

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

**Meeting at Oakington Primary School, Thursday 3 May 2018**

<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

Order	Item	Lead
<b>1</b>	<b>Welcome and apologies:</b>	
1.1	Members Present: Sally Daggianti, Edmund Buss, Paul Lloyd, Nicole Chaney, Lindsey Russell, Dawn Mansell, Steve Gardner, Ann Webster, Esfandiar Zavarehei, Nathan Clark. Guest: Sonia Hegan	
1.2	EB welcomed everyone and AW opened the meeting with prayer. The meeting was quorate with 10 governors present.	
1.3	Apologies for absence, with governors' consent: Helen Bryant, Sue Wyatt, Lindsey Born	
1.4	Absent: David Clifford, Fiona Sweetnam, Andrew Taylor	
<b>2</b>	<b>Declarations of Interest, Register of Pecuniary Interest</b>	
2.1	None were declared.	
<b>3</b>	<b>Minutes of Previous GB Meeting</b>	
3.1	The meeting approved the minutes as correct. They were signed by EB.	
<b>4</b>	<b>Matters Arising/ Action Points</b>	
4.1	1. The action to obtain further quotes for installing a new telephone system at Oakington is ongoing.	NC
4.2	The Federation now has a UID (Unique Identification Reference) for administrative purposes.	
<b>5.</b>	<b>Progress Data</b>	
5.1	Sonia Hegan, Senior Teacher at Dry Drayton, explained to governors the data sheets for Year 6 in both Oakington and Dry Drayton. The summaries are based on Target Tracker. There have been some teething troubles with its introduction, but it is now providing useful information particularly to enable comparison with national figures. It should be noted that both Oakington and Dry Drayton are small cohorts.	
	<u>Oakington</u>	
5.2	Accelerated Reader has been very successful and encouraged children to read.	
5.3	The national figure for Combined ARE is 61%. Not every child is currently reaching this, but interventions are in place. NC tutors at lunchtimes for Maths and SPAG.	
5.4	100% children are on course to achieve their EOY target in Reading and Writing. 2 children are falling behind in Maths. The Maths curriculum which launched in 2014 is harder. Pupil Premium funding is being used to assist.	

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<p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p>	<p><u>Dry Drayton</u></p> <p>In Year 6 there are 6 girls and 3 boys of whom 1 has recently been diagnosed with high functioning autism. Year 5 consists of 7 boys of whom 2 have EHCPs with 1:1 TA support. Sonia Hegan has interventions in place, some of which are voluntary.</p> <p>Writing has been a weakness at Dry Drayton, but with good practice and a passion to improve, is getting better and enthusiasm has increased.</p> <p>Accelerated Reader continues to prove beneficial, and two governors assist regularly in school with reading.</p> <p>6 pupils are strong in some subjects, and 3 are weaker. 1 child has made excellent progress even though they will not reach ARE.</p> <p>EYFS moderation is due, and moderation for writing may take place in mid-May.</p> <p>The aspiring combined score for RWM is 77%. Both schools need to achieve 66% to be considered "Good".</p> <p><b>Sonia Hegan was asked if adding Foundation Subjects to Target Tracker would create a lot of additional work.</b> She replied that she is already using it for Science, but topic rotation in small schools means that Target Tracker has flaws. It would only provide a rough guide for such subjects as art and PE.</p> <p>EB said that the governing body wants to support the work of the teaching staff and is keen to see children making progress. He thanked Sonia Hegan and NC for their input.</p>	
<p><b>6</b></p>	<p><b>Approve Budget</b></p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p>	<p>The pupil headcount is the starting point for budget setting and derives from the census of pupil data in October. It is possible that pupil numbers will increase to 140 in Oakington in 2018-19. Numbers need to rise to 60 in Dry Drayton, and a possibility of first-time buyer housing being developed in the village will help.</p> <p>Expenditure is more than income in both schools, but the deficit can be balanced with careful management. A finance sub-group of the Resources Committee comprising EB, SG, SD and PL will go through the budget line by line to assist this.</p> <p>Another sub-group of the Resources Committee will look at prioritising capital spending. Oakington is currently holding a reserve earmarked for a 7<sup>th</sup> classroom which would enable the school to be single form entry. LCVAP funding has also been requested from the diocese for this purpose, but nothing has been heard as yet.</p> <p>It was proposed that £10,000 should be set aside for repairs, renewals and redecorations to Oakington's buildings.</p> <p>A third sub-group of the Resources Committee would cover safeguarding, including health and safety. The sub-group will also review Critical Incident Planning (CIP) across the Federation and arrange training.</p> <p>Despite budget cuts, Oakington's financial position is stable and, with the costs of the arrangement with Caldecote having ceased, Dry Drayton's position is improving.</p> <p>CCS ceases operations at the end of the school year so alternative catering arrangements are being sought.</p> <p>The key to a healthy and stable future for both schools is that they are classified as "Good" at their next Ofsted inspection.</p> <p><b>SD was asked if she was confident that it would be possible for 3 classes to be maintained at Dry Drayton going forward.</b> She affirmed that it would.</p> <p><b>SG asked if the governors would consider adding another school to the Federation.</b> It was felt this was a consideration for the future.</p> <p>SG proposed acceptance of the Dry Drayton budget. This was seconded by EB and agreed by the meeting. EB proposed acceptance of the Oakington budget. This was seconded by PL and the meeting agreed.</p>	<p>EB, SG, SD, PL</p> <p>DM, AW, SG</p> <p>SD</p>
<p><b>7.</b></p>	<p>Coffee Break</p>	



