

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 7 December 2017, 7.30pm**

**PRESENT:** Edmund Buss (EB, Chair), Sally Daggianti (SD, Head), Karen Sutherland (KS), Paul Lloyd (PL), Dawn Mansell (DM), Jo Bryant (Clerk) Lindsay Born (LB)

**APOLOGIES:** Ann Webster (AW), Anne Christie (AC), Clare Chapman (CC)

**Prayer:** SD 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. The apologies were accepted by the meeting.

**2. Declarations of Interest, Register of Pecuniary Interests**

None declared.

**3. Minutes of Previous Meeting**

EB signed the minutes as a correct record.

**4. Matters Arising/ Action Points**

Action 98: Emergency Planning. A meeting will be arranged to discuss this in the New Year.

Action 105: School gate security, and Action 112: School telephone system. These are still outstanding.

Action 122: Data checklist/Learning walks. The checklist is now included in the template for governor monitoring visits.

Action 126: Safety in front school car park. Parents have been reminded not to gather there on numerous occasions.

Action 131: System for communicating with parents/taking payments and Action 133: Home/school communication (also Action 142 from L & D). These will be dealt with by the new GB next year.

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

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

Action 145: Newly appointed senior teachers are being mentored. Governors would like to be kept informed of progress.

Action 146/7: SDP layout has been edited and the updated SDP circulated.

**5. Review and Approve Policies**

No comments had been received on the policies to be adopted. They are based on those already available from county and EPM, and it was agreed to run model policies and make any changes after they had been in place for a while.

**6. Head Teacher's Report**

Three children in Year 5/6 had moved away. Reception intake was small in September, but this is in line with the rest of the county. Some children arrive from time to time as "guest" pupils but the school does not receive funding for them. [Action 146: Check with LA regarding "guest" pupils being enrolled in order to receive funding \(SD\)](#). SD reported on staffing changes and said that she was enjoying her role as Executive

Head. Improvements in behaviour were now being seen at Dry Drayton, and writing across the curriculum in both schools is being addressed using a helpful and creative programme called Talk for Writing. LB commented on the impact of a recent Big Write event where a role-played scenario of a "crime" committed in school was used as a stimulus. Accelerated Reader has now been introduced in KS2 and will be used in KS 1 after Christmas. Reading spaces have been created in classrooms. [Action 147: Ensure entrance hall has a reading-focussed display \(SD\)](#). Newly appointed senior staff and the deputy head teacher were settling well into their roles. They are receiving training as well as being mentored. Mr. Bailey is now the designated PE Co-ordinator across the Federation.

The governors looked at the data dealing with achievement and standards. In Reading and SPAG, Oakington is below the county and the national figure, but in Writing it is above and for Maths it is well above. EB was concerned that we need to more closely monitor the figures at each governing body meeting to determine if there is a trend. Target Tracker has been implemented but is not embedded yet. In-house training will be done early in 2018, and the March GB meeting will look at it in detail. It was noted that, because Oakington is a small school, each child has a significantly larger impact on the statistics. For a child to be considered working at greater depth, all their pieces of work must reflect this. There were strong results at KS1, but Ofsted is now looking at progress measures between KS 1 and KS 2. The combined target is 75%.

A Light Party organised by Ben Phillips was well attended by children from both schools. Joint football teams meet at Dry Drayton to play. Feedback from combined school events has been good. The children enjoy them, and governors have also been positive. Parents' Forums are taking place at both Oakington and Dry Drayton in the New Year.

A window has been broken in the new build by children playing nearby. A complaint from a parent has proved to be unfounded, and an incident of racial harassment at Dry Drayton has been dealt with.

## 7. Reports from Sub-Committees

EB reported back from the Resources Committee of 23 November 2017. The BCR was reviewed and it was good to see the allocations within the budget were being well-used. Accelerated Reader was an extra cost but worth the expenditure. A decision was taken to replace 16 of the laptops with SSD models. The IT budget has been overspent, but it was nevertheless felt to be important to do this. Approval was given to the teachers' and Head Teacher's salary increases, as well as to some extra TA hours. As regards Health and Safety, the kitchen windows have now been replaced with toughened glass. A recent H&S review was concerned about protruding battens underneath the artificial grass. [Action 151: Write to installers of the artificial grass in the play area about battens underneath causing a potential trip hazard](#). Other actions arising were: [Action 152: Investigate why budgetary allocations for E05, E07 - Clerical and other staff have been underspent \(SD\)](#); [Action 153: Send SD information about a Christian charity called Afrinspire which recycles computers to Uganda \(JB\)](#); [Action 154: Obtain quotes for paintwork behind the toilet basins \(SD\)](#).

