

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 28 September 2017, 7.30pm**

PRESENT: Edmund Buss (EB, Chair), Sally Daggianti (SD, Head), Ann Webster (AW), Paul Lloyd (PL), Dawn Mansell (DM), Jo Bryant (Clerk)

APOLOGIES: Lindsay Born (LB), Karen Sutherland (KS), Jenny Prince (JP), Peter Nicholas (PN), Anne Christie (AC), Clare Chapman (CC)

GUEST: Nathan Clarke, Deputy Head

Prayer: AW opened the meeting in prayer.

1. Welcome and apologies for absence

EB welcomed everyone to the meeting and explained the reasons why a number of governors were absent. JP and PN wish to resign, but EB has asked them to remain as governors until the Federation vote in November even if they do not attend other meetings. The apologies were accepted by the meeting.

2. Declarations of Interest, Register of Pecuniary Interests

All present completed their forms.

3. Governing Body Constitution – Election of Chair and Vice-Chair

The meeting was not strictly quorate, but given that EB and LB were happy to continue as Chair and Vice Chair respectively, and that no objections had been made, they will continue pro tem. The formal vote is being deferred until the next meeting.

4. Minutes of Previous Meeting

EB signed the minutes as a correct record.

5. Matters Arising/ Action Points

Action 98: Emergency Planning. This has yet to be concluded. SD said that the LA safeguarding audit did not query the absence of a plan.

Action 105: School gate security, and Action 112: School telephone system. These have been delegated to NC who will need to contact CC.

Action 113: Staff Wellbeing Survey. It has been agreed to repeat this in Spring 2018.

Action 119: Proofread prospectus, and Action 120: Website training. These have been done.

Action 122: Data checklist/Learning walks. These will be discussed next year.

Action 123: Include sub-committee actions into full GB tracker. This has been done.

Action 124: New tenant for school house flat. This is an agenda item.

Action 125: Replacement window costings. This has been done.

Action 126: Safety in front school car park. A reminder to parents not to gather there will be included in the next school newsletter.

Action 127: Warning markings in front school car park. This will be referred to the School Council and deferred until December 2017.

Action 130: Health and safety of artificial grass. This has been dealt with.

Action 131: Check DD's system for communicating with parents/taking payments. This will be done by the end of Autumn term 2017.

Action 133: Home/school communication. This was missed from this agenda, but will be included in December.

Action 134: Learning walks. This will be combined with AP 122.

Action 136: Outstanding governor visit reports. Maths and EYFS reports are still awaited from last year.

Action 138: Whistleblowing policy and Action 139: Staff code of conduct. Both need to be adopted.

Consideration of this will be deferred to January 2018 because of the potential formation of a new governing body.

Action 140: Spot check staff knowledge of safeguarding policy. A safeguarding question will be added to the governor visit template.

6. Roles, responsibilities and committees

It was not possible to confirm these as many governors were absent, but the committees will continue as below. The TORS were unchanged. A chair for the Resources committee can be elected at its first meeting. The dates of the sub-committee meetings are:

Resources: Thursday 2 November 2017 at 8pm.

Learning and Development: Monday 6 November 2017 at 7.30pm.

Roles, Responsibilities and Committees 2017-18

L & D	LB (Chair)	DM	EB	SD	AC
Resources	CC	AW	SD	PL	EB

Appeals	DM	EB	KS
Disciplinary	AC	CC	
HT Performance Review	AW	LB	EB

Designated Governors

EYFS - AW	English - AC	Maths - PL
Humanities - CC	Safeguarding/LAC – AW, KS	IT
PE - DM	Science - KS	RE/Collective Worship
Out of Hours - EB	Pupil Premium/SEN/ G&T - DM	MFL - LB
Health & safety - AW		

Action 141: The clerk is to investigate whether proxy votes are permitted for the Federation vote (JB).

