



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 16<sup>th</sup> November 2017 at 7.00pm**

**Minutes issued Jan 2017**

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

Governor objectives 2017/18.

1. Improve Governor knowledge by
  - 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.

Points discussed	Decisions and Action	when	by whom
	Safeguarding and Child Protection training was held between 7 and 8pm for Governors and volunteers who help in school. The session was delivered by Jane Watts and Hannah Mulcrone.		
Governors meeting started at 8pm	MF opened the meeting with a prayer and JW asked everyone to have a special thought for a number of school staff who were having a difficult time in their personal and family lives.		
1. Apologies	Apologies received from Maria Radwell and Jayne France.		
2. Register of Pecuniary Interests	Governors to declare any 'interest' & sign new 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.		
3. Previous Minutes	The minutes of the last meeting were declared a true record and signed by the vice chair (RB). These will now be published on the school website.	Nov	PD
4. Matters Arising	<ul style="list-style-type: none"> <li>• Governor Visits to School – RS visited school and attended a TA meeting, KP to arrange a visit before Christmas, LH to arrange a visit with Jill Suckling and MF to visit Katie Brown to find out how they had settled into school.</li> <li>• LH confirmed she was a member of T&amp;L Committee.</li> <li>• Hall Floor –refurbishment of the hall floor was completed during October half term.</li> </ul>		
5. Head Teachers Performance Management	LH advised that during her Performance Management Review Jane Watts had demonstrated she had met all her targets and therefore proposed rewarding her an additional pay point from September 17. All Governors approved this recommendation.		
6. Head Teacher Report	<p>JW shared her heads report with Governors. Governors commented that the NOR had increased to 195, ELA increased by a new YR pupil and FSM had increased by 3 Pupils. A pupil in KS1 has been excluded for behaviour; this had impacted not only the child concerned but on other children in the class, the SLT, classroom and other support staff. The child is receiving support both in school and from outside agencies. A racial/homophobic incident has been recorded on the LA database.</p> <p>The Wrap around care provider is concerned about feasibility of the provision and wanted to serve notice. JW met with provider to discuss marketing of club and publicising the events to increase numbers. The notice decision has been delayed until spring term and a further meeting has been arranged for later in term to review numbers.</p> <p>FACES are working hard to find new fundraising ideas including the 'School Lottery' and a Take Away Thai evening</p>		
7. School Improvement Plan	JW & HM updated governors on the progress of the school improvement plan. A good amount of progress was made during the first half term but has currently slowed due to staff absence and SLT coving classes. Several Governors complemented JW and staff on the achievements in school but were mindful of the well being of staff.		

