

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

**MINUTES OF THE MEETING  
HELD ON THURSDAY 4 May 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)  
Jo Bryant (Clerk)

**APOLOGIES:** Sharon Oakley (SO), Anne Christie (AC), Karen Sutherland (KS)

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

**1. Welcome and apologies for absence**

Apologies were received from SO, who was unwell, and AC and KS due to personal circumstances. These were accepted by the governing body.

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

None were declared.

**3. Minutes**

EB proposed that the minutes of the previous three governing body meetings should be taken as one. This was agreed and EB signed the approved minutes. A vote of thanks was expressed to JB and KS for their comprehensive recording of the discussions.

**4. Matters Arising**

There had been no opportunity for the Emergency Planning meeting with SD, CC and KS to take place (Action 98) and this has been deferred until after June.

“Chair”, “Clerk” and “Bike It” email addresses have now been set up on the school website (Action 99).

Parents have been informed of the amount of subsidy given to school visits and events in the school newsletter (Action 100).

Revisiting the security of the school gate (Action 105) is being carried over.

Payment of an extra hour per week for all TAs to cover the first 10 minutes of the day has been reviewed (Action 106) but will remain the same because their hours include playtimes. TAs are happy with this.

EB and LB attended staff meeting last Wednesday to feed back on the results of the Staff Wellbeing survey. Office staff, TAs and teaching staff were there and the mood of the meeting was positive.

The main aim of the meeting was to demonstrate that the governors are supportive of all the work done in school. EB and LB explained what was shown by the pie charts, and useful comments and discussions followed. Staff are keen to repeat the survey, and it is intended to do so next year. EB and LB will revisit staff meeting next November. One of the issues raised was communication within school and with parents (Action 107) and a long discussion ensued. The following actions were therefore agreed: Action 114: Discuss ParentMail with staff (SD). Action 115: Re-instate weekly diary dates on staff whiteboard and send reminders to I pads (SD). Creating a runner system was also suggested.

SD had investigated the possibility of leaving the existing photocopier contract for the printer copier as it was unsatisfactory (Action 108). Another new photocopier had been bought and it was decided, on the basis of cost, to sit out the current contract until it expires in about 18 months' time. Staff did not feel that their work was valued sufficiently by parents and governors. Action 116: Termly Chair of Governors Report to be sent to parents via school website (EB). Staff expressed concern about cover on break and lunch duty, and the availability of first aid. An additional member of lunchtime cover staff is being provided. SD is to investigate improving or renewing the school telephone system, possibly providing an additional line for After School Club (Action 112). CC suggested a possible contractor for a VOIP system.

## **5. Budget**

This information is contained in a Confidential Minute.

## **6. Monitoring Visits**

JB outlined the current status of governor monitoring visits. LB was due to visit MFL on 26 April 2017, and CC had arranged a Humanities visit on 12 May 2017. JB had circulated CC's previous Maths visit to all governors. PL is due to arrange another. AC had indicated she would be unable to visit English until after half-term, and PN said he would not be able to visit RE this term. AW explained that the EYFS visit usually takes place in June. The Child Protection/LAC visit (AW, KS) is still to be arranged, as is PE, SEND, Pupil Premium and G&T (DM), and SDP Priority 2 (EB).

JP explained that the SDP should be used as a focus for all visits and that the Learning and Development Committee should feedback about visits to full governors. Action 118: Attend Learning and Development Committee when your monitoring report is being discussed, particularly if you are not normally at that meeting (All).

LB's report on Assessment highlighted the issues of teacher workload and quality marking, and emphasised how hard it is to bring SEN pupils to age-expected level.

## **7. Collaboration with Dry Drayton**

This information is contained in a Confidential Minute.

The meeting concluded at 10.20pm.