

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 19 MARCH 2015, 7.30pm**

PRESENT:

Edmund Buss (Chair), Sally Daggianti (Head), Jo Bryant (Clerk), Sarah Cook, Clare Chapman, Sharon Oakley, Ann Webster, Alice Jondorf, Linda Neech, Peter Nicholas, Jenny Prince

APOLOGIES:

Lynda Harford, Karen Sutherland, Anne Christie

Prayer: AW 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

EB signed the minutes of the previous meeting after a minor correction. He also signed the Confidential Minutes from that meeting, as well as the minutes and Confidential Minutes from the November meeting.

Oakington Primary School now has a new Instrument of Government, dated 1 March 2014. The LA had altered our proposal such that a Co-opted Governor now forms part of our complement of governors, rather than being an option as and when needed. It is, however, possible to run with a vacancy. A copy of the new Instrument of Government will be circulated to all governors (JB).

A letter concerning the appointment of two Parent Governors, necessitated by the new Instrument of Government, had been sent to parents. No nominations have been received as yet. Parents who have previously expressed an interest in becoming Parent Governors will be contacted (SD).

As soon as the funding for Phase 1 (including a new classroom) is finally approved, the diocese will be pursued for information about the deeds of the school house, and further enquiries will be made of local building societies with regard to the status of the property (SD).

Following expressions of concern from a number of governors and a comment from the Ofsted inspector, it has been agreed that SD may cover up to the first 3 days of any staff absence, but that supply teachers will be called in should any additional cover be needed.

4. Finance

The Resources Committee had discussed the Best Value Statement and, after some amendments this was approved by the governing body, as was the Statement of Internal Control and the SFVS. This last has to be submitted to the local authority by the end of March.

5. Governor Monitoring

The Learning and Development Committee had discussed monitoring English, Maths and Science teaching. It was pointed out that, because Oakington is a church school, RE is also a core subject. Both this and collective worship need to be monitored annually. The pre-SIAMS Governor's Report on collective worship will be circulated to all governors (EB).

It was felt that the Link Governor process works well, though this needs to be kept separate from subject monitoring. It is a more informal link between teaching staff and the governing body. The Link Governors are as follows:

Birch Class – AJ; Chestnut Class – EB; Elm Class – SC & AW; Maple Class – JP; Willow Class – CC.

PN and EB are to monitor RE; LN and SC are to monitor English; JP is to monitor Science; SC & AW are to monitor Early Years; CC is to monitor Maths; AC or LH are to monitor SEND (& AfA); AJ is to monitor MFL; AW & KS are to monitor Child Protection and EB and LH are to review the School Development Plan. The template for Governor Monitoring reports is to be located (JB). Link Governor visit reports are to be added to the agenda of the next full GB meeting on 7 May 2015 (JB). Reports on collective worship and Early Years will also be brought to that meeting.

6. Website

James Brimicombe has agreed to help continue supporting the school website on a paid basis. The new website was almost ready to go live, until discussions on the school logo caused the process to stall. James is to be asked to implement the new website using the current logo and photos (EB, JP, CC, SD). Uploading to the website should be possible for all who need to, and JP will be the contact for any who need help. It was agreed that JP, CC and SD should be able to authorise James to work on the website. Other governors and staff should contact JP for assistance in the first instance.

7. Security

Following the theft of SD's handbag on the eve of the SIAMS inspection, various options were considered for improving security, including CCTV of the front entrance, combi locks on SD's and the staff room door, and increased governor presence on Parents' Evenings. All staff are now offered a locker to store personal items. EB was also concerned at SD's lone working in the evenings. The school office is not always manned during school hours, but the hours of office staff could be altered to provide improved coverage with regard to security (SD). The LA, diocese and cluster heads are to be asked about their security arrangements (SD). While it is important to maintain the school as a safe and secure environment, a balance needs to be struck so that it is still friendly and accessible. A meeting with Phil Hill, AW, SO, SD and Joan King (Caretaker) is to be arranged (SD). Security will be reviewed at the next full GB meeting in May.

8. Head teacher's Report

Oakington is the first choice for 23 children who are within catchment for next September. There will be 3 classes in KS1 in September, and ultimately the school will become one form entry. SD will send CC the NHS data when it arrives. LCVAP funding will not be available until October half-term. SD was questioned about the "Alternate Designated Professional". She explained that Miss Clements had been attending training, and will become another point of contact to approach where there is a safeguarding concern.

JP expressed a concern that a speaker in favour of a creationist approach had delivered a whole school assembly and there was some discussion about whether this was appropriate. SD said that collective worship should reflect a mainstream Christian approach. The speaker had been recommended by James Alexander, the vicar. Evolution as a topic is new in the curriculum, and the debate about creationism versus evolution is possibly best covered in RE which considers different perspectives.

SD reported that there had been one official complaint which has been resolved. EB reported that the Complaints Procedure was confusing. It is to be reviewed (EB,SD JB)

9. Reports from Committees

Reports from both the Learning and development Committee and the Resources Committee had been circulated prior to this meeting. The Learning and Development Committee had reviewed the Ofsted report, and considered what has been put in place since then. There was a question about the Performance Data that would be available from next September.

The Breakfast Club is doing reasonably well, and is breaking even in terms of its costs.

AJ had circulated options for governor training in the summer term. She recommended that consideration was given to the courses on the strategic role of the GB, or using data to improve school performance. Information about in-house governor training is to be re-circulated (AJ) and responses made (All). The suggested date for a training session was Tues 19 May at 6.30pm.

EB had hoped to invite Ray Byford to this meeting, but he was not available. He is to be booked to discuss budget at the next full GB meeting in May (EB, SD)

The Resources Committee had considered the SFVS, and the Budget Control Report. It is also considering the Lettings Policy, and possible rate increases to cover the cost of the caretaker will be discussed at the next meeting. Ownership of the school house needs to be confirmed before the committee can discuss improvements to it.

10. Correspondence

None was tabled.

11. AOB

CC tabled some policies that she has been re-formatting. Format for all school policies will be discussed at the next full GB meeting (JB).

SD had attended a meeting about assessment. She favours using the system provided by CCC and will discuss this further at the next cluster heads meeting. Training for this will need to be paid for.

12. Date of next meeting: 7 May 2015, 7.30pm

The meeting concluded at 9.45pm.