

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

**MINUTES OF THE MEETING
HELD ON THURSDAY 29 June 2017, 7.30pm**

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

APOLOGIES: Sharon Oakley (SO), Karen Sutherland (KS)

Prayer: PN opened the meeting in prayer.

1. Welcome and apologies for absence

Apologies were received from KS and SO, who has tendered her resignation. These were accepted by the governing body.

2. Declarations of Interest, Register of Pecuniary Interest

None were declared.

3. Minutes

The minutes of the previous governing body meeting were accepted, but amendments needed to the confidential minutes of that meeting mean that they will not be approved until the next meeting in September.

4. Matters Arising

It is intended that Action 98 concerning emergency planning, and Action 105 revisiting the security of the school gate will be dealt with by the end of term. Action 112, to improve the school's telephone system also needs to be pursued. CC suggested using a VOIP (Voice Over Internet Protocol) system that could also incorporate an intercom for the school entrance and the security gate for After School Club as well as intra-school communications. SD had been looking at the system supplied by ESPO. DM recommended getting several quotes for comparison. **Action: SD, CC.** Action 113 to repeat the staff wellbeing survey next year was discussed. It is likely it will take place in Spring 2018 at the same time as the parents' and children's surveys. Action 114 to discuss Parentmail with staff has been superseded. Parentmail was difficult to use and office staff now use Letters Home instead. E-School and Agora are being considered for parent payments. **Action 131: Check Dry Drayton's system for communicating with parents/ taking payments (SD).** Action 116, the termly report from the governors is, this term, the letter to parents regarding federation with Dry Drayton school. This will be added to the school website. Action 117 to amend the budget allocation for Breakfast and After School Club, will be carried out next term. It was recognised that Action 118, to attend Learning and Development Committee when your monitoring report is being discussed may not always be possible.

5. Federation Update

The letter concerning federation with Dry Drayton has now gone out to parents. There have been 4 responses from parents. Three attended the Parent Forums arranged for them, and one was an email enquiry regarding finances which Edmund answered.

SD explained that she was reducing her teaching commitment in order to help cover her time at Dry Drayton. Oakington and Dry Drayton will be run as one school on two sites. Some release time will

be allocated for senior teachers in both schools, although this will be reviewed as necessary, and the Maths and Literacy leads will cover both schools. The new Deputy Head will share with SD the responsibility for Assessment. **Action 132: Job descriptions for Deputy Head and Senior Teacher will be circulated to governors (SD).** Two new TAs are being appointed, one of whom is a teacher which will mean greater flexibility. There will be feedback to the governors when the federation has been functioning for a while. Although formal discussions are ongoing, in practice collaboration has already begun. Concern was expressed regarding ongoing problems of home-school communication, specifically with proofreading documents to ensure accurate information such as dates. **Action 133: Home/school communication to be on the full GB agenda in September 2017 (JB, EB).**

A joint governors' committee, drawn from both schools, will discuss in detail staffing and other arrangements needed as part of the formation of the federation. EB proposed that he, SD, DM and LB should be our representatives and that Lindsey Russell from Dry Drayton should chair it. The joint committee's proposals then need to be approved by both governing bodies, the LA and the diocese. This is followed by a 6-week consultation process with parents at both schools. The full governing bodies then meet to discuss the results of the consultation and decide independently whether to federate.

Dry Drayton will need to change its status to become a "Voluntary Aided" school like us. The structure of the governing body will be on that basis and may be determined by the diocese. In September there will be a completely new staff at Dry Drayton, with Sonya Hegan as the Senior Teacher who will be responsible for Years 5 and 6. The total number of pupils at Dry Drayton will be 54.

The Learning and Development Committee received feedback from the recent Due Diligence visit by Ofsted and a representative from the diocese. The inspection, to ascertain whether Oakington had sufficient capability to take on Dry Drayton, went well. Learning Walks were suggested as a very efficient way of monitoring what is happening in classrooms. **Action 134: Create checklists to assist governors on learning walks (SD).**

6. Head Teacher's Report

SD outlined the current school roll. Five children in three families have left the school recently as their parents wish to home educate them. 14 children have been given places in Reception class in September 2017. Two siblings of a new Reception pupil will also be joining Years 3 and 5. There will be a combined Year 5/6 class next year, and 5 Reception pupils will remain in reception for a further year. Overall numbers will be around 137 at the start of next term.

In terms of staffing, SD explained that Ms. Ryan and Mrs. Fisher will be returning from maternity leave to work part-time; Miss Cormode will teach in Year 4/5 for 2.5 days weekly as well as provide extra cover for Senior teaching staff to be released from the classroom each week; Mrs Smyth, who helped to provide maternity cover this year, has recently been appointed as Infant teacher at Dry Drayton Primary School from September. SD will be Executive Head of both Oakington and Dry Drayton schools from 1 September and is already working in both places. Mrs Audrey Davies will replace Emma Forsdicke as Finance Assistant. Two new TAs have been appointed, one of whom is an experienced teacher. Mrs. Oakley is reducing her hours and Mrs. Watts will cover 3 mornings per week. The advertising deadline for After School Club staff has been extended, and Mrs. Watkins will continue on Tuesdays and Wednesdays.

