



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 23rd June 2016 at 7.00pm



Draft issue date: July 2016		Expected Published Date: September 16	
Membership: Jane Watts (JW), Lucy Hampton (LH), Mandy Flaherty (MF), Cliff Kendall (CK), Roger Read (RR), Rae Maynard(RM), Kelly Peck(KP), Maria Radwell(MR), Julie Cook(JC), Rachael Booker(RB), Roz Starkey(RS), Vanessa Watson (VW). Associate Member: Hannah Mulcrone (HM). Clerk: Pam Dowdell (PD).			
Points discussed	Decisions and Action	when	by whom
Present	Lucy Hampton, Jane Watts, Cliff Kendall, Mandy Flaherty, Rachael Booker, Julie Cook, Rae Maynard Roz Starkey, Maria Radwell, Vanessa Watson Clerk: Pam Dowdell Apologies: Kelly Peck, Roger Read, Hannah Mulcrone.		
	Jane Watts opened the meeting with a prayer.		
1. Apologies & Declarations	a) Apologies: Kelly Peck, Roger Read, Hannah Mulcrone. b) Pecuniary Interest Governors attendance at the meeting was recorded and Governors were asked to declare any interest they may have in agenda items		
Minutes of Last Meeting & Matters Arising			
2. Minutes of the last meeting- 26/04/2016	The minutes of the last meeting were declared a true record and signed by the chair (LH). These will now be published on the school website.	Ongoing	
3. Matters arising:	<ul style="list-style-type: none"> • DBS Checks – PD reminded Governors that from September 16 all Governors will require a DBS Check. PD asked VW to arrange a time to see to her to complete a DBS check. • Link teacher visits – Governor discussed and agreed that 1 visit per term would be reasonable. LH has prepared a draft list of questions. • Governors agreed terms of reference for the steering group. LH confirmed that this was a strategic discussion group and was not able to make decision. 	July 16	VW.
		July 16	LH
Governing Maters			
4. Governor Vacancies & Proposal to change the Instrument of Government	RS arrived at 7.10pm. LH advised that currently there were 2 parent governor vacancies. Governors discussed the skills available within the governing body and what additional skills were needed. Governors agreed that committee had a good skills base and as all were contributing the Governing Body was working well at its current size. LH proposed reconstituting and reducing the size of the Governing Body. All Governors agreed to the following proposal: Proposal: 4 Parent Governors Headteacher 3 Foundation Governors 1 Staff Governor 1 Local Authority Governor 2 Co-opted Governors Total: 12 Governors PD to contact the Governors service to discuss the amendment. LH term of office ends in September Governors proposed an election as soon as possible so that the Governing Body was prepared for the start of the next academic year.	July 16	PD
5. Audit of Governing Body Effectiveness	LH collated the audit returns she had received from Governors and shared the results at the meeting. The audit highlighted a number of areas for development including further understanding of the progress for vulnerable group, how performance management is used to raised standards, how Governor visits can be linked to priorities for improvement and how to maintain a good understanding of data following a change assessment data this year. Governors agreed the following actions: HM to provide a SEN summary report on pupil progress, T&L committee to monitor vulnerable groups in depth, CK to report to FGB in September following Pay review committee, Governors visits with link teachers to be a regular FGB agenda item,	July 16	LH
		Ongoing Sept 16	HM T&L
		ongoing	CK

