

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

Meeting at Dry Drayton Primary School, Thursday 15 March 2018

| Federation Governing Body members: | | | |
|---|---------|---------------------------|-----|
| 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 |

| Order | Item | Lead |
|----------|--|------|
| 1 | Welcome and apologies: | |
| 1.1 | Members Present: Sally Daggianti, Edmund Buss, Helen Bryant, Paul Lloyd, Nicole Chaney, Lindsey Russell, Sue Wyatt, Dawn Mansell, David Clifford, Steve Gardner, Fiona Sweetnam, Ann Webster | |
| 1.2 | EB welcomed everyone and SG opened the meeting with prayer. The meeting was quorate with 12 governors present. | |
| 1.3 | Apologies for absence, with governors' consent: Esfandiar Zavarehei, Andrew Taylor, David Clifford, Lindsey Born, Nathan Clark | |
| 2 | Declarations of Interest, Register of Pecuniary Interest | |
| 2.1 | None were declared. | |
| 2.2 | EB asked the clerk to ensure that all governors were registered with DBS. | |
| 3 | Minutes of Previous GB Meeting | |
| 2.1 | The meeting approved the minutes as correct. They were signed by EB. | |
| 4 | Matters Arising/ Action Points | |
| 4.1 | 7.The "Next Steps" governor report had now been received. | |
| 4.2 | 9. Further quotes for installing a new telephone system at Oakington are being sought. | |
| 4.3 | 12. Work on Oakington's prospectus needs to be finished. | |
| 4.4 | 13. Learning Walk, and Governor Monitoring Report templates from both schools are to be compared and shared. | |
| 4.5 | 15. Disciplinary and Physical Intervention policies will be discussed at the next FGB. | |
| 4.6 | 19. Dry Drayton generates 10 village newsletters per year. SG is to tell SD and EB the dates of future issues so that school information can be included. | |
| 4.7 | 22. Safeguarding Training has been arranged with Chris Meddle. It will take place at Oakington on Tues 17 April 2018. | |
| 4.8 | 23. JB has set up a governing body subscription to the NGA. All governors should receive newsletters once they have signed up. | |
| 4.9 | 24. Oakington TOP and Dry Drayton SIP had been circulated by the clerk prior to this meeting. | |
| 4.10 | 3. A Federation launch event will take the form of Open Days in each school in the summer term following SATs. It will be a celebration rather than a launch. | |