SD expressed her appreciation for the contribution volunteers make in the life of the school, and listed some of the extra-curricular activities that take place. SATs took place last month, and staff are currently in the process of writing reports. In Year 6, 80% of the children achieved GLD (Good Level of Development) and in Year 2, 78% reached the combined standards floor target. The Year 1 Phonics checks were carried out successfully as was the Year 6 writing moderation.

Year 5 and 6 children recently returned from a successful trip to Stibbington. Sports Day had to be postponed due to hot weather, and there have been other sporting events. James Alexander, Ben

Phillips and Steve Whyatt continue to give spiritual input into school and Inspire Prayer Spaces was very popular recently.

SD described maintenance work carried out in school, including the start of the refurbishment of one of the school house flats. A fire drill was carried out on 19 April 2017 and the school was evacuated in 2 minutes 40 seconds.

With regard to Safeguarding, there are currently no pupils on the Child Protection Register and we have no looked after learners. There are two pupils who have been adopted from public care.

SD stated that there were no incidences of racial harassment or exclusions to report. However, governors challenged her that bullying was not included and it was agreed that it should be, going forward. There had also been two complaints since SD had drafted her report and feedback on this will be included in the next Head Teacher's Report. Governors need to see that complaints are being adequately dealt with. EB said that the complaint and the response should be summarised when presented to governors. LB shared that she was very happy with how a bullying incident with her child was dealt with and EB felt that feedback should be encouraged. Addressing bullying should also cover staff as well as children. **Action 135: Provide feedback to governors about complaints and how they are handled; include bullying as a heading in Head Teacher's report (SD, EB).**

7. Governor Development

The Audit of Governing Body Effectiveness is being deferred. SO has stepped down from the governing body, as has PN. JP's term ends in July. EB expressed his thanks for their effort and involvement and asked JP and PN if they would be willing to remain until the conclusion of the 6-week federation consultation, after which the governing body would re-form. CC and JP suggested possible new governors, but EB pointed out that we do not yet know the new format of the joint governing body.

The governing body's objectives had narrowed to two last November.

1. Consider the options for academisation. This is a major decision involving structural change.
2. Continue to use RAISEonline to monitor trends in pupil performance. This objective is running for 2 years.

EB said that he was proud that the governors had made the decision to federate with Dry Drayton which achieved objective 1. Monitoring pupil performance continues as an ongoing objective.

8. Summer Event for Staff

SD had spoken to most staff about the event, and the majority were keen to come after the Leavers' Service. It will take place in St. Andrews church hall on Thursday 20 July. AW will organise the food by asking governors to provide a sweet and a savoury dish.

9. Reports from Sub-committees

Resources. In brief, KS is working on the Critical Incident Planning and work has begun on the school house flat.

Learning and Development. The committee received feedback from the recent Due Diligence visit by Ofsted and a representative from the diocese. They are satisfied that Oakington has the necessary resources to combine with and assist Dry Drayton. JP encouraged governors to complete their monitoring visit reports. **Action 136: Complete any outstanding reports (All)**

10. AOB

As her Annual Child Protection Monitoring Report, SD told governors that she, AW and KS had carried out a safeguarding visit last week. Teaching staff received their safeguarding training on 5 Sept 2016, support staff received theirs on 6 Sept 2016 and catering and cleaning staff on 7 Sept 2017. PL had attended Safer Recruitment Training on 2 February 2017. Governor training is not up-

to-date and needs to be included in a GB meeting. [Action 137. Provide governors with safeguarding training annually \(SD\).](#)

Volunteers receive safeguarding guidelines. The school's Safeguarding Policy is based on the one produced by county. Staff should have read "Keeping Children Safe in Education" and signed to say that they have done so, but it is possible that people have not absorbed the contents. SD intends to revisit the Whistleblowing policy, and to adopt and share EPM's Code of Conduct with both staff and governors. [Action 138: Revisit Whistleblowing policy \(SD, AW, KS\).](#) [Action 139. Adopt EPM staff code of conduct; share with staff and governors \(SD\).](#) Making spot checks to see if staff are familiar with the safeguarding policy was recommended. [Action 140. Spot check staff knowledge of safeguarding policy and add to annual cycle of GB work \(All\).](#)

The child injured on the recently-installed artificial grass has recovered. The parents are considering legal action against the suppliers. The school is not liable. The artificial grass has been replaced and is now safe.

The date of the next full governing body meeting will be agreed by email.

The meeting concluded at 10.15 pm.