

**DRY DRAYTON CHURCH OF ENGLAND PRIMARY SCHOOL AND  
OAKINGTON CHURCH OF ENGLAND (AIDED)  
PRIMARY SCHOOL FEDERATION GOVERNING BODY**

**Full Governing Body Minutes, 11 January 2018  
Oakington C of E Primary School**

<b>Federation Governing Body members:</b>			
Sally Daggianti	Exec HT	Steve Gardner	SG
Edmund Buss	EB	Sue Wyatt	SW
David Clifford	DC	Lindsay Born	LB
Helen Bryant	HB	Esfandiar Zavarehei	EZ
Fiona Sweetnam	FS	Paul Lloyd	PL
Lindsey Russell	LR	Andrew Taylor (Associate)	AT
Nathan Clark	NC	Nicole Chaney (Associate)	NiC
Ann Webster	AW	Dawn Mansell (Associate)	DM
Alison Myers	AM		

Order	Item	Lead
<b>1</b>	<b>Welcome and apologies:</b>	
1.1	Members Present: Sally Daggianti, Edmund Buss, Lindsay Born, Helen Bryant, Paul Lloyd, Nicole Chaney, Nathan Clark, Esfandiar Zavarehei, Lindsey Russell, Sue Wyatt, Dawn Mansell, David Clifford, Steve Gardner, Fiona Sweetnam	
1.2	EB welcomed everyone and SD opened the meeting with prayer. As this was the first meeting of the Federation GB, each member and the clerk introduced themselves	
1.3	The meeting was quorate with 14 governors present.	
1.4	Apologies for absence, with governors' consent: Ann Webster	
1.5	Absent: Alison Myers	
<b>2</b>	<b>Election of Chair</b>	
2.1	EB was asked to leave the room by the clerk and following a brief discussion was appointed unanimously as the Chair of the Federation GB.	
<b>3</b>	<b>Confirm Co-opted/Parent/Staff/Foundation Governors and Associate Members</b>	
3.1	EZ and HB had been elected as Parent Governors by other parents, and FS had been elected a Staff Governor before the end of Autumn Term. The meeting confirmed their appointment to the GB.	
3.2	DC, SG and SW had been confirmed by St. Peter and St. Paul, Dry Drayton PCC as Foundation Governors. AM becomes a Foundation Governor, Ex-Officio.	
3.3	EB, LB, PL, and AW were the Foundation Governors for Oakington and will continue. The situation regarding the Ex-Officio Foundation Governor is being resolved.	
3.4	SD proposed NC, who is Deputy Head at Oakington, and EB proposed LR, previously Vice-chair at Dry Drayton, as Co-opted Governors. Both were asked to leave the room and, following a brief discussion, were appointed unanimously.	
3.5	NiC, DM, and AT were confirmed as Associate Members. The clerk clarified that all previous governors had been consulted about becoming Associates.	
3.6	A vice chair is needed for the governing body. LR was asked to leave the meeting and EB proposed her for the position as she is a great asset and very efficient. This appointment was confirmed unanimously and LR informed on her return.	JB
3.7	The LA Governor position is currently vacant, and it was proposed to submit LR's name for this. Once this has been confirmed, another Co-opted Governor can be appointed.	
<b>4</b>	<b>Declarations of Interest, Register of Pecuniary Interest</b>	
4.1	The clerk collected completed Declarations of Interest and Eligibility Forms from members and checked individuals' ID. A new Register of Interests will be created.	JB

