



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 24th January 2019 at 7.00pm

Minutes issued February 2019

Membership: Lucy Hampton, Vanessa Watson, Julie Cook, Philip Baker, Kathryn Day, Mandy Flaherty, Kelly Peck, Jane Adams
Apologies: Jane Watts, Alison Fendley, Rachael Booker, Jayne France. **Did not attend:** Rebecca Schofield.
Clerk: Pam Dowdell **Associate Member:** Hannah Mulcrone, Kim Sewell

Points discussed	Decisions and Action	when	by whom
1. Apologies	Jane Watts, Alison Fendley, Rachael Booker & Jayne France. Rebecca Schofield did not attend the meeting.		
2. Register of Pecuniary Interests	None were declared		
Minutes of last meeting and matters arising			
3. Matters arising	<ul style="list-style-type: none"> • The Governing Body values were discussed and Governors decided that the statements were no longer relevant and agreed to re-write and link them to the SIP in light of the new OfSTED standards and SIAMS. JW and HM to identify a new vision statement for the school and then Governors can agree new values. • MIS & FMS Finance system – JW and admin staff have identified new systems. The schools MIS data was migrated over Christmas and staff have been using Scholarpack since the beginning of term. All staff now have access to Scholar pack and registers are now taken electronically on class iPads. By migrating at Christmas a saving of £800 was made. Access for Education has been chosen to replace SIMs FMS. Admin staff will receive 2 training days in March and the financial structure will be set up ready to be used from 1st April. If a number of other local schools choose this software it may be possible to share training and reduce training costs. • PD & LH encouraged Governors to complete the funding survey. 	Spring 19	JW, MF & HM
			Jan 19
4. New Governor	LH welcomed Jane Adams & Alison Fendley to the Governing Body and encouraged them to attend new governor training and the termly briefings. Jane Adams agreed to join the Teaching and Learning Committee and Alison Fendley the Resource Committee.		
School Monitoring			
5. Governor Visits	LH has sent out a Governor Visit report template and asked governors to complete and return to her after they have visited school. Additionally there is a Governor visit log book in the school office for Governors to complete when visit or call into school.	ongoing	All Gov
	LH suggested that a Governor Visit Day for all Governors, is set each term. This date would be set well in advance and would provide a more structured approach to visits and would give Governors time see to talk to link teachers, staff and pupil etc. All Governors agree this was a good idea.	termly	All Gov
6. Head teacher update	JW sent her report to Governors prior to the meeting and HM provided a brief overview in JW absence. A number of children and staff have been off sick with a nasty bug and virus so attendance is dropping this term. Whilst term time holiday requests are generally low, it is too early to identify the impact penalty notices will have on attendance data going forward. MP's operation have been cancelled again and so parents' evening and supply cover has had to be rearranged. There is a change in how teachers report to parents. A shorter report format will be given to parents earlier in the year, and an additional parents evening held in the summer term to discuss progress and targets. Hopefully this will keep parents more informed and balance out teacher workload.		

7. Annual School Comparison Report	Governors discuss the report LH had prepared. The report benchmarked Alconbury against other local schools. It shows that pupils make a good level of progress, the number on roll is rising and there is an average percentage of FSM but a higher percentage of SEN pupils at Alconbury. All governors found the data in report informative but felt that additional contextual information would be use helpful.		
8. Safeguarding	VW advised that she had attended safer recruitment training on 23 rd January 19. Whilst the course was generally informative she felt that too much time was spent covering past events, the time would have been used to discuss and explain best practice of admin and records procedures. It was agreed that Governors should monitor the SCR termly.	Termly	MF
Update on Projects and Other Issues			
9. Wrap around care	Alconberries has had a positive start and registration and bookings are increasing. Alconberries staff are very supportive and children are enjoying their time at the club. Tucasi, the school on-line payment system is managing the booking and payment of sessions well. As the club has only been operational for month is too early to identify the extent (if any) of the financial risk the year. Next step is to survey parents and children to ensure that the provision meets the needs of all stakeholders.	Feb 19	JW
10. Nursery Provision	LH provided a report to outline the reasons why Alconbury School and Governors should consider taking over the managements on the Preschool. LH has contacted Penny Price, the LA EYFS advisor for guidance on the next step of the process. Governors will need to ensure that due diligence is completed to maintain the feasibility of the setting under school governance.	Feb 19	JW/LH
11. T& L Committee	Teaching and Learning committee reviewed and discussed how T&L was monitored. A summary report with actions was issued with T&L minutes. The committee also discussed the new curriculum.		
12. Budget	LH reported that the Resource committee reviewed the budget and discussed the expected increase in carry forward due to savings and donations from the local community. The committee agreed to complete some of the maintenance jobs identified during the 'maintenance walk' undertaken previously. The next resource meeting is 25 th February.		
Policies			
13. Acceptable use of ICT	Governors all agreed to approve this policy		
14. Data Protection	Governors all agreed to approve this policy		
Governor Training/Development			
15. Good Governance/ Ofsted	<p>Preparing for OfSTED 'Are we sure we know what we need to know?' LH advised that the OfSTED inspection criteria is having the biggest overhaul in 15 years. During an inspection Governors need to be confident to discuss and answer question on the management of the school. Most of the new Governors felt under prepared. LH shared her report which summarised the judgement categories. Governors spend a long time discussing what information OfSTED might be looking for and how they could obtain the evidence and information.</p> <p>HM advised that SLT had been reviewing curriculum content with subject leaders (teaching staff) to ensure that the teaching and learning encouraged deeper and life long learning, linked all curriculum subjects to the world today and reflected the ethos of the school. Governors discussed ways of monitoring the learning and agreed this could be achieved by visiting school, talking to children and staff, looking at lesson plans, displays and the school social media feed.</p> <p>OfSTED visits may become short notice visits, which means that all Governors need to be prepared as they may be called for interview at short notice.</p>	Ongoing	All Gov

Updates, information and regular items			
16. A.O.B.	PD advised that the school email had been migrated to office 365. PD to send information to Governors and set up new accounts for new Governors. Governors were reminded about GDPR responsibilities and personal data. There was no further business meeting closed at 8.50pm.	Feb 19	PD All Gov
17. Next meeting	Full Governing Body Meeting Thurs 7th March 2019 at 7pm.		
Dates of future meetings and events			Comments
Full Governing Body Meeting Thursday 7 th March 2019 at 7pm Thursday 25 th April 2019 at 7pm Thursday 27 th June 2019 at 7pm Resources Committee Meeting – Monday 25 th February 2019 at 6pm Teaching & Learning Committee Meeting – Pay Review July 19		Property Manager (Strictly Education) 7 th March 2019 @1.30pm School Finance Advisor - Jane Green Spring Term Meeting Budget Build 24 th April 2019 at 7pm	