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| 5 | LA Governor Appointment | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | LR had been nominated by Governor Services as the LA Governor subject to the approval of the governing body. SG proposed that this should be approved, EB seconded and the meeting agreed unanimously. | | | | | | | | | | | | | | | | | | | | | |
| 6 | Governor Roles | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | By a process known as the Archdeacon's Appointment, SW is acting in place of Dry Drayton's Ex-officio governor, Rev. Alison Myers. The same will apply to AW who is acting in place of Oakington's Ex-officio governor, Rev. James Alexander, once it has been approved by the Archdeacon and the diocese. | | | | | | | | | | | | | | | | | | | | | |
| 6.2 | There are currently 2 vacancies on the governing body: 1 Foundation Governor (Dry Drayton), and 1 Co-opted Governor. There will be a further vacancy as LB has indicated her intention to resign from being a Foundation Governor for Oakington. It was decided to defer appointing replacements until the GB skills audit had taken place so that any skills gaps can be addressed. | | | | | | | | | | | | | | | | | | | | | |
| 6.3 | NiC is to join the Standards, Learning and Development Committee. AT should also join one of the two committees. | | | | | | | | | | | | | | | | | | | | | |
| 6.4 | Members of the two main committees are as below: | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>S, L & D</td> <td>EB</td> <td>EZ</td> <td>FS</td> <td>SD</td> <td>NiC</td> <td>HB</td> <td>LB</td> <td>LR</td> <td>SW</td> </tr> <tr> <td>Resources</td> <td>AW</td> <td>DC</td> <td>DM</td> <td>EB</td> <td>NC</td> <td>SD</td> <td>PL</td> <td>SG</td> <td>AT?</td> </tr> </table> | S, L & D | EB | EZ | FS | SD | NiC | HB | LB | LR | SW | Resources | AW | DC | DM | EB | NC | SD | PL | SG | AT? | |
| S, L & D | EB | EZ | FS | SD | NiC | HB | LB | LR | SW | | | | | | | | | | | | | |
| Resources | AW | DC | DM | EB | NC | SD | PL | SG | AT? | | | | | | | | | | | | | |
| 6.5 | Designated Governors are as below (those in brackets will shadow): | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>EYFS - AW</td> <td>English – EB (FS)</td> <td>Maths – PL (EZ)</td> </tr> <tr> <td>Humanities – HB (AT)</td> <td>Safeguarding – SG (DM)</td> <td>IT - EZ</td> </tr> <tr> <td>Data – EB, LR, EZ</td> <td>Science – LR (PL)</td> <td>RE/Collective Worship - HB</td> </tr> <tr> <td>Out of Hours - NiC</td> <td>Pupil Premium/SEN/ G&T - SW</td> <td>MFL - NC</td> </tr> <tr> <td>Health & safety – AW (RH)</td> <td>PE/Sports Funding – DC (SG)</td> <td></td> </tr> </table> | EYFS - AW | English – EB (FS) | Maths – PL (EZ) | Humanities – HB (AT) | Safeguarding – SG (DM) | IT - EZ | Data – EB, LR, EZ | Science – LR (PL) | RE/Collective Worship - HB | Out of Hours - NiC | Pupil Premium/SEN/ G&T - SW | MFL - NC | Health & safety – AW (RH) | PE/Sports Funding – DC (SG) | | | | | | | |
| EYFS - AW | English – EB (FS) | Maths – PL (EZ) | | | | | | | | | | | | | | | | | | | | |
| Humanities – HB (AT) | Safeguarding – SG (DM) | IT - EZ | | | | | | | | | | | | | | | | | | | | |
| Data – EB, LR, EZ | Science – LR (PL) | RE/Collective Worship - HB | | | | | | | | | | | | | | | | | | | | |
| Out of Hours - NiC | Pupil Premium/SEN/ G&T - SW | MFL - NC | | | | | | | | | | | | | | | | | | | | |
| Health & safety – AW (RH) | PE/Sports Funding – DC (SG) | | | | | | | | | | | | | | | | | | | | | |
| 6.6 | Members of other committees below will be confirmed at next FGB: | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Appeals</td> <td>SW</td> <td>DM</td> <td>EB</td> <td></td> </tr> <tr> <td>Disciplinary</td> <td>SG</td> <td>LR</td> <td>PL</td> <td></td> </tr> <tr> <td>HT Performance Review</td> <td>SG</td> <td>LR*</td> <td>AW*</td> <td>EB</td> </tr> </table> <p>*training to be arranged</p> | Appeals | SW | DM | EB | | Disciplinary | SG | LR | PL | | HT Performance Review | SG | LR* | AW* | EB | | | | | | |
| Appeals | SW | DM | EB | | | | | | | | | | | | | | | | | | | |
| Disciplinary | SG | LR | PL | | | | | | | | | | | | | | | | | | | |
| HT Performance Review | SG | LR* | AW* | EB | | | | | | | | | | | | | | | | | | |
| 7 | Governor Skills Audit | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | LR asked whether a Skills Audit report was available for former Dry Drayton governors from AT. EB suggested delegating this function to a team of 3. Using the NGA template, the team will investigate the strengths and weaknesses of individual governors. The contact will be via email and governors will need to respond by mid-April. EB, SG and LR will then meet to discuss at the end of April. | EB, SG, LR | | | | | | | | | | | | | | | | | | | | |
| 8. | Finance | | | | | | | | | | | | | | | | | | | | | |
| 8.1 | SD explained that, because she had not set DD's budget for the past year, the Best Value Statement, Statement of Internal Control and SFVS that she was presenting to governors for approval only related to Oakington. She is to clarify with Ray Byford whether there needs to | | | | | | | | | | | | | | | | | | | | | |

