

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 29 September 2016, 7.30pm**

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

APOLOGIES: Sharon Oakley (SO), Anne Christie (AC), Ann Webster (AW)(late)

Prayer: LB opened the meeting in prayer.

1. Welcome and apologies for absence

Apologies were received from SO, who was unwell, AC, who was attending a course and AW who arrived late. These were accepted by the governing body.

2. Declaration of Interest, Register of Pecuniary Interest

All governors present signed a Declaration of Pecuniary Interest for the current school year. No pecuniary interests were declared in relation to the agenda.

3. Governing Body Constitution

EB was happy to continue as Chair, and LB as Vice-chair and this was approved by the meeting.

The LA governor vacancy is as yet unfilled. None of the parish councillors volunteered at a parish council meeting earlier in the year when the matter was raised, and Governor Services said they had had no response to their enquiries to the county councillors covering Oakington. SD indicated she may contact LH (former LA governor) for advice.

Action 71: Contact county councillors David Jenkins and Mike Mason to request nominations for an LA governor (EB).

4. Minutes of Previous Meeting

These were approved by the meeting and signed by EB without alteration.

5. Matters Arising/Action Points

Family Worker Update

Ben Phillips has been appointed by St. Andrews as their new family worker and moved into the village with his family over the summer. As agreed at the last full GB meeting, AC and AW had met with him before summer break and he has visited some assemblies and bible study groups this term. AW said that he lacks experience with school assemblies, and SD felt that he would need mentoring in any one-to-one situations. SD has recommended training and support for him, and has proposed that 'Developing, delivering and designing lunch and after school clubs with the support of the Head' is added to his job description. The job description also needs to specify leading school assemblies. Action 72: To circulate to all governors for approval that part of St. Andrew's family worker job description relating to his involvement in school, including assemblies (SD).

JP clarified with PL that St. Andrews has, in fact, raised sufficient funding to cover the cost of the post without a presumed £2,000 annual donation from the school. Governors are invited to comment on the job description via email, and a decision on any donation will be deferred until governors are happy with it. It was also felt to be important to communicate to parents the family worker's role in school.

Action 73: Arrange an informal meeting with St. Andrews' new family worker at November full GB meeting (SD)

Action 74: To communicate to parents the nature of the family worker's involvement in school through the school newsletter (SD)

The governors indicated that they would not object to him taking a school chaplaincy course.

DBS

There was some confusion about the status of several DBS applications as they did not appear to have been completed. Action 75: Check progress of governor DBS registrations with the school office(SD). EB also requested clarification on DBS criteria. Action 76: Check with governor services DBS criteria for governors (JB).

Complaints Procedure

EB said this was not yet complete. Action 77: Updated Complaints Procedure to be circulated promptly (EB).

Staff Well-being Survey

This was almost ready to circulate, although it was felt that a question about the staff's view of the governing body should be included. Action 78: Draft questions regarding staff's view of GB for inclusion in well-being survey to be emailed to JP (JP, All). Action 79: Circulate an introduction to the staff well-being survey for governors' comments (EB).

6. Review of Last Year's Governing Body Objectives

Tracking RAISEonline – this is a 2-year objective to enable comparisons. The training session with Julie Burdon was very constructive and KS said that the governing body should maintain the momentum of this. Action 80: Use RAISEonline over successive years to monitor trends in pupil performance (All, SD).

Training – governors were asked by EB to share any training they had taken during last year. AW and SD had attended the annual Governors' Conference in March, EB and SD had attended training on Complaints Procedure in February, although this was felt to be unhelpful, and AC, PL, and LB had attended a Governor Induction Course in June. PN recommended the Ely Diocese Foundation Governor course. Other training had been organised in-house and it was felt that this approach was perhaps more useful. JP had delivered a session on school website training at the full GB meeting on 21 Jan 2016; SO had arranged a session on Monitoring and Evaluation of School Visits on 25 Feb 2016; and RAISEonline training with Julie Burdon took place at the full GB meeting on 17 Mar 2016. The importance of continuing professional development for governors was emphasised. PL said he would appreciate mentoring as a new governor.

School Re-branding – this was being looked at by CC, SD and DM but no real progress had been made. It was proposed to carry this objective over so that it could be considered within the context of possible academisation.

Draft Governing Body Objectives 2016-17

Future Development

- Consider the different options for becoming an academy and the implications for each
- Re-visit branding and school logo
- Consider the effects of the growth in size of the school
- Succession planning for the governing body

Monitoring

- Data tracking, such as RAISE online, to maintain governor awareness of children's progress
- Design a risk register to cover disaster management, health and safety issues

Communication

- Improve communication between school – parents – governors
- Motivate new and current parents to get involved in school

Action 81. Circulate draft GB objectives for comments (JB)

Action 82. Create a display about the role of Foundation Governors for upcoming Parents' Evenings (SD, JB)

Action 83. Organise a Disaster Plan including an emergency checklist (KS, CC, SD)

7. Roles, responsibilities, committees 2016-17

It was decided that the existing Learning and Development and Resources Committees should remain unchanged for the present. These committees will comprise:

Learning and Development JP, LB, DM, EB, SO, SD, AC

Resources PN, KS, CC, AW, SD, PL, EB

JB has agreed to provide administrative support to both committees on a year's trial basis.

Three other committees exist as necessary. They are:

Appeals DM, EB, KS

Disciplinary AC, CC, PN

Head Teacher's Performance Review AW, KS, EB (LB is to be given training for this too)

Designated Governors were agreed as follows:

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

Link governors will liaise informally with staff when they carry out a monitoring visit. [Action 84: Confirm that SEN, G & T and other designated governors appointed \(JP/ L& D committee\)](#)

8. Draft School Development Plan

This had been circulated prior to the meeting for information. It will be discussed at the next Learning and Development sub-committee meeting. The Marking policy needs to be embedded this year to maintain consistency, particularly as Ofsted places great emphasis on looking at books. JP is responsible for monitoring this. The SIMS Assessment system needs fine tuning. EB is responsible for embedding assessment. The school is considering academisation and the GB will need to investigate the various types of academy trust because the local authority is perceived as vulnerable.

9. School House

EB has been advised that the cost of transferring the trusteeship of the school house to the diocese would be £3850. Should the school become an academy, all land and property will become part of the academy trust. Transferring the trusteeship will be deferred until the status of the school is decided.

SD has been obtaining updated quotes for a basic refurbishment of the ground floor flat in the school house from Murfetts, and Lindum. [Action 86: Ask Toby Lipscomb to contact SD re quote for making ground floor flat in school house habitable \(DM\).](#)

10. Training Update

[Action 85: Provide training to LB for Head Teacher's Performance Review \(KS, EB\)](#)

11. Correspondence

JB had circulated information from Governor Services giving details of training courses.

12. Any Other Business

JB was thanked for re-structuring the agenda. EB has undertaken to attend the Governor Briefing on 24 Jan 2016.

LB asked for the dates of forthcoming sub-committee meetings. Resources will meet on Thurs 10 Nov 2016 at 8pm. [Action 87: Circulate suggested date\(s\) for next L&D committee \(JP\).](#)

PL suggested that items should be identified as operational or strategic on the agenda. SD was asked about greater depth grading from SATS, but the information is not yet available.

[Action 88: Update staff profiles on school website \(SD\).](#)

[Action 89: Take pictures of all governors for display in entrance \(CC\) at the next full GB meeting.](#)

[Action 90: Ask staff if a social evening in November would be appreciated \(SD\).](#)

The meeting concluded at 9.44pm