LB reported back from the Learning and Development Committee of Monday 6 November. SD had designed the templates for governor monitoring visits, which EB is due to edit [Action 155: Edit checklist template for governors to use on Learning Walks \(EB\)](#). The Ofsted window is now open and the ideal time for them to visit both schools would be Autumn 2018. It is helpful for several governor representatives to be available during a visit. Accelerated Reader, which regularly checks comprehension, will have been in use in both schools for a reasonable period by then. [Action 158: Allocate some time in full GB meeting to monitor the use of Accelerated Reader \(EB, JB\)](#). Using the schools' websites more effectively was discussed and it would be useful for them to be linked. This can be raised at the new governing body meeting under communication. [Action 156: Look at updating Oakington's website and linking to Dry Drayton's \(SD, EB\)](#). The recent safeguarding visit went well, and LB is to carry out a monitoring visit on Out of Hours provision next week. [Action 157: Using existing visits schedule, create list of governor visits for Spring 2018 \(LB\)](#). [Action 159: Each SDP objective under a particular heading to be RAG rated \(SD\)](#). [Action 160: Staff photos in the entrance hall to be updated \(SD\)](#). In a discussion on authorised school absence, it was felt important to maintain a positive relationship with parents. KS explained that IVC's approach was to allow up to three days' consecutive absence before fines were imposed. As part of SDP 2017-18 an Ipad app called Tapestry is being used. The

ACE Internet Safety scheme is used in KS2, and SD is to emphasise the importance of internet safety in the upcoming Parents' Forums. [Action 161: Feature internet safety at Parents' Forum in January \(SD\)](#). Elections for staff and parent governors for the Federation governing body are now in hand. INSET taking place on a Tuesday has been unpopular with parents, although it is when most staff are available.

## **8. Chairs report**

### *Federation Vote meeting debrief.*

Feedback from parents was discussed in some depth. The majority were positive, the only negative responses were from some concerned Oakington parents. The cost savings to be made and the strengthened management team were both positives resulting from the decision. EB and AT had jointly written to parents to explain how the new arrangement would work. The structure of the new GB was also discussed at the meeting. Its composition is largely dictated, with 15 being the minimum number of members. It is not possible to ensure that there is one parent governor from each school, but having 2 Co-opted Governors enables flexibility. It is possible for alternatives to be found for the Ex-Officio members (i.e the vicars from each parish). DD governors were unanimously in favour of both Federation, and the structure of the new GB. One Oakington governor was against the proposed changes. Thus far there has been no confirmation from the diocese that they approve the decision although Lindsey Russell, the Vice - chair at DD has been pursuing this.

### *Governor Recruitment to the Federation GB.*

There have been 5 nominations for Parent Governors but Lindsey Russell has now stepped down from the election process on the basis that she will be co-opted. Nathan Clarke (Oakington) and Fiona Sweetnam (DD) are both members of staff who are willing to be Staff Governors, and NC has stepped aside on the basis that he will be co-opted. The closing date for the elections is Friday 15 December. There is currently a vacancy for the LA Governor. DM is to continue as an Associate member. As to Foundation Governors, DD currently has 3 (Sue Wyatt, Steve Gardner and David Clifford) plus a vacancy. Oakington had a total of 8 of whom two have already stepped down (JP and PN) and two who will not be standing for the new GB (AC and CC), leaving PL, AW, EB and LB. EB felt it was important to establish the new GB with experienced governors, although he is planning to step down next July and LB is considering doing so. Foundation Governors maintain the ethos of church schools, and the names need to be agreed. It is possible for the GB to reject a PCC nomination. The next PCC meeting at St. Andrews, Oakington is 15 January 2018. [Action 162: Governor Services' advice to be sought about renewing the tenure of Foundation Governors prior to the first meeting of the Federation GB on 11 January 2018 at Oakington \(EB\)](#). KS told the meeting that she is stepping down as an Associate member, and EB thanked her for her continued useful input.

### *Calendar of new GB meetings.*

The first meeting of the Federation GB is due to take place on 11 January 2018 at Oakington at 7.30pm. Dates will be set at that meeting.

## **9. Recommendations from Disciplinary Panel**

The Disciplinary Panel (AC, PN, CC) produced a report of the Disciplinary Process that took place earlier in the year. Details of this cannot be discussed as they are confidential but it was agreed unanimously to adopt the recommendations in the report.

- 1) EPM Safeguarding and Whistleblowing Policies have been adopted.
- 2) Staff have already received their Safeguarding training for this year, and training for governors is available from Governor Services.
- 3) a) A Disciplinary Policy needs to be adopted and this will be dealt with after federation. [Action 163: Begin staff consultation regarding Disciplinary Policy in Spring 2018 \(SD\)](#).
- b) Using an external Principal Investigating Officer is an advantage, but could depend on the circumstances. There would be a cost involved.
- c) It is not possible to force a parent to attend an evidence-gathering interview with their child, but it should be made as easy as possible for them to do so, or alternatively nominate another family member or representative.

4) Some TAs have received Physical Intervention Training recently and all staff should be trained, including out of Hours staff, after they have been in post for 6 months. Physical Intervention is involved where there is a danger of injury or damage to property. [Action 164: Discuss and adopt Disciplinary and Physical Intervention Policies across the Federation \(SD, new GB\).](#)

#### **10. AOB**

School House.

New tenants are now in place. The income is £695 per month, less Tylers' fee. Work on the house has depleted the GB's account, but there is still £4,174 in the current account and £11,435 on deposit. The school house, together with all the buildings on the school site, belongs to the trustees and will transfer to the diocese. EB hopes that the processes involved in federation will sort out the legal position. [Action 165: Ask Murfitts to deal with school house back door and window sill \(EB\).](#)

[Action 166: Formally notify all staff that Federation of Oakington and Dry Drayton begins on 1 January 2018 \(EB, AT\).](#) Their terms of employment remain the same.

#### **11. Dates of future meetings**

The first meeting of the Federation GB is 11 January 2018, 7.30pm at Oakington.

The meeting closed at 9.57 pm.