

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

Meeting at Oakington Primary School, Tuesday 17 July 2018

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

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, Ann Webster, Esfandiar Zavarehei, Nathan Clark, Andrew Taylor, Fiona Sweetnam, Helen Bryant, Sue Wyatt.	
1.2	EB welcomed everyone and AW opened the meeting with prayer. The meeting was quorate with 12 governors present.	
1.3	Apologies for absence, with governors' consent: Dawn Mansell, Steve Gardner	
<b>2</b>	<b>Declarations of Interest, Register of Pecuniary Interest</b>	
2.1	NC declared an interest in that he is also a governor of Fenstanton and Hilton Primary School.	
<b>3</b>	<b>Data Protection Policy (GDPR)</b>	
3.1	An additional paragraph added under section 13.1 of the policy which states "The only exception to the above is in the case of the governors, or the clerk to the governors, who may store information on their own personal device. However, storage on these devices must in all other respects be in accordance with the terms of this policy" was approved in the meeting.	
<b>4</b>	<b>Head Teacher Reports</b>	
4.1	<b>Dry Drayton school</b> currently has 51 pupils on roll, although this number may fall. 50% of children attending the school are from out of catchment, and promotion via the school website and by holding open days is needed.	SD
4.2	Staff changes were reported. SD was asked if exit interviews would take place, as per recent SLD minutes. She said they would, although they are not statutory for TAs. A new teacher for Year 3/ 4, Rebecca O'Dell has been appointed, but no new TAs.	
4.3	A student on placement has been volunteering in Infants Class each Friday morning this term. This arrangement will finish at the end of term. There are not many other volunteers.	
4.4	A variety of extra-curricular clubs are on offer for the children including football, gymnastics, cookery, coding and choir. These are run by outside providers, a parent volunteer, TA's and teaching staff during lunch hours and after school.	
4.5	Most pupils have met targets set at the beginning of the year, with a few children across the year groups exceeding them.	
4.6	<b>Year 6:</b> writing moderation was carried out on 22 <sup>nd</sup> June with 75% achieving ARE (compared with 50% last year). Combined Y.6 results are 63% ARE (Age Related Expectation), broadly in line with this year's national and a significant improvement on last year's 50%. 12.5% achieved GD (Greater Depth).	
4.7	<b>Year 2:</b> 85% children achieved combined ARE and 42 % GD in Writing, Reading, and Maths. This is well above national.	
4.8	<b>EYFS:</b> all children are on track to meet their end of year targets, with 90% reaching GLD (Good Level of Development) which is outstanding and significantly above last year's national.	