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	Governor visits may highlight specific things. Feedback to staff is essential.	
<b>11.</b>	<b>Safeguarding</b>	
11.1	The recent training session with Chris Meddle had been beneficial. The main burden of it was to ensure that the school environment reflects the importance of safeguarding considerations and raises awareness, such as information posters around school and in classrooms. A safeguarding question is now included in the governor visit report template. The office in both schools should ensure that all visitors sign in.	SD
<b>12.</b>	<b>Policies for approval</b>	
12.1	SLD committee recommended the Disciplinary, Physical Intervention and Governor Induction Policies for approval, and the meeting agreed.	
<b>13.</b>	<b>Reports from Sub-Committees</b>	
	<u>Resources</u>	
13.1	The budget for both schools had been approved.	
13.2	It had been agreed to create 3 sub-groups: i) Finance Sub-group to review the budgets in detail ii) Capital Spending Sub-Group to prioritise projects iii) Safeguarding Sub-Group to cover SCR checks and Health and Safety visits	
	<u>Standards, Learning and Development</u>	
13.3	The committee reviewed DD's School Development Plan (SDP) and O's Termly Operational Plan (TOP), looked at progress data and asked many questions.	
13.4	EZ is to check both school websites for compliance with DfE requirements.	
13.5	Quality of teaching has been reviewed with SD and is good, or better.	
13.6	The governor monitoring timetable needs to be arranged with SD.	
13.7	Governor presence at school sports days is welcomed.	
13.8	Parents need to be encouraged to complete the survey questionnaire.	
<b>14</b>	<b>Skills Audit/ Governor Vacancies</b>	
14.1	There are currently 2 vacancies on the governing body – a Foundation governor from Dry Drayton, and a Co-opted Governor. LB has indicated that she will be stepping down, which will create a Foundation Governor vacancy for Oakington. A Governor Skills Audit is being carried out online, and EB recommended that no new appointments should be made until the results of the audit have been reviewed. The deadline for responding in Monday 7 May.	
<b>15.</b>	<b>School Websites</b>	
15.1	EB has contacted Dave Carr regarding a new website for Oakington. A meeting is to be arranged involving EB, SD, NC and EZ.	EB, SD, NC, EZ
<b>16.</b>	<b>GDPR (New Data Legislation)</b>	
16.1	GDPR comes into force on 25 May 2018. The Federation has bought into the Education IT service for support but there needs to be an audit of both schools. Ali Arnold is acting as Data Processing Officer for Dry Drayton and similar resource needs to be found for Oakington.	SD
<b>17.</b>	<b>Communication</b>	
17.1	HB is arranging meetings to address this.	
<b>18.</b>	<b>Staff Well-being</b>	

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18.1	A staff survey is to take place at the same time as the Parent and School surveys (after SATs) and FS and NC are to be asked to report back on it. Governors requested to see the results of all 3 surveys.	FS, NC
18.2	It was recommended that there should be a Suggestions Box specifically for staff placed in the staff rooms in both schools.	SD
18.3	SD was asked about the support given to an NQT at Dry Drayton. SD responded that she has been networking with another teacher at Earith and that she herself would provide support during moderation.	
<b>19.</b>	<b>Any Other Business (AOB)</b>	
19.1	None was raised.	
<b>20.</b>	<b>Dates of Future Meetings</b>	
	Full GB Meetings: 5 July 2018 Resources: tbc Standards, Learning and Development: tbc	
	<i>The meeting concluded at 10.15pm</i>	

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**Summary of Federation Governing Body Action Points – 3 May 2018**

<b>GB 2 2018 AP No.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	4.1 Further quotes for installing a new telephone system at Oakington are being sought.	NC	System updated
2.	6.2 A finance sub-group comprising EB, SG, SD and PL will go through the budget line by line to balance any deficit.	EB, SG, SD, PL	Deficit balanced
3.	6.3 A sub-group will look at prioritising capital spending.		Projects planned
4.	6.5 A Safeguarding sub-group of the Resources Committee will cover health and safety and review Critical Incident Planning (CIP) across the Federation, arranging training.	DM, AW, SG	Safeguarding monitored
5.	6.6 Alternative catering arrangements are being sought.	SD	New catering contract
6.	8.1 Governors recommended to familiarise themselves with ASP data. Access is needed to ISDR information for both schools. JB to be an Approver?	All, JB	Governors familiar with data
7.	9.4 Next Steps marking still needs to be improved. SH, SD and LR are to carry out a Learning Walk for English.	SH, SD, LR	
8.	9.7 Attendance will be included in Headteacher's Reports.	SD	Governors informed
9.	11.1 The office staff in both schools should ensure that all visitors sign in as a matter of safeguarding.	SD	Safeguarding ensured
10.	13.4 Both school websites are to be checked for compliance with DfE requirements.	EZ	Websites compliant
11.	13.6 Governor monitoring visits need to be arranged with SD	All	Ensure visits completed
12.	13.8 Parents need to be encouraged to complete the survey questionnaire	All	Gather feedback
13.	14.1 A Governor Skill Audit is being carried out online.	All	Identify skills gaps
14.	15.1 A meeting to discuss a new website for Oakington is to be arranged.	EB, SD, NC, EZ	Website improved
15.	16.1 GDPR audit of both schools to be done.	SD, EB	Ensure compliance
16.	18.1 Governors to see results of Parent, School and Staff surveys when completed.	SD, EB, NC, FS	Gather feedback
17.	18.2 Suggestions boxes to be provided in school staff rooms.	SD	Encourage ideas