

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 17 September 2015, 7.30pm**

PRESENT:

Edmund Buss (Chair, EB), 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) Anne Christie (AC), Sarah Cook (SC)

APOLOGIES: None received

Prayer: AW opened the meeting in prayer.

1. Welcome and Apologies for Absence

The chair welcomed members to the meeting. No apologies were noted.

2. Declaration of Interest, Register of Pecuniary Interests

All members of the governing body completed fresh Declaration of Pecuniary Interests forms in order for the clerk to update the Register. No pecuniary interests were declared with regard to the agenda.

3. Election of chair and vice-chair

EB indicated that he was happy to continue as chair and the meeting approved this. He would welcome any feedback from governors on how he carries out the role. LH is to continue as Vice-chair.

4. Minutes of Previous Meeting

EB signed the minutes of the previous meeting.

5. Matters Arising/Action Points

- (1) Review Complaints Procedure. This is still outstanding. SD is to obtain a template from CCC and a draft will be considered at the next full GB meeting in October. **Action: EB, SD, JB**
- (2) Review of spend. This is due in October 2015.
- (6) Child Protection Policy and Single Central Record have been updated. The policy will be presented at the next full GB meeting.
- (7) Parents have been reminded of the importance of E-safety and link to CEOPS has been put on school website.
- (9) Setting 3 main GB objectives at the beginning of the school year is on the agenda.
- (11) The summer staff event took place, and gifts were presented to those leaving.
- (12) The legal status of school house is an ongoing issue. Further discussion is on the agenda.
- (13) DM attended governor induction training, but AC needs to reschedule hers.

6. Correspondence

Thank you cards had been received from Clare Sadler and Joan King for their leaving gifts. Linda Neech has resigned from the governing body and this, together with Sarah Cook's term ending in October, means that

there are now two vacancies for Foundation Governors. When considering who to appoint, skillsets need to be borne in mind, particularly financial skills. SD suggested Lindsey Bourne, and SC suggested Steve Cannon as potential governors.

Action: Consult JA, invite expressions of interest to become a governor and ask parents if they know of someone suitable (SD, EB)

Action: Obtain up-to-date Foundation Governor form (JB)

Gifts will need to be arranged for Linda and Alice Jondorf, whose term concluded earlier in the year.

7. Roles, Responsibilities and Committees 2015-16

It was agreed that the existing committees should continue.

The Learning and Development Committee comprises EB, SC (chair), KS, SO, JP and SD and its remit includes the School Development Plan, curriculum, Out of Hours provision, Audit of GB Development and risk assessment. SC is willing to chair the next meeting prior to finishing as a governor.

The Resources Committee comprises LH, PN (chair), CC, AC, AW and SD and its remit includes finance, school infrastructure, salaries, personnel and health and safety. It was raised whether Out of Hours provision would be more appropriate to this committee.

Action: DM to visit both L&D and Resources sub-committees before deciding where to serve.

Action: Each governor to visit at least once annually other GB sub-committee to that which they serve on.

Three other committees exist as necessary, each requiring a minimum of three governors. They are:

Appeals Committee DM, EB, KS

Disciplinary Committee AC, CC, PN

Head Teacher's Performance Review AW, KS, EB

Subject Governors were agreed as follows:

Literacy – AC Numeracy – CC Science – KS SEN/Pupil Premium – LH

RE – PN IT – JP Child Protection/Looked After Children – AW, KS

PE – DM Foundation Stage – AW OOH Provision – EB

Link Governors' role is to build relationships with all staff and Link Governors were agreed as follows:

Mrs. Fisher – CC Mr. Bailey – AC Mr. Clarke – JP Miss Clements – DM

Miss Faller – EB Ms. Ryan – EB Miss Childs – KS

Action: The schedule of Governor Monitoring Visits is to be re-circulated (JB)

EB proposed that SO should become the GB Training Co-ordinator, linking visits with appropriate training. This was agreed.

8. Set Governing Body Objectives

It was agreed at the June full GB meeting that the GB should set itself some objectives that form part of the School Development Plan so that any weaknesses can be addressed and there is a sharper focus on what the GB should be doing to support and monitor what is happening in school. A discussion followed as to potential objectives and these are listed in a separate document.

Action: Possible GB objectives to be circulated for further consideration at next full GB meeting. Responses to EB, JB (All)

9. Training

It was agreed that each governor should complete at least one training session during the year. The Foundation Governor training provided by the diocese was recommended as beneficial to all governors and it may be possible to arrange for this to be done in-house. EB, SD and AC have each agreed to attend one of the Termly Governor Briefings offered by Governor Services in 2015-16. Feedback from any training courses attended is important.

Action: Look at training information from county to decide which courses to take. Notify JB, SO (All)

Action: Notify JB, SO recommendations of any courses attended (All)

10. School Development Plan

SD presented the SDP for the coming year. Governors need to give their approval for the priorities identified. The school is happy with the new National Curriculum and subjects are being embedded this year. Subject Co-ordinators need to be identified in the SDP, and Subject Governors need to be added. The forthcoming Learning and Development Committee is to evaluate last year's SDP in discussion with SD. The meeting approved this year's SDP.

Action: Review last year's SDP (L&D sub-committee)

Action: Once agreed, add GB objectives to current SDP (SD)

11. Updates

- Floors. Floors in Acorn and Maple classrooms were found to be significantly more rotten as a result of last summer's flooding than was realised. This was clearly a health and safety issue, and LCVAP basic need funding will cover the cost of replacing both floors. It is not possible to replace the original parquet flooring in the school hall and SD is obtaining quotes for a new floor.
- New building. Tenders are being sought from approved building contractors for the new classroom including all fixtures and fittings. Governors requested to see the tender document from the architect in order to understand what is being quoted for. Further discussion about the build will take place at the next Resources Committee. It is intended that the new classroom will be ready next April.

Action: Obtain classroom build tender document, circulate to governors (SD)

- School house. The legal status of the school house is still not determined and a discussion as to how to proceed did not reach a conclusion. It was therefore agreed to adjourn this part of the meeting until Mon 21 Sept at 6.30pm in school to focus on the issue.

12. AOB

SO was reassured that governors continue to pay for staff refreshments and was asked to relay this information.

13. Dates of Future Meetings

Action: Circulate proposed meeting dates for the coming year (JB)

The meeting closed at 10.15 pm