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<b>5</b>	<b>Confirm Appointment of Executive Head</b>	
5.1	EB explained that, as the Memorandum of Understanding between the schools which enabled SD's appointment as Interim Executive Head ceased at the end of December, and that Federation had been agreed, the GB now needed to formally appoint her to the role. SD left the meeting at this point. Following discussion, LR proposed, EB seconded and the meeting agreed unanimously to her appointment. SD returned to the meeting and EB informed her of the decision, thanking her for her hard work in both schools.	
<b>6</b>	<b>Minutes of Previous GB Meetings</b>	
6.1	The minutes of the final meeting of Dry Drayton GB were approved and signed by LR.	
6.2	The minutes of the final meeting of Oakington GB were approved subject to correcting the date. EB will sign a corrected copy.	
<b>7</b>	<b>Matters Arising/ Action Points</b>	
	Dry Drayton	
7.1	AP2: Local MP to be informed that Federation has happened. Arrange a launch event?	LR
7.2	AP3: Governor photos to be updated on the school website.	DC
7.3	AP5: It is a statutory requirement to have an emergency planning procedure. This needs to be agreed across the Federation.	
7.4	AP8: Safeguarding, and other governor training needs to be organised.	
7.5	AP10: FS is booked onto Designated Person training in the near future.	
7.6	AP12: NiC has still to arrange her visit with SD.	NiC
7.7	AP13: LR to chase AT for his report on Next Steps feedback.	
7.8	AP14: All statutory policies need to be on the school website.	
7.9	AP16: A meeting with AM to plan collective worship is being arranged.	
	EB explained that previously Oakington has had an Action Tracker separate from the minutes to inform members more promptly what actions are required.	
7.10	AP98: The emergency planning issue needs to be picked up again.	
7.11	AP105/112: Security of the school gate, and school telephone system needs consideration.	NC
7.12	AP131: Looking at Dry Drayton's method of communicating with parents and enabling payments to be made needs to be actioned.	
7.13	AP146: "Guest" pupils cannot be enrolled. Funding is determined by how many pupils are on roll on census day.	
7.14	AP147: Reading focussed displays are in progress in classrooms.	
7.15	AP148: Monitoring data is essential to maintain standards. SD will include data in her Head Teacher's Report to both schools.	SD
7.16	AP149: School prospectus needs formatting. DD has a school brochure that needs updating.	LB
7.17	AP155/157: Learning Walk templates to be shared. Monitoring visits schedule to be updated. GB needs to ensure that both schools receive visits. Further discussion will take place at Learning and Development sub-committee.	
7.18	AP163: Staff need to be consulted on Disciplinary Policy. This is outstanding.	SD
7.19	Disciplinary and Physical Intervention Policies need to be discussed and adopted by the Federation GB to ensure consistency in both schools.	
7.20	All staff to be formally notified that the Federation takes effect from 1 Jan 2018 and that the GB becomes their employer.	EB
	<b>Break</b>	
<b>8.</b>	<b>Sub-Committees</b>	

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8.1	A combination of governors from both schools are to join each committee to retain expertise.	
8.2	It was agreed to keep the title of Resources Sub-committee to deal with such issues as budget, health and safety, safeguarding, expenditure, personnel, appeals, policies, buildings, SFVS, security and insurance.	
8.3	The members of this committee will be: DM, PL, EB, SG, DC and NC.	
8.4	The Resources Sub-Committee will have its first meeting on Thursday 8 March 2018 at 7pm at Dry Drayton.	
8.5	It was decided to call the other sub-committee the Standards, Learning and Development Sub-committee. Its remit includes policies, quality of teaching, educational updates, Ofsted, monitoring and assessment including pupil progress data.	
8.6	The members of this committee will be: LR, SW, LB, HB, FS, EZ.	
8.7	The Standards, Learning and Development Sub-committee will have its first meeting on Friday 9 March 2018 at 8am at Oakington.	
8.8	Head Teacher Performance Management will be conducted by a separate sub-committee. The arrangements for the sub-committees will be reviewed at the beginning of the new school year in September.	
<b>9</b>	<b>Governing Body Objectives</b>	
9.1	It was decided that the new Federation GB should focus on three objectives for the remainder of the school year.	
9.2	Embed the Federation. This involves: <ul style="list-style-type: none"> <li>- Learning about each school</li> <li>- Understanding roles</li> <li>- Getting DD to "Good"</li> <li>- Maintaining Oakington as "Good"</li> </ul>	
9.3	Communication. Areas to consider are: <ul style="list-style-type: none"> <li>- Home</li> <li>- School</li> <li>- Website</li> <li>- Publicity/Prospectus</li> </ul>	
9.4	Training. This includes: <ul style="list-style-type: none"> <li>- Skills audit</li> <li>- Identifying training needs</li> <li>- Planning for Ofsted</li> </ul>	
9.5	The objectives will be reviewed at the first FGB meeting of the new academic year.	
<b>10.</b>	<b>Communication</b>	
10.1	Publicity for the Federation is important and it was agreed that regular information should be fed into the Dry Drayton village newsletter, and the Oakington and Westwick Journal. A former governor at Oakington was now the editor of the Journal and would welcome such input.	EB, SD
10.2	EB complimented DD on its new website which uses Wordpress. EB suggested obtaining a price from DD's designer to re-design the Oakington website along the same lines.	SD
10.3	HB suggested that the new governors could introduce themselves with a brief profile of 150 or so words under suggested headings or in a Q & A format. This could be included in the schools' websites and the village media, and volunteered to provide questions/headings	HB
10.4	NC suggested the creation of a Federation front page. This would be very helpful for governors to share documents. Parents and other interested parties could then follow links to the individual schools as the aim is to keep each school's distinctive identity.	
10.5		

