



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 17th November 2016 at 7.00pm

Minutes issued 6th December 2016 Approval due: February 2016

Membership: Jane Watts, Lucy Hampton, Mandy Flaherty, Cliff Kendall, Rae Maynard, Rachael Booker, Maria Radwell, Julie Cook, Kelly Peck Roz Starkey, Roger Read, Hannah Mulcrone. **Clerk:** Pam Dowdell **Apologies:** Vanessa Watson.

Points discussed	Decisions and Action	when	by whom
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies	Apologies received from Vanessa Watson.		
2. Register of Pecuniary Interests	Governors to declare any 'interest' & sign register. Governors had no changes to declare and signed the attendance register. The register will be held in the office and Clerks can collect the register before meetings. Please return the register to the office after the meeting.		
Minutes of last meeting & matters arising			
3. Previous Minutes	The minutes of the last FGB & EGM meeting were declared a true record and signed by the chair (LH). These will now be published on the school website.	Nov	PD
4. Matters Arising	Ratification of Standing Order The model Standing Order were updated following the Extra Ordinary meeting on 6 th October and ratified by the Full GB Meeting.		
	Community Space –This project is now finished apart from installing the Fire detection sensor which will be completed next week and putting up a clock and notice boards. Staff concerns regarding the toilets doors are being addressed by the Resources committee.	Nov 16	PD/JW/ DW
	Chimney RR has completed negotiations and agreed a settlement for the damaged chimney. Although the process has been very long and difficult a favourable resolution has been achieved. The chimney has been rebuilt and the scaffolding removed. Neighbours believed that the builders damaged their drive as some of the paving blocks have sunk slightly. As a gestor of good will RR to arrange for the blocks to be lifted and re-laid. All Governors expressed their thanks to RR again. Without his expertise and dedication to this project the school would not have achieved such a positive outcome.	Dec 16 /Jan 17	RR
	Catering - Edwards and Blake (E&B) have been providing our lunches for 3 weeks, meal uptake has increased by 20% and tuck shop sales have increased by almost 100%. There has been less food waste and the children have enjoyed the new menu and serving arrangements. JW & EA have discussed the new menu with E&B and requested a couple of changes to the menu to ensure that it suits the taste of the children. E&B have provided a chef to run the kitchen until staffing roles can be finalized. A new kitchen assistant has been recruited to help serve meals and washing up. Julie Jacobs our existing cook did not want the additional hours required for the Unit Manager position but is happy to continue as Assistant Cook. E&B are currently advertising for a Unit Manager. School may need to provide an additional MDS to support the new catering arrangements.		
	Safeguarding & Child Protection Policy –JW to send out the typo corrected version of the Policy to all Staff and Governors. Other updated safeguarding documents to be re-issued to Governors and volunteers. Governors & Volunteers to sign a register acknowledging receipt of documents. Annual Monitoring Report - RM and JW completed the Annual Safeguarding audit and report and confirmed that all systems and procedures were in place. The LA since requested the information as an online version this has been complete and resubmitted.		
	DfE Consultation - LH reminded Governors to respond to the DfE consultation "Schools that work for everyone" by 12th December. Many of the questions are 'directed' at Government policy school and do not allow for maintaining existing or alternative education provision. https://consult.education.gov.uk/school-frameworks/schools-that-work-for-everyone .		

