

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 3 December 2015, 7.30pm**

**PRESENT:**

Edmund Buss (Chair, EB), Sally Daggianti (Head, SD), Jo Bryant (Clerk, JB), Ann Webster (AW), Peter Nicholas (PN), Dawn Mansell (DM), Lindsay Born (LB), Paul Lloyd (PL)

**APOLOGIES:**

Clare Chapman (CC), Sharon Oakley (SO), Jenny Prince (JP) Anne Christie (AC), Karen Sutherland (KS), Lynda Harford (LH)

**Prayer:** PN opened the meeting in prayer.

**1. Welcome and Apologies for Absence**

The chair welcomed members to the meeting, including the two new Foundation Governors Lindsay Born and Paul Lloyd. The above apologies were accepted by the meeting.

**2. Declaration of Interest, Register of Pecuniary Interests**

Both new members of the governing body completed Declaration of Eligibility and 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. Minutes of Previous Meeting**

The minutes were accepted as a true record and approved.

**4. Matters Arising**

As Lynda Harford was not at the previous meeting she will be asked if she is happy to continue as Vice-chair.  
**Action:** EB to confirm.

The review of the Complaints Procedure (Action 1 on the tracker) will be brought to the next full GB meeting for approval. **Action:** EB, SD, JB

Re-circulation of the governor visits schedule (Action 16) had been completed. However, the list of governors now needs to be updated and the schedule re-circulated to include the new governors. **Action:** JB

DM has attended a Resources Committee meeting (Action 18), but has yet to attend Learning and Development. **Action:** DM

**5. Governor Tenure**

CC's term of office concluded on 30.10.2015, but she has indicated that she is happy to continue.

**6. Policies for approval**

Policies had been circulated prior to the meeting, and opportunity given for governors to comment. The Marking Policy has been amended because quality marking is a focus in the School Development Plan (SDP). Child friendly explanations are displayed in each classroom e.g. "Tickled Pink" means that a pupil has

achieved its learning objective, and “Growing Green” indicates the next steps a child needs to make in its learning.

The Safeguarding Policy now includes Prevent Duty, the government’s initiative to prevent radicalisation of school pupils. SD is the Prevent lead. The policy remains otherwise unchanged.

JP had queried when evaluation takes place as part of the SEN policy. The policy is reviewed annually, and pupil passports are reviewed termly. It is stated in the policy as it is a statutory requirement.

**Action: Notify JP when evaluation as part of SEN policy takes place (SD).**

The Admissions policy has been amended with an increased PAN (Pupil Admission Number). As agreed in a previous governing body meeting, the PAN is now 25. This should allow for an optimum 25-30 pupils per class. SD was asked about the school’s policy on mid-year admissions. In theory she has discretion on this, but in practice CCC largely determines who can be admitted. Priority is always given to children resident in Oakington.

As there were no other representations regarding the school’s policies, the governing body approved them.

## **7. Head teacher’s report**

SD delivered this in the form of a Powerpoint presentation. There will be 137 children on roll in January 2016. Attendance is very good at 97.6%. If it drops below 90%, SD has to chase parents. She prefers to encourage attendance rather than punish absence. At the end of KS1 and 2 the floor standard is 85 %. There is one statemented child in KS1 and one in KS2. Their progress has been good although, even with interventions, it is very hard for SEN children to achieve government targets. Overall, 100% of children in KS1 achieved the required level in the Phonics test this year, and progress in KS2 is outstanding due to the excellent added value provided by the school.

## **8. Reports from Committees**

### *Resources*

PN reported that everything is on target as regards the budget. Funding from the diocese has enabled work to begin on the new classroom, and there is also some DFC money available to go towards replacing the hall floor. A security report carried out earlier in the year has been circulated and will be discussed in detail at the next Resources Committee meeting. A review of teachers’ salaries was carried out and the changes approved.

**Action: PN to send two versions of the Resources Committee minutes to JB for upload to the school website, one for general consumption, and a set of confidential minutes for the governor area of the website.**

### *Learning and Development*

JP is the new chair. The School Development Plan (SDP) was discussed. Governor Link visits are meant to be informal, there is no feedback unlike Governor Monitoring visits, but governors were reminded that visits to school should be arranged through the Headteacher. The residential trip will take place at Finborough Hall not Grafham Water next summer.

## **9. Governing Body Objectives**

EB proposed three primary objectives, and two secondary.

1. Focus on RAISEonline data to implement the training undertaken last June. This will be a two-year objective, analysing this year’s and next year’s data and comparing them.

2. Focus on training, both as a governing body and as individuals. Introduce mentoring for new governors. Ensure that each governor attends at least one training session per year.  
Action: SO to contact PL re mentoring support.
3. Revisit branding and school logo, including use of fonts and colours in all school communications. Set a deadline by which this will be completed.  
Action: DM, SD, CC to initiate discussions on school logo etc.

Secondary objectives are ongoing priorities.

1. Organise access to governor data and resources.  
Action: JB to arrange for logins for LB and PL to secure governor area on school website.
2. Introduce a governor schedule to plan when certain tasks should be done over the course of the year. Action: EB, JB to create an annual planner.

The following was proposed initially:

Full GB meeting 21 Jan 2016 – RAISEonline; Branding/logo

Full GB meeting 17 March 2016 - RAISEonline follow-up; 6 monthly spending review

Full GB meeting 5 May 2016 – Budget approval

## 10. Training

Action: SO to organise in-house training on governor monitoring visits in Feb 2016.

## 11. Governor Visit Reports

None were given. It was agreed that LB should join the L&D Committee, and PL should join the Resources Committee.

Action: Re-circulate governor visits schedule, including new governors. Remind individual governors termly when their visit is due and copy in SD (JB).

## 12. Updates

*Hall floor.* SD tabled 3 samples and quotes for replacing the hall floor. Hoods quoted £16,500, Murfitts £16,000 (both parquet) and Neofloors £8,000 (engineered boards)(VAT to be added to all). Devolved Formula Capital (DFC) funding was available towards the work (just under £8,000) which is likely to take 2-3 weeks.

Action: Canvass staff regarding proposed new hall floor (SD).

Action: Investigate viability of recycling existing parquet hall flooring (consult Solopark) (EB)

*New building.* Work begins on Monday and security fencing is currently being installed. The building contractor is responsible for risk assessments on site, and arrangements for the collection of children have been made to allow for the building work. One of the bike sheds is being re-sited so as to encourage continued bike and scooter use during the building work. It is anticipated that the classroom will be ready for the start of the summer term.

Action: Arrange first meeting of the Buildings Committee to include 2 governors, 2 members of staff + SD who will meet during the build (PN).

*School House.* EB explained the background to the uncertainty over the status of the school house. Since 1969 rental income from the school house has been used by the governors for the benefit of the school but,

even though the diocese has given approval for accrued rental income to be used to improve the property, it is not clear that the governors will continue to receive the rental income as before.

Action: Chase Ely diocese regarding status of school house (EB).

**13. AOB**

None.

**Dates of Future Meetings**

Full GB      Thursday 21 January 2016, Thursday 19 March 2016

Resources    Thursday 28 January 2016

Learning & Development    Tuesday 9 Feb 2016, Tuesday 7 June 2016