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OAKINGTON CHURCH OF ENGLAND (AIDED)  
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4.9	<b>Yr. 1 Phonics check:</b> 8/9 children (89%) achieved this, which is again outstanding. Of the 4 children retaking the test, 2 passed.	
4.10	Many parents and others linked to school came to Sports Day and Feast week events. The recent Federation Day focussed on appraising and composing music. The KS 2 play was well attended and was very good.	
4.11	GenR8 and Rev. Alison Myers continue to be active in school. A project to create harvest banners for St. Peter and St. Paul church is planned for the autumn term.	
4.12	A new lock has been fitted to the school office door to replace the broken one. School sports funding was used to purchase gazebos in House colours for Sports Day.	
4.13	With regard to safeguarding, there are no pupils on the Child Protection Register, no looked-after learners and no pupils adopted from public care.	
4.14	No complaints have been received. There have been no exclusions to report and no incidents of racial harassment.	
4.15	<b>The governors requested to see attendance figures as part of the Head Teacher's Report.</b>	SD
4.16	A fire drill was carried out on 2 July when the school was evacuated in 2 minutes 31 seconds. Pre-school successfully joined in the evacuation procedure.	
4.17	<b>Oakington school</b> currently has 136 children on roll and 22 children are likely to start in Reception in September (the PAN IS 25).	
4.18	Staff changes were reported. An experienced KS2 teacher, Julian Gabe, has been appointed for Year 4/5. Mrs. Oakley is retiring and other staff are reducing their hours.	
4.19	<ul style="list-style-type: none"> <li>• <b>SD was asked whether TA's pay was affected by their qualifications.</b> She replied that it was, and that staff were encouraged to become more qualified.</li> <li>• <b>SD was asked if staff turnover was similar to previous years.</b> She replied that it was.</li> </ul>	
4.20	Several volunteers help with swimming, reading and other school activities, and SD expressed her appreciation. A work experience placement had proved to be very worthwhile.	
4.21	Extra-curricular activities include Multi Skills Club, Ipad Club, Dance Club, choir, netball Club and Latin. Year 5 and 6 children run games clubs at lunchtimes for Key Stage 1 children and Years 3 and 4 continue with the Friendship Patrol. Take-up for piano lessons had been very good, with 8 Oakington and 11 Dry Drayton children signing up.	
4.22	<b>LR asked if any of these were PP children, or whether the cost might have put them off.</b> SD will check.	SD
4.22	<b>Year 6:</b> 76% of the children are strongly good in Writing compared to last year's national figure. 17.64 % achieved GD (Greater depth). Combined Y6 results this year were 72% ARE (Age Related Expectation) and 29% GD, which equates to strongly good.	
4.23	<b>Year 2:</b> 68% achieved combined ARE and 14% GD in Reading, Writing and Maths. This is above last year's national figure.	
4.24	<b>EYFS:</b> all children reached their EOY (End of Year) target, and 11 of 14 (78.57%) achieved GLD (Good Level of Development). Following moderation in June, one child's level was raised.	
4.25	<b>Y.1 Phonics check:</b> 20 of 24 children (83%) achieved this.	
4.26	Sports Day on 28 June was well attended. The Residential Visit for both schools' Year 5/6 children was successful. Leavers' service will take place at 6.30pm in church on 22 July and Leavers' Assembly on last day of term at 2.30pm. Links with St. Andrews continue to be strong.	
4.27	New paving has been installed in the disused garden area and to the right hand side of the cycle shed. Plans to create a quiet area will be discussed in September. Quotes are being obtained for redecorating the school hall and some of the classrooms.	SD
4.28	As regards safeguarding, one referral has been made to Social Care. There are no looked-after learners at present. There are two pupils adopted from public care.	
4.29	An ongoing complaint is still unresolved.	
4.30	A fire drill on 2 July successfully evacuated the school in 2 minutes 37 seconds. Workmen on site followed the procedure as did the school cook.	
4.31	There were no exclusions to report, and no incidents of racial harassment.	

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<b>5</b>	<b>Ofsted Update</b>	
5.1	<p>Rosemarie Sadler, Head of the School Interventions Service at CCC, visited Oakington today. The Ofsted Report will be made available to staff in September and when it is published the LA will help with a press release. A Parents Meeting, chaired by EB, will take place in mid-September and a representative of the LA will also be present. LA Adviser Val Palmer has been appointed to assist the school, and Head Teacher colleague Orianna Dalton will assist SD. There will be a Leadership Review and possibly a Governance Review. The LA could close the school, replace the Head or the governing body, or the school might become an academy, although the federation with Dry Drayton is a complication. There will be future parent surveys, and the school was recommended to create a Complaints Log using “My Concerns” software. 6-weekly implementation meetings will monitor feedback.</p>	SD, EB
5.2	<p>Safeguarding visits were carried out at both schools by Chris Meddle and Diane Stygal. All school staff, including teachers, TAs, catering and office staff will receive their safeguarding training together in the Autumn Term. The induction process at Dry Drayton will be introduced at Oakington.</p> <p>The School Improvement Adviser, Rosemarie Sadler, feels that there is much to be done. All safety posters and information notices should be in A3 colour. Work needs to continue over the summer. A support programme for leadership begins in September.</p>	
5.3	<p>Measures have already been taken following the inspection. A Parents Forum, attended by 8 parents including HB, has requested that Parents Forums should take place every half-term from 2.45-3.15, or in an evening. The day was immaterial. Staff presence on the playground at the start and end of the day was welcomed. There could be a Parent rep in each class. The new Year 3/ 4 teacher at Dry Drayton had held a Meet the Teacher session and is keen to dialogue with parents.</p>	SD, Senior staff
<b>6</b>	<b>Communication</b>	
6.1	<p>HB had taken notes at the recent Parents Forum and a number of points were noted:</p> <ul style="list-style-type: none"> <li>• A senior teacher should be visible in the playground at both schools every day. EB suggested that an Ipad be used to record any concerns.</li> <li>• Both school websites need to be updated and maintained.</li> <li>• HB is to update Oakington school’s prospectus. A prospectus needs to be created for Dry Drayton.</li> <li>• Senior teachers (NC at Oakington and Sonia Hegan at Dry Drayton) could be responsible for the production of a monthly newsletter in each school, and this would include a message from the Head.</li> <li>• Using Facebook has been well received.</li> <li>• Professional photographs should be taken of school activities for use on the website, the prospectus and for school promotion.</li> <li>• The schools’ successes need to be celebrated more.</li> <li>• Additional phone lines into school would improve access.</li> <li>• A job description to cover all the tasks of the office staff needs to be drawn up. This would include data management and website maintenance. SD is to circulate to governors the existing one. HB is to join with PL and SD when candidates are interviewed.</li> </ul>	
<b>7</b>	<b>Staff Wellbeing Survey</b>	
7.1	<p>Governors looked at the questions used previously, and the questions Ofsted suggest and agreed changes. The questionnaire will be circulated using Google Forms and the deadline is the end of term.</p>	
7.2	<p>AW said that a recent staff well-being conference at Bottisham highlighted the importance of good dialogue between staff and parents.</p>	
7.3	<p>Class Dojo can be used as a behaviour management tool, and it is possible for parents to link in to monitor their child’s behaviour.</p>	