Updates	(Brief Updates – Fuller discussion in relevant committees)		
5. Academy conversion	<p>Governors continued their discussion from previous meeting. KP agreed to arrange a date to present and discuss the legal responsibilities and procedures required for the Academy conversion process. LH felt that the LA was pushing for schools to form federation agreements to share resources and provide budget savings. However Governors felt that this was just a stop gap as schools remained maintained schools. LH suggested that the following options were available to the school; remain as a LA maintained school, move/convert/join a MAT or federate with other local schools. Joining a MAT may not provide additional funding as the Trust would top slice the schools funding and this could be more than the LA currently keeps to support its services to schools. A1 Schools and heads do collaborate but each school is in a different position. Some have joined a MAT or DMAT whilst others have different areas to consider such as performance, size catchment. RR asked: How many schools have converted to an Academy? How many of them were good/outstanding? What is the pace of conversion now following the change in government guidance? And when poorly rated schools are being pushed to convert how much choice does the chosen MAT and school have in the agreement?</p> <p>Governors to find out this information and report at next meeting. All Governors agreed not to rush the process and that due diligence was required. MF asked: Should parents be informed? Although parents do not have any legal rights regarding conversion it is good practice to keep them informed once options are agreed. Alconbury parents have been informed that Academy Conversion is being discussed by the Governing Body. Further information will be given to parents once the Governing Body has agreed a way forward.</p>	Dec 16	JW/ KP/LH
		Jan 17	All
6. Finance	<p>RB shared her report with Governors. Devolved funding and expenditure remains in line with budget. Capital expenditure overspend not covered by fundraising, and donations already received is currently £11K, additional income is expected and it is hoped to cover most if not all of the additional spend by year end. FACES raised £900 from the Christmas fair and £700 from the Christmas card sales. It is hoped that the Christmas raffle and play will raise a further £900 in order to match fund an additional donation of £2500. This will provide a further £5000 to reduce the capital overspend. Once again the ICT at Alconbury is falling behind and funding will be required next year to purchase equipment and training to ensure that any investment made is being used effectively. Resource committee to discuss during budget build and report to FGB.</p>	Spring 17	Resource comm.
7. School Development Plan	<p>JW shared the SIP with Governors and explained that the EYFS plans still need to be completed but will include the development the 'forest school' initiative. Governors agreed that item 2–Wellbeing of pupils and staff linked closely with the SIAMS inspection and report. RS offered to support staff welfare and wellbeing. Governors agreed that the SIAMS report provided answers to and evidence of how and what Alconbury School does to 'educate the whole child'. JW highlighted the following actions in the SIP as areas of importance, support for the increased number of children in Year R with speech and language difficulties and encourage staff to visit other schools to share good practice and assessment benchmarking. The behaviour policy and development of curriculum leadership have been carried over from previous SIP.</p>	Spring/ Summer	All
8. National Database for Governors	<p>It is a Statutory requirement for Governor details to be declared on to the DfE National Governor Database. PD asked Governors to provide details on the Form provided so that she is able to enter them on the website. LH asked how the DfE were going to use the information. PD to report back at next meeting</p>	Spring 17	PD
School Monitoring			
9. Headteacher's Report	<p>JW asked Governors to provide questions on her report prior to the meeting. She received a question asking why KS1 data is lower than National Average. JW explained that although children make a good level of progress, Alconbury School assessment criteria is strict and tend to be a lower level, so that assessments are secure. JW will share targets in depth at the next T&L committee meeting.</p>		

	RR asked: what was the reason to for the unauthorised absence? JW explained that most was due to term time holiday and most authorised absence was due to illness and medical appointments. JW agreed to identify in her next report how much unauthorised absence was due holiday and how much was other reasons. Item 4.2 has an ambiguous heading both items are strengths and not areas that require improvement. JW was asked if she knew why 1 parent was unhappy with communication. Whilst she didn't know the exact reason she felt that they had not fully engaged with the school's communication system and would prefer more individual approach.	Spring 17	JW
10. SIAMS report	Governors congratulated JW and staff on the 'Outstanding' outcome of the SIAMS inspection. JW advised that the inspector was very supportive and kind and recongised the development areas in school. Particularly pupils taking active involvement in the planning, presentation and leading of collective worship. Areas for development suggested Governors minutes should reflect Christian values. MF explained that the Christian ethos is often taken for granted as it is something that we just do in school. For example developing the school building; providing a nice environment for pupils and staff and raising money to enable the improvement is a caring thoughtful and Christian process. JW, Staff and Governors all felt that the SIAMS inspection was a worthwhile experience and exercise as it allowed and encouraged reflection on the Christian ethos in school. Since the inspection JW has received many enquiries from other schools asking for advice and support. JW has been happy to share our good practice.	ongoing	PD
Governor Development			
11. Governor Visits	KP to arrange a visit with Kathryn Porter and RB to arrange a meeting with Steph Game. MR suggested a visit for Rebekah Bell. MF to arrange a visit as her link Governor.RS asked for Steph Clitheroe's address in order to send her a card. LH asked Governors to submit a short report following each visit and agreed to produce a simple user friendly form. Governors asked how they could support staff wellbeing and agreed to provide cheese and wine at KP's Academy conversion information evening in January.	Dec 16 Dec 16 Jan 17	KP/RB /MF LH All
12. Any Other Business	<ul style="list-style-type: none"> MF advised that the Christmas festivities in the Church start on the 26th & 27th November with the Christmas tree festival followed by Wreath Making the following weekend There was no further business and the meeting closed at 8.30pm. 		
13. Next Meeting	Full Governing Body Meeting Thurs 2nd February 2017 at 7pm.		
Dates of future meetings and events		Comments	
Full Governing Body Meeting Thursday 16 th March 2017 at 7pm Thursday 4 th May 2017 at 7pm Thursday 29 th June 2017 at 7pm Steering Group Meeting Teaching & Learning Committee Meeting - Tuesday 10th January 2017 at 6pm Resources Committee Meeting – 24th January 2017 @ 6.30pm Pay Review July 17 Governors Termly Briefing -Tuesday 24 January 2017 (7.00pm-9.00pm) Wood Green Animal Shelter Property Manager (Strictly Education) 9th May 2017 @ 1.30pm School Finance Advisor - Jane Green Autumn Term Meeting - Spring Term Meeting Budget Build Summer Term			

