

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 25 June 2015, 7.30pm**

**PRESENT:**

Edmund Buss (Chair, EB), Lynda Harford (LH), Sally Daggianti (Head, SD), Jo Bryant (Clerk, JB), Clare Chapman (CC), Karen Sutherland (KS), Ann Webster (AW), Peter Nicholas (PN), Dawn Mansell (DM), Sharon Oakley (SO), Jenny Prince (JP)

**APOLOGIES:**

Anne Christie (AC), Sarah Cook (SC)

**Prayer:** PN 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 some minor corrections.

*Confidential Minutes*

It was discussed whether details of the school budget should remain confidential. JB pointed out that, according to statute and guidance from the LA, the governing body should function in a transparent way. However, the governing body could itself decide whether a matter should be confidential. Both EB (Chair) and SD (Head) and a number of governors took the view that, without context and understanding, figures could be misinterpreted. Such information can be obtained through a FOI request if necessary. Decision: Financial information is confidential and therefore minutes made available on the school website will have the figures redacted.

*Actions*

DM tabled several Action tracker templates which enable easier monitoring of progress. She will send copies of these to JB.

**Action 5: JB**

**4. Approval of fee-paying and registration documents**

CC had reformatted the Fee Paying Policy. The reference to "School/Nursery attended" was deleted from the Breakfast and After-School Club registration form. These were both approved.

**5. Child Protection Report**

*Safeguarding*

Following Nicky Carne's retirement, Julia Clements become the Alternate Designated Person for Safeguarding and attended training for this role in March 2015. All staff, including TAs and dinner ladies, had been given Level 1 training in January 2015. The school's Child Protection Policy is that which is recommended by Cambridgeshire CC and it is updated every year. All staff have to sign to say that they have read the policy. Julia Clements needs to be named in the policy.

#### **Action 6: SD, CC**

SD updated her Safer Recruitment training in 2014. Governors can also receive training. The Single Central Record is kept up-to-date as staff members leave and arrive, and contains the Disqualification by Association forms. Any member of staff, teaching or non-teaching, who has someone in their household with a criminal record has to declare it and EPM is notified. All the documentation is complete and nil were declared. All records regarding child protection concerns are kept secure, and are physically sent to subsequent schools.

#### *E-safety*

SD is PHSE Co-ordinator. A recent Parents Forum took place on the issue of E-safety and online bullying. An E-safety form has to be signed as part of the home-school agreement. SD to remind parents of the importance of E-safety and include a link to CEOPS on the school website.

#### **Action 7: SD**

##### **6. Link Governor Visit Reports**

PN reported on a recent visit to look at RE in three classes. In one class an interactive session on Sikhism was taking place, in another pupils were preparing posters comparing Buddhist and Christian festivals. Children were able to talk about the significance of various religious symbols and objects. The monitoring schedule is to be re-circulated to remind governors whom they should visit and when.

#### **Action 8: JB**

##### **7. Governor Development**

#### *Audit of governing body effectiveness*

This had been delegated to the Learning and Development Sub-committee. The audit was largely based on last year's and focused on issues which were "Amber" becoming "Green". Governors have now received training on performance data, and it was recommended that governors should take every opportunity to engage with parents and staff. It was agreed that the governing body should set three main objectives at the beginning of the school year.

#### **Action 9: EB, All**

##### **8. School Branding**

There needs to be a standard font and layout for all school documentation, including letterheads, policy documents and on the school website, and the principle of consistency and standardisation across all platforms including staff laptops, Ipads and staffshare needs to be agreed. CC has been working on school policies to make them consistent, and it was felt to be helpful to have a style sheet that would be used by governors, staff and the school. A template could be set up for the school newsletter. Any document produced by the school should look professional, be clear and easy

to read, accessible to all audiences and have been proof read before circulation. Meetings are to be arranged with both teaching and office staff to discuss “house style” on all school documentation. A policy for school documentation will be drawn up after these meetings and will include guidelines.

**Action 10: EB, SD, CC, staff.**

#### *Parentmail*

As part of the above review, it was felt that Parentmail should also be accessible via the school website. However, JP described Parentmail as cumbersome to use. The practicalities will be investigated to try and make it more user-friendly.

#### **9. Summer Event for Staff**

This is to take place in St. Andrew’s church hall after the Leavers’ Service on 21 July 2015. Arrangements for this, and gifts for those members of staff who are leaving, are in hand.

**Action 11: CC, AW, SD.**

#### **10. Head Teacher’s report**

This was presented to the meeting by SD and is self-explanatory.

#### **11. School House Update**

The deposit box containing documents relating to the school house had been located. It includes a Victorian conveyance for the property, a document giving the governing body the right to borrow £950 in 1959 to make improvements to the school house which was repaid 5 years later, and a document which lists all the others included in the deposit box. Ely Diocese asserts that the school house belongs to them. They are using their own solicitors, and the governing body is not liable for any legal costs.

**Action 12: SD**

#### **12. Correspondence**

The school website had been hacked, but James Brimicombe has dealt with this. Governors were advised that they should strengthen passwords and ensure that anti-virus measures were in place on their personal computers. The Resources Committee should approve the expenditure occasioned by James’s work.

#### **13. AOB**

New governors AC and DM are due to attend Governor Induction training on 7 July.

**Action 13: AC, DM**

#### **14. Date of next meeting: 17 September 2015**

The meeting concluded at 9.42pm.