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| | be a Best Value Statement for the Federation. The governors approved the documents subject to his reply. | SD |
| 9 | Headteacher's Reports | |
| 9.1 | <u>Dry Drayton SIP</u> There are 53 children on roll at present. NiC asked whether 3 classes will continue next year. SD replied that they would, with extra TA support in the mornings for infant children. | |
| 9.2 | Mrs. Seymour, who was recently appointed to Year3/4 will be introduced to parents in a "Meet the Teacher" session before the end of term. | |
| 9.3 | SW asked what the implications are for a potentially large EYFS/Reception intake next September. The actual numbers will not be known until 14 April so this will be discussed at the next FGB meeting. | |
| 9.4 | Attendance is an issue, and needs to be encouraged. The figure at DD is 95.7%, below the 96.2% which is regarded as good. It only takes 3 children to be absent for the figure to drop below the necessary level. One child has been on long-term medical absence and is therefore discounted. There is a 3-letter system for contacting parents when individual attendance drops below 90%. | |
| 9.5 | <u>Oakington TOP</u> There are 137 children on roll at present. So far there are 23 first choice applicants for next year (the PAN is 25). | |
| 9.6 | All is well with the staff. | |
| 9.7 | Despite support being put in place, one child had been moved to Bar Hill by their parents. | |
| 9.8 | A Federation Day to celebrate Easter will take place at DD on Friday 23 March. | |
| 9.9 | LR queried the fact that identical timings for evacuating each school in a fire drill were shown. | |
| 9.10 | LR requested that the figures for lateness are shown in Headteacher's reports. DD is currently better than O. LR requested that the Early Bird trophy is more widely publicised in the newsletter. | SD |
| 10. | Monitoring Standards | |
| 10.1 | <u>Dry Drayton</u> SD said DD needs to improve on last year's phonics check results but data/ progress from this year's Year 1 indicate that this will be the case. | |
| 10.2 | LR asked if we make use of Fischer Family Trust to ensure Yr 6 targets are aspirational enough. SD said that ambitious but achievable targets were set based on FFT. These targets should be met by the end of the year. | |
| 10.3 | LR asked whether interventions to support children in achieving greater depth, and DD Year 6 pupils currently not on track were having any impact. SD said that as much support as possible has been put in place. Achieving greater depth is now harder. | |
| 10.4 | EB asked SD if there were any areas of concern. SD replied that her only area of concern was attendance. | |
| 10.5 | Moderation across both schools helps to show teachers where to focus and alternates between Maths and Writing each half term. There has been good progress in writing. | |
| 10.6 | LR commented that DD's teacher-assessed writing results at the end of the last school year were disappointing compared to in-year assessments. Sally is not concerned about this happening again because teachers are using assessment frameworks to inform their assessments. | |
| 10.7 | LR queried that two Year 3 children were not on track in Writing and Maths. SD explained that one child had arrived late in the year but was now on the cusp of meeting the target. One child is making expected progress, but not yet achieving the greater depth target set. | |
| 10.8 | <u>Oakington</u> There are 24 children in Year 1. They are all meeting their targets. Year 2 is a difficult year group with a majority of boys. Many are just below age-expected. | |