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7.4	It was felt that Q.6 on the previous staff wellbeing survey should be expanded so that responses to peer-to-peer support could be given separately to responses to leadership or management support. Governors who are also members of staff were very positive about this.	
<b>8</b>	<b>Skills Audit / Governor Vacancies</b>	
8.1	The responses to the recent governor skills audit had been circulated. LR suggested that individual governors should look at areas they had self-assessed as being weak and undertake an online training module ( <i>Note: NGA, to which the governing body subscribes, has a wide range</i> )	All
8.2	The clerk suggested using Inspiring Governance, an online database to identify potential governors. Details to be circulated.	JB
<b>9</b>	<b>DD Pupil/ Parent Questionnaire</b>	
9.1	The results of this had been circulated to all governors. HB had identified that certain responses were common to both schools.	
9.2	The results will be discussed when Oakington's questionnaire results are available.	
9.3	Questionnaires of all types (Parent, pupil, staff) should be made available online.	SD
<b>10</b>	<b>Staff Summer Social Event</b>	
10.1	Instead of organising a separate event, it was agreed that the governors should cover the cost of drinks for both school staff events.	
10.2	Staff who were leaving would be given gift vouchers and flowers, and a financial gift is being made to Harvey Bailey on his marriage.	
<b>11</b>	<b>Any Other Business</b>	
11.1	NC said that the signing-in book for visitors at the entrance may not be safeguarding and GDPR-compliant. His children's school uses Digi-Greet whereby visitors register on a PC or laptop in the entrance.	NC
11.2	LR said that a CB23 Cluster Chairs meeting on 14 Nov 2018 was open to other governors to join.	
11.3	The governors agreed to continue the annual subscription to Cambridgeshire Governor Services which gives access to Briefings and training.	
<b>12</b>	<b>Dates of Future Meetings</b>	
12.1	The next agreed date of the full GB is Thursday 27 September 2018. However, there are likely to be other meetings during the summer and these will be agreed by Doodle Poll.	

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**Summary of Federation Governing Body Action Points – 17 July 2018**

<b>GB 4/5 2018 AP No.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	4.2 Exit interviews for staff leaving are to take place	SD	Governors aware
2.	4.15 Attendance figures should be part of the Head Teacher's Report	SD	Governors aware
3.	4.21 Check if any PP children have taken up the option of piano lessons	SD	Ensure activity available to all
4.	4.27 Quotes being obtained for redecorating the school hall and some of the classrooms.	SD	Refresh school decor
5.	6.1 A senior teacher should be visible in the playground at both schools every day	SD, Senior staff	Engage with parents
6.	6.1 Both school websites to be updated and maintained		Improve profile
7.	6.1 Update Oakington school's prospectus. Create a prospectus for Dry Drayton.	HB (O), Another (DD)	Improve profile
8.	6.1 Produce a monthly newsletter for each school	NC (O), Sonia Hegan (DD)	Celebrate schools' successes
9.	6.1 Arrange professional photographs of school activities for promotional purposes	SD	Improve profile
10.	6.1 Set up additional phone lines into school	NC	Improve access
11.	6.1 Update office staff job description	SD, All	Increase efficiency
12.	8.1 Governors to undertake training in areas self-assessed as weak	All	GB improvement
13.	8.2 Circulate information about Inspiring Governance	JB	GB improvement
14.	9.3 Questionnaires of all types (Parent, pupil, staff) to be made available online.	SD	Improve access
15.	11.1 Investigate use of Digi-Greet	NC	Improve safeguarding