

**OAKINGTON C OF E (A) PRIMARY SCHOOL
BOARD OF GOVERNORS**

**MINUTES OF THE MEETING
HELD ON THURSDAY 21 January 2016, 7.30pm**

PRESENT: Edmund Buss, Sally Daggianti, Peter Nicholas, Ann Webster, Clare Chapman, Karen Sutherland, Anne Christie, Sharon Oakley, Lindsay Born, Paul Lloyd, Jenny Prince, Dawn Mansell, Jo Bryant (Clerk)

APOLOGIES: Lynda Harford

Prayer: PN opened the meeting in prayer.

1. Welcome and Apologies for Absence

Apologies were received from Lynda Harford because she was attending a council meeting. These were accepted by the Governing Body.

2. Declaration of Interest, Register of Pecuniary Interest

None were declared.

3. Minutes of previous meeting and matters arising

LB corrected the spelling of her name in the minutes. JB had already corrected this for the signed minutes. EB had confirmed with LH that she is happy to continue as Vice-chair of the Governing Body.

Training on the Complaints Procedure is being provided by Governor Services on 11 Feb 2016. SD and EB are to attend (Action 1).

JB had updated the contact list of governors, but it has yet to be uploaded to the Governors Private area of the school website. The updated governor visits schedule has been uploaded to this area of the website.

Action: JP will also upload recent visit reports. Action: JB to remind governors to send her visit reports and/or upload them to the relevant area of the school website following this evening's training.

SO has arranged a training session on Monitoring and Evaluation of School Visits on Thursday 25 February 2016 at 7pm in school.

Action: AC and PL need to attend governor induction training.

All governors need to visit the sub-committee other than the one they normally attend. Resources Committee is due to meet on 3 March 2016 at 8pm, and Learning and Development next meets on 9 February 2016 at 6.30pm. Action: DM plans to visit the latter.

SD is still canvassing staff opinion on the options for the new hall floor.

EB has yet to investigate the viability of recycling the existing parquet flooring.

The minutes of the previous full GB meeting on 3 December 2015 were approved.

4. Financial Benchmarking

This year Oakington was compared with Teversham which is a similar primary school although it is slightly bigger and therefore its overall initial funding is more. SEN funding at Teversham is significantly higher, over £31,000 compared with Oakington at £5,284 because there is only one statemented child at Oakington. Pupil Premium is also lower at Oakington because there are fewer children entitled to free school meals. The figures used for comparison are based on an income of £3862 per pupil, although the local authority funding has increased this year. The After School and Breakfast clubs are proving to be very popular and this generates a good income.

Expenditure on staff amounts to 49.1% of budget, which is higher than other schools. There have been 6 staff since last September and it was felt that the amount spent on their training was money well spent. Nothing has been spent on agency supply (to cover staff training), compared with 1.5% at Teversham and

1.7% nationally. Additionally, nothing has been spent on sickness supply compared with 1.7% at Teversham and 0.9% in similar schools nationally; taking this into account our total expenditure on teaching staff is below that spent by similar schools. The school employs a cleaner-in-charge instead of a caretaker which reduces costs.

Financially the school is in a good position. There was some discussion as to whether the school should subsidise the £81 per pupil spent on school trips over the year in order to reduce the burden on parents.

Action: This will be reviewed when the building is completed, and may amount to a subsidy of £13 per pupil.

The role of the PSA in financially supporting the school was discussed, as well as the question of how other schools achieved donation income. Currently the PSA committee discusses with SD how funds are to be used.

According to the school census that day, there are 136 children on roll. Action: With increased demand, SD has decided to designate dates for open mornings for potential pupils.

5. Website training and Demo

JP gave a Powerpoint presentation on the school website and considered how the website supports the school and, specifically, how it can help the governors support the school. The current website is attractive and serviceable with much useful information for its users who may include parents, prospective parents, governors, Ofsted inspectors and other interested parties. It needs to be kept up-to-date or it becomes less and less useful. It includes School Aims, Ofsted and SIAMS reports, Prospectus, Results, Policies, Pupil Premium Funding, Equality Objectives, School Sports Funding, Public Minutes of Meetings, List of Governors and FAQs. It is particularly useful to governors as a repository of shared information as it includes up-to-date documents, as well as documents from previous governor generations. These can be either public or confidential.

The governors were then given a guided tour of the school website and shown how to log in, and change your password, how to navigate the website and, with additional security, how to update articles, diary events and media files. These instructions are available in the governors' private area.

JP encouraged governors to make more use of the school website, particularly the governors' private area, and to suggest how it could be more useful. Action: Governors were also asked to help keep it updated and, given the changing membership of the governing body, consider how this might be done in future (All).

EB thanked JP for her work on the website and for the training session.

6. Logo and branding

There has been no further progress on this in the governing body, although the children have been doing some persuasive writing on this topic.

7. Reports from Committees

Both committees have reported previously and are due to meet again shortly. The Learning and Development Committee next meets on 9 Feb 2016 at 6.30pm, and the Resources Committee meets on 3 Mar 2016 at 8pm.

8. Correspondence

A thank you note had been received from Alice for her governor retirement gift.

9. AOB

Action: Training is available and governors need to book at least one course per year.

Action: SD and EB are to attend a course about dealing with complaints on 11 Feb 2016

Action: SD and LH are to attend the Annual Governors Conference on 5 Mar 2016.

10. Date of next meeting: The next full GB meeting is on 17 March 2016. The meeting concluded at 9.33pm.