Governing Body and Governor Roles and Responsibilities for 2016/17

<p>Future Development Topics</p>	<p>Governors agreed the following based on the outcome of the Governor Effectiveness Audit</p> <ul style="list-style-type: none"> • Governor Visits – Priority Areas (<i>Plan to hold an informal Governor and staff evening</i>) • Data (<i>Use data monitor and assess progress of SEN pupils</i>) • Progress and Vulnerable Groups <p>Performance Management and Standards (<i>Governors felt they needed to develop their understanding of the process</i>)</p>																																																																																																									
<p>Governing Body Objectives</p>	<p>Governors reviewed and revised objectives and added a 4th from Sept 2017</p> <ol style="list-style-type: none"> 1. Improve Governor knowledge by <ul style="list-style-type: none"> • Developing relationships with staff • Developing relationships with pupils • Understanding performance data 2. Enabling children to reach their full potential in all aspects; teaching and learning, social, moral and wellbeing. 3. Continuous evaluation of Governing Body effectiveness 4. Strategically overseeing the provision and effective use of resources in an environment where safety is paramount. <p>Governors suggested the following actions to aid development in 16/17</p> <ul style="list-style-type: none"> • adding the priorities to committee agendas to maintain a focus • develop relationships with new and linked members of staff • Publish agreed minutes on the Governors page on the website. • Maintain a log and report of progress of priorities at meetings • Further develop Governors understanding of data. 																																																																																																									
<p>Committees & Governor Responsibilities</p>	<p>Governors confirmed committees and agreed set up cross committee working parties when needed.</p> <table border="1" data-bbox="383 888 1263 1192"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching & Learning</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Cliff Kendall</td> <td>Chair</td> <td>Rae Maynard</td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Vice Chair</td> <td>Roz Starkey</td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td>Clerk:</td> <td>Kelly Peck</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Hannah Mulcrone (attends)</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td></td> </tr> </tbody> </table> <p>Governors Responsibilities</p> <table border="1" data-bbox="383 1230 1263 1633"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td rowspan="10">Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts</td> <td>Child Protection</td> <td>Rae Maynard</td> </tr> <tr> <td>Inclusion (G&T)</td> <td>Rae Maynard</td> </tr> <tr> <td>Inclusion (SEND)</td> <td>Roz Starkey</td> </tr> <tr> <td>Looked after children-LAC</td> <td>Roz Starkey</td> </tr> <tr> <td>Pupil Premium</td> <td>Roz Starkey</td> </tr> <tr> <td>Prevent Governor</td> <td>Mandy Flaherty</td> </tr> <tr> <td>Health & Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training & Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Cliff Kendall Lucy Hampton Rachael Booker</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Link Governors</p> <table border="1" data-bbox="383 1671 1500 1871"> <thead> <tr> <th>Year</th> <th>R</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Michela Payne</td> <td>Carly Mawhinney Sue Hutchinson</td> <td>Rebekah Bell</td> <td>Steph Game</td> <td>Kathryn Porter</td> <td>Charlie Hawkins</td> <td>Maria Radwell</td> </tr> <tr> <td>Governor</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Mandy Flaherty</td> <td>Rachael Booker</td> <td>Kelly Peck</td> <td>Cliff Kendall</td> <td>Lucy Hampton</td> </tr> <tr> <td></td> <td>Rae Maynard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="383 1892 1263 2007"> <tbody> <tr> <td>Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>SEN/Deputy</td> <td>Roz Starkey</td> </tr> <tr> <td>Office</td> <td>Roger Read</td> </tr> <tr> <td>Teaching Assistance</td> <td>Ros Starkey via SEN & Class Teacher link Governor</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair	Rae Maynard	Vice Chair	Mandy Flaherty	Vice Chair	Roz Starkey	Clerk:	Pam Dowdell	Clerk:	Kelly Peck		Lucy Hampton		Maria Radwell		Roger Read		Jane Watts		Rachael Booker		Cliff Kendall		Vanessa Watson		Hannah Mulcrone (attends)		Julie Cook				Jane Watts			Pay review	Responsibility	Governor	Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection	Rae Maynard	Inclusion (G&T)	Rae Maynard	Inclusion (SEND)	Roz Starkey	Looked after children-LAC	Roz Starkey	Pupil Premium	Roz Starkey	Prevent Governor	Mandy Flaherty	Health & Safety	Julie Cook Vanessa Watson	Training & Development	Lucy Hampton	Performance Management	Cliff Kendall Lucy Hampton Rachael Booker				Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Sue Hutchinson	Rebekah Bell	Steph Game	Kathryn Porter	Charlie Hawkins	Maria Radwell	Governor	Julie Cook	Vanessa Watson	Mandy Flaherty	Rachael Booker	Kelly Peck	Cliff Kendall	Lucy Hampton		Rae Maynard							Head Teacher	Lucy Hampton	SEN/Deputy	Roz Starkey	Office	Roger Read	Teaching Assistance	Ros Starkey via SEN & Class Teacher link Governor
