



Alconbury C of E Primary School

Full Governing Body Minutes

held on Thursday 20th September 2018 at 7.00pm

Minutes issued October 2018

Membership: Jane Watts, Lucy Hampton, Roz Starkey, Mandy Flaherty, Jayne France, Rachael Booker, Vanessa Watson, Julie Cook, Kelly Peck, Roger Read, Rebecca Schofield, Kathryn Day, Hannah Mulcrone **Apologies:**None **Clerk:**Pam Dowdell

Points discussed	Decisions and Action	when	by whom	
	At 6pm before the meeting, all Governors attended a Safeguarding Briefing presented by Di Stygle. At 7pm MF opened the meeting with a prayer.			
1. Apologies	No Apologies received. All Governors attended the meeting.			
2. Welcome	Following a Parent Governor Election Rebecca Schofield was elected as a Parent Governor and Staff elected Kathryn Day as Staff Governor. Governors introduced themselves and welcomed Rebecca and Kathryn to the Governing Body.			
3. Register of Pecuniary Interests	Governors signed a 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.			
Beginning of Year structure				
4. Election of Chair and Vice Chair	Re -election of both a Chair & Vice Chair was required for 2018/19. RR proposed and VW seconded LH for the position of Chair. All Governors voted to accept. KP proposed, and RS seconded RB for the position of Vice Chair. All Governors voted to accept. LH and RB were elected to posts for 2 years to Sept 2020.			
5. Code of conduct for Governing Bodies (09/17)	Governors reviewed the Model Code of Practice and agreed to keep the 4 th role "Ensuring the safety and wellbeing of all staff and pupils" that had been added to previous version. This current policy has not been updated by the Governor services to reflect GDPR. All Governors agreed and signed the Code of Practice. PD to contact Governor Services to ask for an updated version and to review at next meeting.	Oct 18	PD	
6. Standing orders	CGS Model Policy (09/17) - PD to update orders to be ratified at next meeting.	Oct 18	PD	
7. Governing Body Objectives	Governors reviewed the objectives and agreed that although relevant had been achieved. LH to review and update the wording to challenge and reflect the Governing Body's focus on wellbeing, management and safeguarding focus. The objectives to be agreed at the next meeting.	Nov 18	Full GB	
8. Committees & Governor Responsibilities	Review of Committees and Responsibilities. Governors discussed the needs of the committees and individual responsibilities and agreed the following:			
	Resources		Teaching & Learning	
	Chair	Rachael Booker	Chair	Kelly Peck
	Vice Chair	Vanessa Watson	Clerk:	Jane Watts
	Clerk:	Pam Dowdell		Kathryn Day
		Julie Cook		Jayne France
		Lucy Hampton		Rachael Booker
		Mandy Flaherty		Lucy Hampton
		Roger Read		Hannah Mulcrone
		Rebecca Schofield		(attends)
	Jane Watts			
Governors Responsibilities				
Pay review		Responsibility	Governor	
Kelly Peck Rachael Booker, Vanessa Watson Jane Watts		Child Protection/Safeguarding	Mandy Flaherty	
		Inclusion (G&T)	Kelly Peck	
		Inclusion (SEND)		
		Looked after children-LAC		
		Pupil Premium		
		Prevent Governor	Mandy Flaherty	
		Health & Safety	Julie Cook Vanessa Watson	
		Training & Development	Lucy Hampton	
Performance Management	Lucy Hampton Rachael Booker			