8. Budget & Finance	<ul style="list-style-type: none"> <li>• Current financial situation is in line with budget expectation.</li> <li>• Governors were asked to respond to Cambridgeshire Schools Funding consultation 2018-19. LH asked Governors to consider their views on topping up the High Needs budget again this year.</li> <li>• Future Funding – LH has had a several conversations with Ray Byford (LA accountant) and other Cambridgeshire Heads. LH feels that Cambridgeshire’s opinion regarding the level of funding should change from complaining about the low level of funding and highlighting how better funded authorities achieve better outcomes, i.e. compare data and funding in London boroughs against Cambridgeshire and other education authorities. LH asked Governors for any ideas to further the funding campaign, she suggested hosting a meeting for other school governors.</li> <li>• Implications for Academisation – LH is arranging a meeting with Nick Hills the Finance Director of DEMAT to discuss the financial position of school in DEMAT.</li> <li>• LH proposed a FGB meeting to discuss next year budget and potential options in December/January once the 18/19 funding is agreed</li> </ul>																																																																		
9. Ratify Policies	<ul style="list-style-type: none"> <li>• All Governors approved behaviour policy</li> <li>• All Governors approved lock down procedure. It was agreed that if a lockdown situation was required, a Governor would be informed.</li> </ul>																																																																		
10. Any Other Business	<ul style="list-style-type: none"> <li>• RR and PD attended a GDPR briefing, work will be required to update policies and agree data collection/use/retention procedures in readiness for the implementation date of 25<sup>th</sup> May 2018.</li> <li>• MF reported that the Church were a little concerned with regards to health and safety about the large number of buggies in the church at the harvest festival service. JW advised that she would remind parents to be mindful before the next service.</li> <li>• VW agreed to look at the school’s website and ensure that it is compliant.</li> <li>• There was no further business and the meeting closed at 9.20pm.</li> </ul>																																																																		
11. Next meeting	<b>Full Governing Body Meeting Thursday 25th January 2018 at 7pm.</b>																																																																		
Committees & Governor Responsibilities	<p>Committees and Responsibilities.</p> <ul style="list-style-type: none"> <li>• LH to be support governor to Headteacher</li> <li>• MF to mentor Jane France through new Governor induction.</li> </ul> <p>Committees and Responsibilities agreed as follow:</p> <table border="1" data-bbox="336 1294 1286 1659"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching &amp; Learning</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Cliff Kendall</td> <td>Chair</td> <td>Kelly Peck</td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Clerk:</td> <td>Lucy Hampton</td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td></td> <td>Roz Starkey</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Jayne France</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td>Rachael Booker</td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td>Hannah Mulcrone (attends)</td> </tr> </tbody> </table> <p><b>Governors Responsibilities</b></p> <table border="1" data-bbox="336 1693 1286 2163"> <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/Safeguarding</td> <td>Mandy Flaherty</td> </tr> <tr> <td>Inclusion (G&amp;T)</td> <td>Kelly Peck</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>Website</td> <td>Vanessa Watson</td> </tr> <tr> <td>Health &amp; Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training &amp; Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Cliff Kendall Lucy Hampton Rachael Booker</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair	Kelly Peck	Vice Chair	Mandy Flaherty	Clerk:	Lucy Hampton	Clerk:	Pam Dowdell		Roz Starkey		Lucy Hampton		Jane Watts		Roger Read		Maria Radwell		Rachael Booker		Jayne France		Vanessa Watson		Cliff Kendall		Julie Cook		Rachael Booker		Jane Watts		Hannah Mulcrone (attends)	Pay review	Responsibility	Governor	Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection/Safeguarding	Mandy Flaherty	Inclusion (G&T)	Kelly Peck	Inclusion (SEND)	Roz Starkey	Looked after children-LAC	Roz Starkey	Pupil Premium	Roz Starkey	Prevent Governor	Mandy Flaherty	Website	Vanessa Watson	Health & Safety	Julie Cook Vanessa Watson	Training & Development	Lucy Hampton	Performance Management	Cliff Kendall Lucy Hampton Rachael Booker		
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Link Governors								
Year	R	1	2	3		4	5	6
Teacher	Michela Payne	Carley Mawhinney Sue Hutchinson	Katie Brown	Steph Clitheroe	Jill Suckling	Kathryn Day	Charlie Hawkins (incl. PE Grant)	Maria Radwell
Governor	Rachael Booker	Maria Radwell	Mandy Flaherty	Kelly Peck	Jayne France	Julie Cook	Cliff Kendall	Vanessa Watson
Head Teacher		Lucy Hampton						
SEN/Deputy		Roz Starkey						
Office		Roger Read						
Teaching Assistance		Ros Starkey via SEN						
Governors agreed that as Complaints, Pupil Discipline, Staff Grievance and Appeals (Pupil & Staff) were rarely required; the chair would call upon Governors as and when required.								

Dates of future meetings and events	Comments
<p><b>Full Governing Body Meeting</b>  Thursday 25<sup>th</sup> January 2018 at 7pm  Thursday 8<sup>th</sup> March 2018 at 7pm  Thursday 26<sup>th</sup> April 2018 at 7pm  Thursday 28<sup>th</sup> June 2018 at 7pm</p> <p><b>Resources Committee Meeting –  Wednesday 10<sup>th</sup> January at 6pm</b></p> <p><b>Teaching &amp; Learning Committee Meeting –</b></p> <p><b>Pay Review July 18</b></p>	<p><b>Property Manager 31<sup>st</sup> January 2018 (Strictly Education)</b></p> <p><b>School Finance Advisor - Jane Green</b>  Spring Term Meeting 5<sup>th</sup> March  Budget Build</p> <p><b>Governors Termly Briefing - Wood Green Animal Shelter</b>  <b>Gov. Termly Workshop to improve Governance –</b></p>