

8. Committee Structure and Governor responsibilities	Governors had an open discussion regarding the most strategic and effective structure of committees. They agreed to combine Property, Finance and elements of Personnel to form a Resource and Finance committee and add Performance and Wellbeing to Curriculum and form a Quality and Standards committee. In order to strategically manage the new committees a Steering Group would be formed and meet prior to Full GB Meetings to determine priorities for each committee. Governors selected to serve on the committees that best suited their skills. PD to update committee formation and information on the 'toolbox and issue to Governors and post to the school Governors dropbox account. Governors agreed to review the structure and performance of the Governing Body at the last meeting of the academic year in June 16.	Oct 15 June 16	PD All
9. Governing Body Code of Practice	Documents circulated prior to meeting. All Governors agreed and accepted the Code of Practice.		
10. Standing Orders	New model standing orders provided by CGS we circulated prior to the meeting and all Governors accepted the policy.		
11. Previous Minutes	Governors noted that the item regarding the update of bank signatures was omitted from the last minutes. Governors agreed that Linda Dove (retiring head) must be replaced with Hannah Mulcrone (new Deputy) and agreed that in preparation for BACS payments to suppliers Admin staff, Pam Dowdell or Elizabeth Arkle should be first signatory with either Jane Watts or Hannah Mulcrone as second authorising signatory. The minutes of the last meeting were approved with this amendment as a true record and signed by the chair (Lucy Hampton).		
12. Matters arising	<ul style="list-style-type: none"> • New Staff – Governors extended a welcome to all new members of staff, JW reported that the new members of staff had settled in well. The following Governors agreed to mentor the new staff, RS – Hannah Mulcrone, RR – Elizabeth Smalley and CK- Charlie Hawkins. • Exit interviews – interviews had been completed with all members of staff who left at the end of the summer term. The outcome from all interviews was very similar, all said they were sad to leave Alconbury School; they felt the school organisation and structure of single class per year very positive but suggested that classes/teachers may benefit from moving to different classrooms to suit smaller and larger class sizes. • Solar Panels and energy management – CK reported that a survey needs to be undertaken before further process can be made. It is hoped that this survey will be completed during the next few weeks. • Prevent Duty – Governors were updated about the new Prevent Duty responsibility. As Prevent Governor MF will undertake a risk assessment. Governors noted that many Parents were unhappy about the faith tour trip that took place last term for pupils in year 5 and 6 and suggested that additional information is given to parents before the next trip regarding faith education, to be taken forward by Q&S Committee • Wrap around care – A meeting has been arranged for 25th September with an organisation that provides various types of childcare including wrap around care at other schools. The outcome of this meeting will be discussed at the next meeting. 	Ongoing Oct 15 Oct 15 Sept 15	RS, RR, CK. CK MF JW, LH, PD, RB
13. Ratify Policies	<ul style="list-style-type: none"> • Mobile Phone Policy – The policy was sent to Governors prior to meeting, governors discuss the various elements of the policy and unanimously ratified it. • Safeguarding & Child Protection Policy – The policy and other Safeguarding documents were emailed to prior to meeting. Governors were given a hardcopy of the DFE document Keeping Children Safe in Education at the meeting. All governors signed a register acknowledging receipt of documents. JW asked Governors a number of safeguarding questions, this 'quiz' helped Governors evaluate their knowledge. Governors unanimously ratified the policy. 		
14. Vision	Governors had an open discussion around their vision for Alconbury school. Governors wanted the school to be part of the local, church and village communities, and agreed that all children should be helped and		

	given the opportunity to develop into confident individuals to enable them to achieve their full potential in life. Each Governor was asked to give thought to a child friendly phrase to be used a new school motto and asked to suggest 3 words and send to LH before the next meeting.	Nov 15	All
15. Head teacher's update	JW shared the data dashboard report, which had been circulated prior to meeting. Governors liked the annotation of school and cohort specific information on the charts to explaining the percentage results. The results for summer 2015 were good, particularly in KS2. The results will be analyzed thoroughly by the Quality and Standards Committee. Governors expressed a slight concern around assessment once levels are completely abolished. JW advised that Alconbury School along with many other schools within the A1 cluster have chosen to use the Target Tracker assessment package. This software allow data to be presented in varying levels of detail depending upon what data is being reviewed and who is using the information, i.e. pupil level for teaching staff and cohort or whole school data for Governors.	Nov 15	Q&S Comm
16. Any Other Business	<ul style="list-style-type: none"> JW thanked Governors for their support and good wishes as Head of Alconbury School. JW also thanked the governors who attended the Meet the Staff evening, which was productive in many ways including promoting the work of the Governing Body and recruiting new committee members and helpers for FACES. JW advised that she had been approached by Adrian Shepherd (AS), Head of St Anne's CE Primary School, Godmanchester, suggesting a partnership between the schools, AS and JW agreed to meet and initially complete a SIAMS audit. JW advised that she was changing the format of the Monthly newsletter to include a Governors 'box' on the front page LH agreed to write the first article. CK reported that Alconbury Primary School GB had been approached to provide a support with and venue for the new head teacher interviews of Ermine Street Primary School, the Weald. CK is taking the lead on this as he is a temporary Governor of the new school in addition to a Governor at Alconbury School. CK & JW will work closely to ensure minimal disruption. All Governors agreed it was important to support other local schools. There was no further business and the meeting closed at 9.00pm. 	Oct 15 Oct 15 Nov 15	JW LH School
17. Next meeting	Full Governing Body Meeting Thurs 19 th November 2015 at 7pm.		
Dates of future meetings and events		Comments	
Steering Group Meeting–Monday 19 th October 2015 at 6pm Quality & Standards Committee– Mon 9 th Nov at Resources & Finance Committee–Tues 24 th Nov@10.30am Full Gov Body–Thursday 19th November 2015 at 7pm Quality & Standards Committee – Jan 2016 Resources & Finance Committee – Jan 2016 Steering Group Meeting – Jan 2016 Full Gov Body–Thursday 4th February 2016 at 7pm Quality & Standards Committee– late Feb/early March 16 Resources & Finance Committee – late Feb/early March 16 Steering Group Meeting – late Feb/early March 16 Full Gov Body–Thursday 10th March 2016 at 7pm Quality & Standards Committee – March 16 Resources & Finance Committee –March 16 Steering Group Meeting –March 16 Full Gov Body–Thursday 28th April 2016 at 7pm Quality & Standards Committee – May 16 Resources & Finance Committee – May 16 Steering Group Meeting – May 16 Full Gov Body–Thursday 23rd June 2016 at 7pm Pay Review – July 16		Governors Termly Briefing - Wood Green Animal Shelter 2015 - 7.00pm-9.00pm Governors Termly Workshop to improve Governance – Wood Green Animal Shelter from 6.30 to 8.30pm Property Manager – Tuesday 9th February 2016 at 1.30pm SFA Jane Green – SFA Jane Green – SFA Jane Green – SFA Jane Green -	