School Matters			
6. Head Teachers End of Year review	JW shared her end of year SIP summary with Governors. RM asked Are there were any changes to the behavior policy? JW reported that apart from making the wording succinct and simpler to read there was no change. LH asked how staffing had affected the curriculum leadership development? JW advised that due to long term sickness of a teacher, SLT decided that HM should teach the year 4 class to provide good quality, consistent teaching. The disadvantage of this was HM has been unable to release other teaching staff to develop curriculum leadership until the autumn term when a new year 4 teacher is in post. RS asked - Are there any different ways of accessing parental support for pupils? RM suggested developing the STARZ platform. JW advised that a new SIP was being written, however SLT want staff to be involved so the SIP will be discussed as part of the training day in September. JW informed governors that she was very proud of what the school and staff had achieved this academic year.		
Project – Brief updates			
7. Catering	6 catering companies visited school this week, tenders have to be received by 7 th July and shortlisting will take place on Monday 21 st July. The shortlisted companies will give a presentation in school on 15 th September. Governors asked: How will the new contract affect current CCS staff? All staff will TUPE across to new company and will receive support, induction and additional training during the process.	15 th Sept	KP RB & LH
8. Boiler House	RR is continuing negotiations with a number of parties acting for both local authority and Virginmedia. Whist a successful outcome is anticipated Governors agreed that due to the contractual nature of the situation it would not appropriate to discuss further. Governors thanked Roger for all his time and professional assistance he has given to this incident and authorised him to act on behalf of the GB.		
9. Community Area	RR provided Governors with a detailed report informing them of the project progress to date. 4 contractors were invited to tender, 1 contractor was unable to complete the work during the summer, a second was committed to another large contract and therefore may find it difficult to commit, the other 2 quotes were of similar value but Eventine Ltd were the preferred contractor agreed to install a longer beam to remove the need for a second pillar, which will make the space more flexible. Strictly Education and RR to manage the project pre contract and the contraction work during the summer.	Summer 16	RR JW & PD
10. Future Direction of the school	The Government have changed the academy agenda slightly since the last meeting. Governors took part in a workshop session to discuss how the change would affect Alconbury School, the options available and next steps. The outcome of the discussion were: <ul style="list-style-type: none"> • Cambridgeshire consistently fails to meet its minimum performance thresholds and therefore it is likely that all schools in the LA will be required to convert to an Academy. • Governors agreed that if Academy conversion was required they would rather it happened on their terms and wanted to be prepared with options available. • Stand alone academies no longer an option although it would be possible to become a single school in our own Multi Academy Trust, but we would have to accept other schools into our trust at some point. • As a church school we could join the Ely DMAT; if we chose not to we would have to contact the Diocese to discuss our proposed alternative. MF advised that Bishop Stephen is very aware of education policy and would listen to our thoughts and views. • Governors agreed to explore options and suggested the following: <ul style="list-style-type: none"> • Invite other MAT to 'interview' to understand their ethos • Arrange a meeting with The Kings School in Peterborough. • Identify similar schools within the local area to set up a new MAT • Free schools operate in the same way as Academies but can only be set up where there is a 'need'. 		

	<ul style="list-style-type: none"> • Governors felt strongly about the following: <ul style="list-style-type: none"> • Concerns over the ethos and values of some Trusts. • Passionate about making the right choice for Alconbury School • Good schools attract good teachers, as has been the case at Alconbury. Governors fear that Alconbury maybe in danger of falling standards it has to support other schools that find it difficult to recruit. • Concern over funding and the level of Management costs and top slicing a MAT may require. • Governors agreed to act quickly, research options available, put milestones in place to ensure that conversion, if or when required is completed with due diligence. • Governors felt that the bigger the MAT the less control the school may have but there maybe less risk, whereas a smaller trust may give the school more independence but there maybe more risk involved. 	Sept 16	All
11. AOB	<ul style="list-style-type: none"> • MR advised that she was on the Gynns fund committee, a local charity setup to help local children and suggest making an application to then for some funding for the refurbishment of the community area. • RM asked for new Agenda and minute templates • Pay review committee meeting has been re-arranged and is now on 11th July at 6.30pm. • JC declared an interest in this item and did not take part in the discussion or vote. An ECHP for a child in year 1 is currently being considered by the LA, It has been recommended that the child remains at Alconbury and Governors have been asked to agree with this proposal. Governors are aware of the situation and the additional level of support put in place to manage the child's needs. A number of Governors advised that they had witnessed and the difficulties caused when the strategies fail. All Governors agreed that Alconbury School doesn't have the resources available to provide the appropriate learning environment required for this child and therefore could not support the recommendation to remain at Alconbury. LH to sign the form on behalf of the Governing Body. • RM to Meet with JW regarding Safeguarding and Child Protection annual return • Due to exams the Music Concert is being postponed until the Autumn Term 	Sept 16 July 16	PD CK
		July/Sep July 16	All/LH RM/JW
12. Next meeting	Full Governing Body Meeting- Thursday 22nd September @7pm		
Dates of future meetings and events			
Pay Review – Full Gov Body– T&L Committee – Res Committee –		Governors Termly Briefing – Property Manager – SFA Jane Green –	