7. Review of Governing Body Objectives

The governing body had two main objectives over the past year:

- i) The options for academisation
- ii) Focus on data through RAISE Online

Much of GB meeting time has involved discussions on the way forward, and we are currently in the public consultation phase of federating with Dry Drayton Primary School. The decision on whether to formally proceed with federation will be taken by both governing bodies in November. This has meant that the other main objective has been squeezed out and this will be retained as a draft objective for this year. RAISE is itself being superseded by Analyse School Performance Data, and the Data Inspection Dashboard becomes available in November.

Action 142: Adding an objective to look at communication may be considered in January (L & D Committee).

8. Draft School Development Plan

SD explained that it was not vastly different to last year. There is a need to revisit Quality Marking again and implement the policy consistently. The Due Diligence inspection flagged this. The window for the next Ofsted inspection opens in October 2018.

A more streamlined assessment programme is needed across both Oakington and Dry Drayton schools and Target Tracker will be used. It is more user friendly than SIM and identifies needy groups more speedily. Dry Drayton currently uses Accelerated Reader from Years 1 -6 and it has proved to be effective. The pupil dialogue it encourages is very important. It is planned to roll out the programme across both schools. NC has used it previously.

Results for Numeracy have been good in both schools.

The SDP relating to Art remains the same. **Action 143: More pieces of artwork to be displayed (All staff).**

A new server and new laptops are needed, and these have been budgeted for.

Action 144: Governor monitoring visits should link with the SDP (All).

As regards CPD, staff are encouraged to book courses and any training is reviewed in their annual appraisal. **Action 145:** it was suggested that NC, Julia Clements and Sonia Hegan (DD) self-evaluate i.e. to diarise what they have done that is contained in their job descriptions, to identify progress, obstacles and any training needed.

DM commented that the wording regarding Federation in the SDP made it seem like a “done deal”.

Action 146: SDP 2017-18 will be circulated to all governors for approval by email once some of the objectives have been edited (JB).

EB requested that GLD should be included in the success criteria applied to the results of the last 2 years, and that specific targets for this year should be shown. **Action 147: EB to work on SDP layout.**

9. Draft Self Evaluation Form

The LA Advisor, Jan Stone, described the SEF as “appropriate”. Some edits were suggested in the meeting to sharpen and quantify targets. This was expressed as: “Working towards raising the consistency of outstanding teaching”. The governors in the meeting gave their approval but could not formally vote because of the lack of quorum. It was agreed that approval would be achieved by at least one other governor via email.

10. Federation Update

The public consultation phase of the Federation process finishes on 20 October 2017. Interested parties can respond to an online survey, or give their feedback on paper or verbally. A joint meeting of both governing bodies takes place on 16 November 2017. It will consider all feedback and particularly note if there is significant objection from stakeholders. The governing bodies then separate to vote on proceeding to federate. If this is agreed, the Federation becomes a legal entity with effect from 1 January 2018. According to the Memorandum of Understanding currently in place, SD will remain as Executive Head of both schools until August 2018 if Federation does not go ahead.

EB is awaiting clarification from EPM, the school’s HR provider, regarding the employment status of staff at Oakington. After Federation they would need to transfer to a new employer which would be the new joint governing body.

Between 16 November and the end of December 2017, new governors will need to be appointed. EB is concerned not to lose any of our existing expertise.

11. School House

Work on the downstairs flat is now complete apart from some painting which will be finished in half-term. A double socket for the fridge and washing machine also need to be fitted. The final bill from Lindums was £16,000 + VAT. EB is withholding £1200 of this until the snagging work is completed, and the governors approved payment.

The flat was originally advertised at £725 per month, but Tylers recently recommended a drop to £695 which has produced more interest. Tylers charges £100 for advertising, and 5% of the rental for administration. EB tries to meet any potential tenants.

12. Child Protection Training for Governors

The dates 8 or 22 February 2018 were proposed. The training will probably take place jointly with Dry Drayton. [Action 148: Check availability of all governors \(JB\)](#)

There being no other business, the meeting concluded at 9.37pm.