

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 23 JUNE 2016, 7.30pm**

**PRESENT:** Edmund Buss (EB, Chair), Sally Daggianti (SD, Head), Peter Nicholas (PN), Sharon Oakley (SO), Ann Webster (AW), Clare Chapman (CC), Lindsay Born (LB), Paul Lloyd (PL), Jenny Prince (JP), Dawn Mansell (DM), Anne Christie (AC), Jo Bryant (Clerk)

**APOLOGIES:** Karen Sutherland (KS)

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

**1. Welcome and apologies for absence**

Apologies were received from KS, due to a combination of work and health issues. These were accepted by the governing body.

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

None were declared.

**3. Matters Arising**

With the approval of the meeting EB signed both the minutes and the Confidential Minute of the governing body meeting of 5 May 2016. The Complaints Procedure is to be presented in September 2016. The L&D committee had discussed the staff well-being questionnaire. [Action 60: JP to upload it to the governor's private area of the school website for comment.](#) The Annual Cycle of GB business had been circulated prior to the meeting. There were no comments. As AC had missed the last L&D meeting, she will attend the next. [Action 55, to ensure that SEN and G&T governors are appointed, was deferred until September GB meeting.](#)

**4. Appointment of Vice-chair**

The resignation of LH had been noted at the previous GB meeting, and a new vice-chair is therefore needed. LB volunteered to take on the role. This was proposed by EB and agreed by the meeting.

**5. DBS Registration**

Governors were reminded that they need to have registered with DBS by September 2016. The following need to bring a passport, driving licence, birth certificate and two utility bills into school to start the process: PN, AW, DM, LB. AC's current certificate with NSPCC may be adequate, and this will be checked.

**6. Head Teacher's Report**

There are currently 132 children on roll. There have been 3 in-year applications. It is likely that there will be 26 children in reception in September, but this will be confirmed by CCC shortly. Once the school reaches 150 pupils, SD can continue negotiations with the Diocese and County to apply for the funding for the final classroom. SD explained how staffing was being arranged for maternity cover over the next few months including the appointment of Miss Debbie Cormode who will cover Chestnut class during next year. AC suggested inviting her to the staff summer event.

Although it was felt SATs had gone well, SD explained that the government's introduction of raised age expectations was bound to affect results. The Interim Assessment frameworks were only given to schools in March and could not, therefore, give an accurate assessment from a teaching point of view. Two experienced teachers had carried out Moderation in Reading, Writing and Maths in Year 2 because this is good practice and happens routinely every 4 years. Writing at Greater Depth is likely to have been adversely affected. Although 85% of children had passed the practice Phonics and SPAG tests, the actual tests for Year

2 were cancelled by the government because of a leak. In response to a question from CC, SD said that the results will be obtained on 6 July 2016.

PL raised whether the head teacher's report should include information about bullying. **Action 61: Even if there is nothing to report, bullying should be listed as a heading in the head teacher's report. (SD)** A recent complaint also involved legal action, and governors made clear that they felt they should be better informed in order to share responsibility and give SD support. SD will check up on how much she is able to discuss this with governors as it is a legal matter.

## **7. Pupil Premium Report**

The latest report on the use of Pupil Premium funding is on the school website. Children have been eligible for this funding for the past 6 years. Intervention programmes and small group tuition have made a difference. JP confirmed that teachers had been paid for providing extra tuition. The previous year's PP report had been used as an example by CCC.

### **7a. Child Protection Report**

The Designated Persons are SD and Miss Clements. Governors adopted the Child Protection Policy and the policy on the Acceptable Use of Mobile Phones on 3 Dec 2015, and a document "Keeping Children Safe in Education" has been circulated and signed by all staff. Following a governor monitoring visit by KS in June 2016, there had been an audit of files. AW is to be trained alongside KS to ensure continuity and there will be whole staff training in Sept 2016.

## **8. Governor Monitoring Visits**

It was noted that more of the scheduled visits had been completed this year. **Action 62: Governor Monitoring Visits on Maths, Science and EYFS have not yet been completed and may need to be re-scheduled. (CC, KS, AW)**

## **9. Governor Development**

The Audit of Governing Body Effectiveness had been discussed and completed at the recent Learning and Development sub-committee. It was generally satisfactory and has been uploaded to the school website. It will be submitted to the local authority in due course.