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| 10.9 | Child 18 arrives in Year 6 next week. They are EAL and will be discounted as regards SATs. LR asked if they would have a 1:1 TA. | |
| 10.10 | The End of Year and Greater Depth targets will be achieved, but Age Expected may not. The same 4 children are not reaching target in Reading, Writing and Maths. | |
| 10.11 | Some children have been allowed extra time in SATs | |
| 10.12 | LR cited a Pupil Premium child who had achieved higher attainment in KS1, but made less progress than their peers in KS2. SD said that of the 4 PP children at DD, 3 would make Age Expected, and 1 would exceed Good Level of Development. Oakington has 11 PP pupils. Of these 5 will make Age Expected. | |
| 10.13 | Two Looked After Children (LAC) are making progress but will not make Age Expected. | |
| 10.14 | SD reflected that it is interesting to compare the two schools. Greater Depth, which is now more demanding, is consistent at O, but variable at DD. | |
| 10.15 | EB asked whether the Federation should prioritise Greater Depth achievement. | |
| 11. | Reports from Sub-Committees | |
| 11.1 | <u>Resources</u> This was a lengthy meeting as there were many issues to discuss. In summary, the finances of both schools are in good shape which raises the possibility of pursuing facilities projects, although these need to be evaluated and prioritised. | |
| 11.2 | Because it a VA school, SG is to take Oakington's Resources ToRs as the basis for Federation Resources ToRs. | SG |
| 11.3 | Robbie Hawkes is to be approached to assist with Health and Safety in both schools | SG |
| 11.4 | DD Methodist chapel has been sold subject to contract. It must be used for community purposes. A metal fence needs to be erected around the boundary which will close off the gate. | EB |
| 11.5 | <u>Standards, Learning and Development</u> Business was despatched in just over an hour. The meeting looked at data and SD fed back about moderation. | |
| 11.6 | Governor Monitoring visits are to be based on DD's SIP and O's TOP. In both schools, they will focus on Writing, Quality Marking, and Next Steps feedback. | |
| 11.7 | A visit to compare reading progress at O and at DD will be carried out shortly. | NiC |
| 11.8 | SD monitors staff workload. Staff Well-being is to remain a standing item on FGB's agenda. | SD, JB |
| 11.9 | The schedule of Governor Monitoring visits is to be circulated. | LR, JB |
| 12 | Governing Body Bank Account | |
| 12.1 | It was agreed to remove KS, PN and CC as signatories to the Oakington Governors' Account which deals with the monthly income from letting the Oakington School House flats. They will be replaced by SG, DM and AW. | EB |
| 13. | Preparing for Ofsted | |
| 13.1 | Governors need to be prepared to answer questions during an inspection, and training sessions will be available on 19 June 2018. Online training is available on the NGA website and Ofsted provides a webinar. Governors are to be circulated to ask for volunteers. | EB, JB |
| 13.2 | A folder needs to be prepared by governors to be made available for Ofsted. This will be added to SLD's agenda and will remain a standing item on FGB agendas. | JB |
| 13.3 | LR has been trying to register for NGA training and it seems the Federation does not have a unique reference number. She asked whether Ofsted knows about the Federation and what is its status with the LA and the diocese. EB is to chase Carol Peel at Governor Services. | EB |
| 14. | GDPR (New Data Legislation) | |
| 14.1 | GDPR comes into force on 25 May 2018. SD said that the Federation had bought into the Education IT service for support. There will be an audit of both schools, policies to ensure compliance will be produced and staff will be trained. | SD |
| 15. | SEN Review | |
| 15.1 | EB and SD reported back on two formal complaints regarding SEN provision at Oakington. While it was felt that the ongoing situation in both cases was currently following correct | |