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10.6	Communication between school and home needs to be improved. Issues that have been highlighted before are formatting, inconsistent dates and insufficient notice of events.	
10.7	Electronic communication between school and home needs to be improved. The recent Parent Governor election was only conducted on paper. Oakington uses "Letters Home" at present. DD uses ParentMail, which seems to work well, and Oakington may revert to it. This will be discussed at the next FGB meeting.	
10.8	EB suggested the creation of a Facebook page for each class in the schools. LR felt this should be accessed through the website.	
10.9	DD's website needs to be populated with information. HB said that her school used Twitter for communication. However, staff needed to be given training.	
<b>11.</b>	<b>Governor Training</b>	
11.1	It was decided to arrange a safeguarding training session for governors with someone from the LA. JB will enquire about possible dates.	JB
11.2	LR recommended the LA's Governor Induction course, and taking out a subscription to either the National Governor's Association (NGA) or "The Key" an online advice service.	
11.3	EB asked whether there were any opportunities for new governors to be mentored.	
11.4	The governors' training record needs to be kept updated, and LR recommended the NGA skills matrix.	
<b>12.</b>	<b>Correspondence</b>	
12.1	Governors were reminded of the forthcoming Governor Briefing sessions on 25 Jan at 7pm, and 1 Feb at 1pm.	
<b>13.</b>	<b>Any Other Business (AOB)</b>	
13.1	SD said that the Termly Operational Plan (TOP) for Oakington and the new School Improvement Plan (SIP) for DD would be circulated shortly by the clerk.	JB
13.2	NC suggested taking up-to-date photos of the governors for display in both schools and on both websites.	
<b>14.</b>	<b>Dates of Future Meetings</b>	
14.1	Full GB Meetings: 15 March 2018      3 May 2018      28 June 2018  Resources: Thurs 8 March, 7pm, Dry Drayton  Standards, Learning and Development: Fri 9 March, 8am, Oakington	
	<i>The meeting concluded at 9.57pm</i>	

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**Summary of Federation Governing Body Action Points – 11 Jan 2018**

<b>GB 1 2018 AP No.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.6. Notify Governor Services that LR is nominated for LA Governor vacancy	JB	Appoint LA Governor
2.	4.1 Create New Register of Pecuniary Interests	JB	
3.	7.1 Arrange a Federation launch event?	LR	
4.	7.2 Governor photos to be updated on the school website.	DC	Website updated
5.	7.3/7.10 Emergency planning to be agreed across the Federation.	FGB	Staff prepared
6.	7.4 Safeguarding, and other governor training to be organised.	EB, LR, JB	Governors trained
7.	7.7 LR to chase AT for his report on Next Steps feedback.	LR	
8.	7.8 All statutory policies to be uploaded to school and Federation websites.	JB, SD	Ongoing
9.	7.11 Security issues at school gates in both Oakington and Dry Drayton + VOIP telephone system at Oakington to be considered.	RH, NC	
10.	7.12 Looking at Dry Drayton's method of communicating with parents and enabling payments to be made needs to be actioned.	SD	Revert to ParentMail?
11.	7.15 Monitoring data is essential to maintain standards. SD will include data in her Head Teacher's Report to both schools.	SD	Standards maintained
12.	7.16 Format Oakington School prospectus. Update Dry Drayton's school brochure.	LB	
13.	7.17 Share Learning Walk templates. Update monitoring visits schedule. GB to ensure that both schools receive visits.	EB, LR, LB	Improve governor visits effectiveness
14.	7.18 Staff to be consulted on Disciplinary Policy.	SD	Policy created
15.	7.19 Discuss and adopt Disciplinary and Physical Intervention Policies	FGB	Ensure consistency in both schools.
16.	7.20 All staff to be formally notified that the Federation takes effect from 1 Jan 2018 and that the GB becomes their employer.	EB	Change in staff conditions
17.	8.8 The arrangements for the sub-committees will be reviewed at the beginning of the new school year in September.	EB, JB	
18.	9.5 The Governing Body objectives will be reviewed at the first FGB meeting of the new academic year.	EB, JB	
19.	10.1 Regular information to be sent to the Dry Drayton village newsletter, and the Oakington and Westwick Journal.	SD, EB	Improve communication
20.	10.2 Dry Drayton school's website designer to be approached to give a price for updating Oakington school's website.	SD	
21.	10.6 Improve electronic communication between school and home.	SD, NC	
22.	11.1 JB to enquire about possible dates for governors' safeguarding training session with someone from the LA.	JB	
23.	11.2 Investigate subscribing to the NGA or "The Key" for advice.	JB	
24.	13.1 Oakington TOP and Dry Drayton SIP to be circulated by the clerk.	SD, JB	