Resources		Teaching & Learning																																																																																																								
Chair	Cliff Kendall	Chair	Rae Maynard																																																																																																							
Vice Chair	Mandy Flaherty	Vice Chair	Roz Starkey																																																																																																							
Clerk:	Pam Dowdell	Clerk:	Kelly Peck																																																																																																							
	Lucy Hampton		Maria Radwell																																																																																																							
	Roger Read		Jane Watts																																																																																																							
	Rachael Booker		Cliff Kendall																																																																																																							
	Vanessa Watson		Hannah Mulcrone (attends)																																																																																																							
	Julie Cook																																																																																																									
	Jane Watts																																																																																																									
Pay review	Responsibility	Governor																																																																																																								
Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection	Rae Maynard																																																																																																								
	Inclusion (G&T)	Rae Maynard																																																																																																								
	Inclusion (SEND)	Roz Starkey																																																																																																								
	Looked after children-LAC	Roz Starkey																																																																																																								
	Pupil Premium	Roz Starkey																																																																																																								
	Prevent Governor	Mandy Flaherty																																																																																																								
	Health & Safety	Julie Cook Vanessa Watson																																																																																																								
	Training & Development	Lucy Hampton																																																																																																								
	Performance Management	Cliff Kendall Lucy Hampton Rachael Booker																																																																																																								
Year	R	1	2	3	4	5	6																																																																																																			
Teacher	Michela Payne	Carly Mawhinney Sue Hutchinson	Rebekah Bell	Steph Game	Kathryn Porter	Charlie Hawkins	Maria Radwell																																																																																																			
Governor	Julie Cook	Vanessa Watson	Mandy Flaherty	Rachael Booker	Kelly Peck	Cliff Kendall	Lucy Hampton																																																																																																			
	Rae Maynard																																																																																																									
Head Teacher	Lucy Hampton																																																																																																									
SEN/Deputy	Roz Starkey																																																																																																									
Office	Roger Read																																																																																																									
Teaching Assistance	Ros Starkey via SEN & Class Teacher link Governor																																																																																																									