

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 7 May 2015, 7.30pm**

PRESENT:

Edmund Buss (Chair, EB), Sally Daggianti (Head, SD), Jo Bryant (Clerk, JB), Sarah Cook (SC), Clare Chapman (CC), Karen Sutherland (KS), Anne Christie (AC), Ann Webster (AW), Alice Jondorf (AJ), Peter Nicholas (PN), Dawn Mansell (DM)

GUEST: Ray Byford (LA Finance Advisor)

APOLOGIES:

Lynda Harford, Sharon Oakley, Linda Neech, Jenny Prince

Prayer: AW opened the meeting in prayer.

1. Welcome and Apologies for Absence

The chair welcomed members to the meeting, including Dawn Mansell our new Parent Governor who was recently elected unopposed, 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

EB signed the minutes of the previous meeting after a minor correction. Matters arising were to be taken later in the meeting.

4. Budget

This information is available as a Confidential Minute.

5. Budget Approval

CC proposed that the budget should be adopted. This was seconded, and accepted unanimously by the meeting.

Matters Arising

The minute in the headteacher's report from the last meeting relating to the appropriateness of a creationist speaker was amended and the word "and" removed. The minute now reads: "SD said that collective worship should reflect a mainstream Christian approach. The speaker had been recommended by James Alexander, the vicar." After this amendment was agreed, EB signed the minutes.

6. Proposal to increase PAN to 25

The PAN is our Published Admission Number i.e. how many pupils we expect to admit each year. It was clear from the background to the budget given by Ray Byford, that 25 is the optimum number of children in a class and we are gradually moving towards a single form entry. The numbers applying to Oakington have risen in recent years, driven in part by Oakington's "Good" Ofsted rating. The school was the first choice for 27 children in 2014 but could only admit 20. Two children were accepted on appeal. In 2015, 26 have applied. The school also has an inclusive ethos which means that, where possible, assistance is given to out of catchment and traveller children. With the provision of additional classrooms, the school can accommodate more pupils, although these of course are not immediately available. AJ asked about the loss of green space on the school site and arrangements will be made to try to mitigate that. CC circulated several tables of class size predictions outlining the effects of an increased PAN. In any event, a new classroom will be needed by 2018. It is not yet known what the impact of the development of Northstowe will be. A new school is being built as part of the development from September 2016 to January 2017. Provision is being

made for Foundation Stage and KS1, and for KS3, but not for KS2 which could mean significantly higher demand for places at Oakington. Once agreed, the PAN would come into effect in October 2016. A vote was taken, and the meeting agreed to increase the PAN to 25.

7. Visit reports, including Link Governor visits.

This item was deferred to the next meeting. **Action:** Link governor visit reports to be added to the agenda of the next full GB agenda (JB)

8. Summer event for staff

It was agreed that this should take place after the Leavers' Service on 21 July 2015. CC and AW are to organise it.

9. Correspondence

JB reminded governors of the information about training courses and briefings that had been circulated by email.

10. AOB

SD confirmed that Miss Childs was reducing her hours to 3 days a week for the last half term of the year when Miss Brown returns after maternity leave, and that Miss Sadler is leaving. Interviews for new Year 1 and Year 6 teachers will take place in the near future. **Action:** Parents are to be notified in a letter about the staff changes that are taking place (SD)

Several governors highlighted that dates on newsletters sent out by school were not consistent. **Action:** Alternative arrangements are to be made to ensure accurate proofreading of letters sent out from school, particularly in regard to dates (SD)

Action: Home/school communication to be added to the agenda of the next full GB agenda (JB)

JB was asked to update the Governors' contact details.

Action: Send contact details to Jo (jo.bryant42@btinternet.com) (All)

Action: List of governors and their contact details to be updated (JB)

11. Dates of future meetings

- Termly Briefing 12, 14 or 19 May
- Resources Sub-Committee: 7 May 2015, 6.30pm
- Planning Monitoring Visits: Mon 11 May 2015, 7.30pm
- Learning and Development Sub-Committee: Wed 3 June 2015, 6.30pm
- In-house training "The Strategic Role of the Governing Body in Using Performance Data"; Tues 9 June, 6.30pm
- Full Governors: Thursday 25 June 2015, 7.30pm at school

The meeting concluded at 9.55pm