



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 10th March 2016 at 7.00pm



Draft issue date: 13th March 2016

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Membership: Jane Watts (JW), Lucy Hampton (LH), Mandy Flaherty (MF), Cliff Kendall (CK), Roger Read (RR), Rae Maynard (RM), Kelly Peck (KP), Tom MacLennan (TM), Vanessa Watson (VW) Maria Radwell (MR), Julie Cook (JC), Rachael Booker (RB), Roz Starkey (RS). **Associate Member:** Hannah Mulcrone (HM).
Clerk: Pam Dowdell (PD).

Points discussed	Decisions and Action	when	by whom
Present	Lucy Hampton, Cliff Kendall, Kelly Peck, Roger Read, Mandy Flaherty, Rachael Booker, Julie Cook, Roz Starkey Clerk: Pam Dowdell Associate Member: Hannah Mulcrone (HTRep).		
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies & Declarations	a) Apologies received from Jane Watts (A1 Music Festival - arrive towards end of meeting), Maria Radwell (Flooding), Rae Maynard (Flooding), Vanessa Watson and Tom MacLennan. 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- 04/02/2016	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:	• Parking: LH & JW are currently collating ideas and suggestions from parents.		
	• DBS Checks – PD advised that from September 16 all Governors will require a DBS Check. PD asked MF, CK, KP, VW and TMc to arrange a time to see to her to complete a DBS check.	Sum 16	MF, CK, KP, VW, TMc
	• Appointment of Local Authority Governor – nomination received for Mr Roger Read. LH confirmed that she had approved Mr Read reappointment to the local authority as requested by the Governing Body. Decision: The Governing Body were happy to appointed Mr Read as an Authority Governor and asked PD to send an appointment letter. Mr Read joined the meeting at this point. • Governor Resignation - LH advised that Dallas Pupins had resigned from the Governing Body. LH suggested that as the Governing Body was working efficiently at the moment there was no hurry to re elect another Parent Governor and it may be worth considering reconstituting in the future.	March 16 Sum 16	PD FGB
School Monitoring/ Development			
4. Head Teachers update	HM shared JW update from the last meeting. • Anti-bullying policy -single page summary to give an overview. • Feedback on the parental survey the outcomes were, e-safety training for staff and parents, a change in destination for the year 4 residential trip and review of the catering contract. • Update on the concerns over the behaviour of a year 1 child and the impact on the school. A child, who has recently been diagnosed with high functioning autism and ADHD has become more disruptive this term. This has had considerable impact on both the class, which is already challenging due the needs of several children and the school in general. JW's report detailed processes implemented to support both staff and pupils and ensure that school remained a safe learning environment for everyone. Many Governors were aware of the situation and had witnessed events during visits to school. Governors appreciated the update and gave the school their full support. Unfortunately for the safety of staff and pupils, JW had to exclude the child for 2 days due to his behaviour.	Sum 16	JW/HM
5. Schools Financial Value Standard. (SFVS)	RB advised the Resource Committee had discussed the SFVS at length. The Committee suggested that PD could authorise consumable items up to a value of £250 to relive JW, in part of the routine running of the school. Governors approved both this responsibility and the SFVF. LH signed a copy and asked PD to send to LA.	March 16	PD

Committees & Working Groups			
6. Teaching & Learning Committee	Ratification of Teaching & Learning Committee Terms of Reference – Governors unanimously approved the terms of Reference.		
7. Front of Building / Wrap Around Care	RR shared his report and updated governors with the progress of the redevelopment of the old admin area at the front of school. The new area will provide an open curriculum area that will be available before and after school to provide wrap around care. There is also a possibility to let the space to village groups in the evening. A Structural Engineer has drawn up plans and Bezz Williams from Strictly Education has been appointed to manage the project. Local building companies will be asked to tender and it is hoped that the work will be completed the work during the summer break. RR asked if anyone had any questions. How much is the project expected to cost? The cost is unknown yet but it is not expected to exceed £30K. No allowance has been made in the budget however it is anticipated that a donation from FACES, letting income and some capital funding will cover the expenditure. Will the Wrap around Care provider be able to operate if the work is not completed by September? Temporary provision will be made available within school until the work is complete.	Sum 16	RR / Res Comm
8. Catering Services	RB advised that a Peter Sultan a Catering Consultant had been appointed to guide the school through the tender process. An initial meeting was held on 2 nd March 2016 and a 'Time plan' put in place. Notice has been served on CCS. The tendering process will take place during the summer term. A shortlist of successful companies will be asked to give a presentation early in the Autumn term and the successful company will be appointed on 15 th September. The new company will start to providing meals from the beginning of November after half term.	Sum 16	Working Party
Governor Development Topic			
9. Prevent Training	WORKSHOP/TRAINING – As MR was unable to attend the meeting, this training will take place at the next Governors meeting.	Apr 16	MR/MF
Updates, Information and regular items			
10. Governor Training	A1 Partnership SEN Network and training. RS, HM, JW and 5 Alconbury TAs attended a training session held at Sawtry Infant school, along with 4 others from Sawtry Infant and Junior School. Despite the low attendance from other school, Staff at Alconbury found the Autism training very helpful. CK attended Performance Related Pay briefing. CK asked for a copy of Appraisal Policy. PD to sent existing copy and check for an updated policy on the EPM portal. CK also attended the Governors Annual Conference; the theme was about educating the whole child. Governors were pleased that this had been the ethos at Alconbury School many years.	March 16	PD
11. AOB	<ul style="list-style-type: none"> Governors were requested to update and send their profile for the website to PD. JW reported that Alconbury's small choir of 6 pupils performed brilliantly and stole the show at the A1 Festival. For Information; JW reported that there is a staffing issue across the county with many school losing teachers at short notice (due to illness/wellbeing) and are unable to replace them. It is important that we continue to look after our staff and staff do appreciate when governors ask about their well being. Governors decided to no longer use the county email service. Governors commented on how nice the staff 'Family Tree' looked at the entrance to the school. 	March 16	All
12. Next meeting	Full Governing Body Meeting-Budget Approval- Thurs 28th April @7pm		
Dates of future meetings and events			
Full Gov Body –Thurs 23 rd June @7pm Pay Review – 30 th June 16 Full Gov Body – End of Year meeting July 16 T&L Committee – 6 th June 2016 @ 6pm Res Committee – Thurs 21 st April 16@6.30pm		Governors Termly Briefing – 17 th May @ 7-9pm Woodgreen Property Manager – TBA SFA Jane Green – 26 th April 2016 @ 9.30am	