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| | procedures, it was suggested that a review should take place. The review panel should include the family worker and the SEN governor, should refer to SD and relevant staff as appropriate, have a scope of reviewing how all SEN children had been dealt with at Oakington, and make recommendations for improvement as appropriate. This was agreed. | |
| 16. | Communication | |
| 16.1 | EB recommended setting up a sub-committee to focus on communication. Areas to consider are: <ul style="list-style-type: none"> - Home - School - Website - Publicity/Prospectus HB volunteered to be part of the team. She might be joined by FS and EZ. | HB, FS, EZ |
| 16.2 | The creators of DD's website will be approached to refresh Oakington's, and it would be beneficial for both school websites to be linked, and for personnel from both schools to be involved. EB suggested that he and DC might work on this. | EB, DC |
| 17. | Getting to know each other's schools | |
| 17.1 | EB intends to visit DD and it was recommended that governors should visit both schools before the next FGB. Federation Days give a good opportunity for this. The next one is on Friday, 23rd March at DD. Governors are welcome to drop in/ come along to any Federation Day at either school. DM asked for such dates to be notified well in advance to enable working governors to arrange time off work. | |
| 17.2 | Federation Celebration Open Day afternoons will be arranged at each school after SATs so that parents and governors can visit each school. | |
| 18. | Correspondence | |
| 18.1 | JB told the meeting that everyone had been registered with the NGA, but they needed to set up their own login in order to receive weekly newsletters. | |
| 18.2 | The annual Governor Conference takes place at Swavesey Village College on Sat 24 March 2018. SG said that he is going as he found last year's conference very helpful. | |
| 18.3 | CCS, which provides catering and cleaning services to schools is closing next December. SD is looking at possible alternatives. This will be on the next Resources agenda. | |
| 19. | Any Other Business (AOB) | |
| 19.1 | DC's wife had written to Dry Drayton Parish Council regarding traffic management in the vicinity of the school. Traffic calming is needed and a 20mph speed limit would help. The governing body wished to record their support for any measures the PC could take. | |
| 19.2 | AW said that retiring governors should be given a gift to recognise their contribution over the years. EB suggested commemorative mugs and JB is to provide him with the tenure dates. | |
| 20. | Dates of Future Meetings | |
| | Full GB Meetings: 3 May 2018 28 June 2018 Resources: Mon 23 April, 7pm, Oakington Standards, Learning and Development: Thurs 19 April, 8am, Dry Drayton | |
| | <i>The meeting concluded at 10.20pm</i> | |

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Summary of Federation Governing Body Action Points – 15 March 2018

| GB 2 2018 AP No. | Action Point | By Whom | Outcome |
|---------------------------------|--|--------------------|-------------------------------|
| 1. | 4.2 Further quotes for installing a new telephone system at Oakington are being sought. | NC | System updated |
| 2. | 4.3 Work on Oakington's prospectus needs to be finished. | LB | |
| 3. | 4.4 Learning Walk, and Governor Monitoring Report templates from both schools are to be compared and shared. | LR | Consistency across Federation |
| 4. | 4.6 SG is to tell SD and EB the dates of future issues of DD newsletter so that school information can be included. | SG | Raise awareness |
| 5. | 6. Governor roles should be confirmed. | All | Roles are covered |
| 6. | 6.6 Training to be arranged for LR and AW for HT Performance Review. | EB | |
| 7. | 7.1 Governor Skills Audit to be carried out via email by mid-April using NGA template. Team of 3 to discuss results at end of April. | EB, SG and LR | Identify skills gaps |
| 8. | 8.1 SD to clarify with Ray Byford whether there needs to be a Best Value Statement for the Federation. | SD | |
| 9. | 9.10 The Early Bird trophy to be more widely publicised in DD's newsletter. | SD | Improve punctuality |
| 10. | 11.2 Because it a VA school, SG is to take Oakington's Resources ToRs as the basis for Federation Resources ToRs. | SG | |
| 11. | 11.3 Robbie Hawkes is to be approached to assist with Health and Safety in both schools. | SG | |
| 12. | 11.7 A visit to compare reading progress at O and at DD is planned. | NiC | |
| 13. | 11.9 The schedule of Governor Monitoring visits is to be circulated. | LR, JB | Ensure visits completed |
| 14. | 12.1 SG, DM, and AW are to be added as signatories to the Oakington Governors' Account. | EB | Regularise position |
| 15. | 13.1 Governors are to be circulated to ask for volunteers to assist with Ofsted. | EB, JB | Ensure governors available |
| 16. | 13.3 EB is to chase Carol Peel at Governor Services regarding Federation UID. | EB | |
| 17. | 14.1 Staff will be trained in GDPR. | SD | Ensure compliance |
| 18. | 16.1 A sub-committee is to focus on communication | HB, FS, EZ | Improve communication |
| 19. | 16.2 EB and DC to work on both school websites alongside web developer. | EB, DC | Improve websites |
| 20. | 17.1 Governors should aim to visit both schools before the next FGB. | All | Become familiarised |
| 21. | 17.2 Federation Celebration Open Day afternoons will be arranged at each school after SATs so that parents and governors can visit. | SD | Celebrate Federation |