thanks for the gift he received at the end of his term as a governor. He is happy to continue supporting the school website in a paid capacity. This is recorded in a confidential minute. Who can upload or edit the school website, and who can request support needs to be clarified. (EB) Approved minutes can be uploaded to the website by the clerk. (JB)

8. AOB

The meeting agreed to the clerk's request to subscribe to the National Governor's Association.

CC is working through all school policies and creating a template and style sheet to ensure consistent presentation. She will bring this to the next full governing body meeting and it was suggested that this could be adopted for other school documents.

School lettings policy, and the possible setting up of ParentPay, are to be added to the next Resources Committee agenda. (PN)

Date of next meeting: 19 March 2015 at 7.30pm.

The meeting finished at 21.55.