

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 5 MAY 2016, 7.30pm**

**PRESENT:** Edmund Buss (EB, Chair), Sally Daggianti (SD, Head), Peter Nicholas (PN), Karen Sutherland (KS), Lindsay Born (LB), Paul Lloyd (PL), Jenny Prince (JP), Dawn Mansell (DM), Anne Christie (AC), Jo Bryant (Clerk)

**APOLOGIES:** Sharon Oakley, Ann Webster, Clare Chapman

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

**1. Welcome and Apologies for Absence**

Apologies were received from SO, AW, and CC. Due to work pressure and health issues, LH has given her resignation. A new Vice-chair will need to be appointed. **Action 51: Appoint a new vice-chair of GB following LH's resignation.** The above were accepted by the Governing Body.

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

None were declared.

**3. Matters Arising**

With approval of the meeting, EB signed the minutes of the previous governing body meeting in March. Governors were reminded of the need to obtain an up-to-date DBS certificate by September 2016.

**Action 50: JB to email all governors to prompt them.**

It was suggested that a governor should be nominated in the meeting to attend a sub-committee that they do not normally attend. DM has now visited both Resources and L & D Committees.

**Action 17: AC volunteered to attend the forthcoming L & D Committee on 7 June 2016.**

**Action 36: Governor induction training has been booked for AC, PL and LB on 21 June 2016.**

**Action 40: Some governors have accessed and added to the governors' area on the school website.**

**4. Budget Approval**

PN explained that the Resources Committee had just met to discuss and approve the budget for the coming year. The money for the curriculum has been fully spent this year. The budget does balance, and the governors approved it.

**5. Areas of development from RAISE data analysis**

- *The Governing Body should emphasise and celebrate children's progress, and the overall strengths of the school*

SD explained that the children self-assessed at the beginning and end of work units in Maths and Literacy, and that there were Celebration assemblies. However, it was felt that the governing body should recognise the achievements of the whole school not individual children. **Action 52: GB to celebrate achievements in school in a termly newsletter to parents.**

- *The importance of the wellbeing of both children and adults in school*

Children complete a questionnaire about their life in school and it was suggested that there should be something similar for adults. **Action 53: The June L & D committee is to discuss drafting a questionnaire for staff similar to that for the children to include issues around stress and well-being.** SD will also discuss this with staff and report back.

- *To monitor the plateau that can occur between the end of KS1 and the beginning of KS2*

Reasons for this plateau were discussed. Children are currently monitored and interventions put in place when progress appears to falter. KS felt that moving from KS1 to KS2 included a shift in expectations that children should work more independently and this could be a factor. **Action 54: RAISE will continue to be used over successive years to monitor trends in pupil performance.**

- *To ensure that all children make the best possible progress, especially the average ones*
- *To ensure that the high fliers continue to be stretched*

These are ongoing objectives of the school. **Action 55: EB, SD, and JB aim to ensure that SEN and G&T governors are appointed at the next governing body meeting in June.**

- *To work in partnership with parents in order to help them understand the new government targets*

AC had met with Mrs Fisher for a governor monitoring visit regarding Literacy. Interventions to give added support now take place earlier and parental support is very important. LB suggested holding Curriculum Evenings for parents at the beginning of each Key Stage to show what is expected, dispel myths and to demonstrate the progress their children are making. It may be necessary to offer a crèche. **Action 56: Re-launch Curriculum Evenings for parents at the beginning of each Key Stage in September 2016.**

- *To aspire to maintain the school's current standing during the transition to the new targets*
- *To listen to teachers and boost their confidence in an increasingly pressured environment*

SD was asked by the governing body to pass on its thanks to the staff. **Action 57: The governing body to show appreciation to staff for excellent standards in school at the summer social event.**

#### *Break*

Governors took opportunity to look at the new build classroom and facilities.

### **6. Headteacher's Report**

- Currently 134 children on roll. 25-26 children were expected in Reception next September, which means the number on the school roll would increase to 140.
- Additional staff are needed at After School Club on Tuesdays, Wednesdays and Thursdays because more children attend on those days.
- The training focus for staff at present is on quality marking and assessment.
- St. Andrews is in the process of appointing a Christian-based family worker. This may mean that Steve Whyatt, from GenR8, would reduce his involvement in the school as chaplain. It is not yet clear whether the family worker would be involved in lunchtime activities and school assemblies, but the governors were concerned that a family worker should benefit the children in school. **Action 58: SD and the governing body to monitor the appointment by St. Andrews of a family worker and how this would complement Steve Whyatt's current role.**
- Pupil progress continues to be monitored on an ongoing basis.
- New tables for the hall have been ordered and are now in use at lunchtimes.
- The building work on the new classroom has gone well and is to be completed shortly, along with other improvements to the school site including additional painting, tarmac, flower planters and other extras.

### **7. Training Update**

Governors were encouraged to book on to a training course if they had not already done so. This could include online courses, such as GEL.

### **8. Complaints Procedure**

**Action 44: Updated Complaints Procedure to be circulated via email by EB by the end of May 2016.**

## **9. Annual Calendar of GB business**

Action 45: Annual Cycle of GB business to be circulated via email by EB by the end of May 2016.

## **10. Resources Committee Report**

The Resources Committee had met on 3 March 2016 and the minutes of the meeting are available in the governors' area of the school website.

## **11. Staff Summer Event**

This will be held on Wed 20 July 2016 in St. Andrew's church hall at 7.15pm.

## **12. Correspondence**

EB and SD had met with Andrew Read to discuss the status of the school house, and the implications for the school of the government's intention to force schools to become academies. EB gave the meeting a brief summary but will elaborate in more detail via email. A formal reply to our queries of last September was requested. Andrew Read has indicated he would like to visit the school. Action 59: Latest news regarding status of school house to be circulated by email by the end of May 2016.

## **10. Date of Next Meeting: Thursday 23 June 2016**

The meeting concluded at 9.41pm.