AC, LB and PL had attended a Governor Induction course on 21 June. All were encouraged to feedback 3 useful things from the session. LB emphasised the importance of the Governing Body handbook, the fact that governors' responsibilities were strategic rather than operational, and that governor visits should focus on the ethos of the school as this underpins everything the governing body does. **Action 63: "CARE" acronym (Confidence, Achievement, Respect, Environment) to be displayed on GB agenda to underline ethos (JB)** The staff well-being questionnaire currently under consideration was felt to be part of this also, and was a corporate decision by the governing body which emphasised its support for the head.

## **10. School House**

The ground floor flat in the school house has now been empty for 2 years during which time it has continued to degenerate. The diocese has been pursuing the transfer of trusteeship from Lord Eatwell, the Master of Queen's College, and James Alexander, vicar at St. Andrews. So far, James has declined to consent. The governing body have still received no written response from Andrew Read, Diocesan Education Officer, to the queries which were raised 18 months ago. Legally, the income from renting the property has to be used in accordance with the trust deed, but the understanding is that these monies would go to the diocese as the custodial trustee. Governor expenses would need to be set up within the school budget and claimed back through invoices to the diocese. It has been suggested by Julie Robinson-Judd that the governing body could become the managing trustees of the school house. We are still awaiting legal advice and it is a cause of considerable disquiet that although the governing body did not instigate the transfer of trusteeship, we are having to pay the costs of it. It was decided that, once we have received the Condition Report from the diocese, minimal work to make the ground floor flat habitable should proceed. **Action 64: Chase Condition**

Report on school house from diocese (SD). Action 65: Obtain costings from builders to make ground floor flat in school house habitable (DM, SD). Action 66: Circulate legal response to status of school house when received (EB).

### **11. Church Youth Worker**

Several governors expressed their concern about this role. The main function of it appears to be outreach by the church into the community to encourage local children and families to attend St. Andrews, and while governors had no problem with the church doing this, it was questioned whether the school was an appropriate channel given the recent "Trojan Horse" concerns in Birmingham. Although the school has a definite Christian ethos, it is nevertheless low key. Steve Whyatt, of GenR8, is currently the school's chaplain and his contribution to school life is much appreciated by the governors. He is known and trusted by staff and children, but as the work with GenR8 has become busier he is not able to be in school every week. SD explained that she would like the worker appointed to take assemblies and to be involved in lunchtime clubs such as "Jesus and Me". Of particular concern to governors was that

- school should not be used for evangelisation, an aim expressly stated in the church notice sheet in relation to the children's worker
- the governing body should have been consulted by St. Andrews with regard to the job role in school before proceeding to advertise the post and interview a candidate
- the governing body should have approved the annual donation of £2000 set aside to support the worker. PL said that an anonymous donor had promised to match-fund this amount.

The candidate, Ben Phillips, is to take a school assembly next week. AC is to visit the assembly, and AW is to attend an interview meeting with him in school. Action 67: Inform St. Andrew's that, while the GB is generally supportive of a family worker, the donation and any involvement of the worker in school is subject to GB approval, should only be in accordance with a job role approved by the GB, and that the GB would like to meet the family worker before this approval is given(SD). Action 68: Circulate family worker job description and candidate's CV (SD). The need to approve a donation for this purpose will be included in the agenda of the next full GB meeting in September.

### **12. Summer Event for staff**

This will take place at St. Andrews church hall on Wed 20 July 2016. To show our appreciation of the hard work of the staff, the governors will provide all the food. CC and AW are to co-ordinate arrangements.

### **13. Correspondence**

EB had been asked by CCC to nominate a new local authority governor to replace LH by 26 June 2016. Action 69: Investigate replacement for LH (LA governor) (EB, SD, JB)

### **14. Any Other Business**

JB was asked whether she would consider taking the minutes of the Resources and Learning and Development Committees as well as administering the work of the full GB. Action 70. Respond regarding minute taking at GB sub-committees (JB).

The PE Adviser, Ian Roberts, has advised that we would need 3 RLSS lifeguards per 12 children using the swimming pool over the summer, as well as significant additional insurance. This makes it unviable.

It was reported that children have not been able to use the Sensory Garden recently. (Subsequently advised that the small side garden/area is to be used as an outside learning area for early years. A new quiet garden area is to be provided for playtime/lunchtime use by the children.)

### **15. The next full GB meeting takes place on Thurs 22 September 2016**

The meeting concluded at 10.55pm