	<p>Link Governors</p> <table border="1" data-bbox="352 129 1209 318"> <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 Steph Clitheroe</td> <td>Katie Brown</td> <td>Jill Suckling</td> <td>Kathryn Day</td> <td>Patrick Geary</td> <td>Charlie Hawkins (incl. PE Grant)</td> </tr> <tr> <td>Governor</td> <td>Lucy Hampton</td> <td>Kelly Peck</td> <td>Rebecca Schofield</td> <td>Jayne France</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Roger Read</td> </tr> </tbody> </table> <table border="1" data-bbox="352 353 1299 488"> <tr> <td>Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>SEN/Deputy</td> <td></td> </tr> <tr> <td>Office</td> <td>Rachael Booker</td> </tr> <tr> <td>Teaching Assistance</td> <td></td> </tr> </table> <p>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.</p>	Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Steph Clitheroe	Katie Brown	Jill Suckling	Kathryn Day	Patrick Geary	Charlie Hawkins (incl. PE Grant)	Governor	Lucy Hampton	Kelly Peck	Rebecca Schofield	Jayne France	Julie Cook	Vanessa Watson	Roger Read	Head Teacher	Lucy Hampton	SEN/Deputy		Office	Rachael Booker	Teaching Assistance			
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9. Previous Minutes	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.	Oct 18	PD																																
10. Matters Arising	<p>Governor Vacancies: LH advised that she had received a resignation of office from Roz Starkey RS advised that she had enjoyed her as a Governor and Governors thanked her for her support and hard work through out her many years of service. LH & MF to contact the Ely Diocese for discuss the vacancy. PD to run Parent elections as they is still a Parent Governor vacancy and KP and RB term of office is due for re-election in October.</p> <p>Nursery Provision: LH shared her report and advised that nursery provision within the village is an important consideration in order to maintain number of children on roll at Alconbury School. The village pre-school is a registered charity and managed by a committee of volunteers that usually only remain in post for a short period. RR challenged this and asked if it was possible for school to take over the management of the pre-school to provide continuity of provision between pre-school and school, improve employee training and conditions. Governors agreed that the level of school funding currently would not make this possible without additional funding. LH informed that these points would be considered as part of the next steps which will include the working party (LH, RB, KP, VW, JW & HM) formalising discussions with pre-school, LA and parents and identifying a way forward.</p>	Oct 18	Working Party																																
11. Policy Ratification	<p>Governors reviewed and unanimously approved the following policies: Mobile Phone, Marking and Behaviour policies.</p> <p>During the review of the lockdown policy Governors suggested that the method of informing parents should be appropriate to the reason for the lockdown, where possible text approved by the LA publicity officer. Governors also challenged why the policy was published on the school website as this reveal procedure on how the school plan to keep the children safe. It was agreed to remove the policy.</p>	Oct 18	JW																																
12. Head's update	<p>JW outlined the SIP as a visual balloon diagram and reported the following additional detail: Subject leaders to work with another teacher from the opposite key stage to provide understanding and development across the school, e-safety awareness and knowledge to be embedded for both pupils and parents, the impact of lunchtime playground zones to be monitored. Develop a relevant, engaging and challenging curriculum, embed the new RE curriculum and further develop early years provision. Maintain appropriate data to monitor the progress of SEN and disadvantaged pupils and also ensure that top and middle groups of children achieve their full potential. Increase support and monitor the increasing number of children presenting with anxiety and confidence issues.</p> <p>JW also advised that 10 new pupils had joined out school this term and the number on roll is now 200. Patrick Geary newly appointed teacher has settled in well. VW to arrange an induction meeting with him. A SEN pupil who is waiting for a place at a special school in Peterborough is becoming more difficult to manage and it may not be possible to meet his needs at Alconbury. JW asked for Governor's support if it becomes necessary to expel him.</p>	Oct 18	VW																																

	Governors were aware of the impact he was having on the school and staff and agreed to support any action necessary.		
13. Pay review committee	The pay review committee met in July 17 and agreed 2 members of staff for pay progression. The committee agreed to adopt the EPM pay policy in principle, confirmation of national pay awards to be finalised. VW and RB to meet JW at 9.30am on 5 th October to complete. Governors agreed to approve the policy.	Oct 18	VW,RB, & JW
14. Ofsted	It was agreed to move this item to the next meeting.		
15. Priorities for the coming year	Governors discussed the Objectives that had been set in September 17. It was suggested that a statement about robust financial management should be added and also a statement to reflect the schools ethos of supporting the wellbeing of staff, pupils and families. Additionally the word safeguarding should replace safety in the final statement. LH to add these statements to the objectives for Governors to agree at the next meeting.	Nov 18	LH
16. Any Other Business	<ul style="list-style-type: none"> JW advised that teaching unions have arranged a March in London to protest against Education Funding and asked Governor's for their views on her taking part. All agreed and encouraged JW to support the action. There was no further business and the meeting closed at 9.15pm. 		
17. Next meeting	Full Governing Body Meeting Thurs 15th November 2018 at 7pm.		
Dates of future meetings and events		Comments	
Full Governing Body Meeting Thursday 24 th January 2019 at 7pm Thursday 7 th March 2019 at 7pm Thursday 25 th April 2019 at 7pm Thursday 27 th June 2019 at 7pm Resources Committee Meeting – Wednesday 11th October at 6pm Teaching & Learning Committee Meeting – Pay Review July 19		Property Manager (Strictly Education) TBA School Finance Advisor - Jane Green Autumn Term Meeting - Spring Term Meeting Budget Build Summer Term Governors Termly Briefing - Wood Green Animal Shelter Gov. Termly Workshop to improve Governance –	