



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 21st September 2017 at 7.00pm

Minutes issued 2nd October 2017

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

Points discussed	Decisions and Action	when	by whom	
	Jane Watts opened the meeting with a prayer.			
1. Apologies	Apologies received from Roz Starkey, Lucy Hampton and Hannah Mulcrone. Mandy Flaherty advised she would be late.			
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.			
Beginning of Year structure				
3. Election of Chair and Vice Chair	Re-election of Chair & Vice Chair not required for 2017/18, elected for 2 years from Sept 16			
4. 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. All Governors agreed and signed the Code of Practice. Roz Starkey and Lucy Hampton to sign the code of practice at the next meeting. Website is not compliant PD, JW and LW to review.			
5. Standing orders- CGS Model Policy (09/17)	Governors reviewed the updated model Standing Order policy particularly Sections 14-16 which are new for Sept 17. All Governors Ratified the policy.			
6. Governing Body Objectives	<p>Governors reviewed the objectives set last year.</p> <ol style="list-style-type: none"> 1. Improve Governor knowledge by <ul style="list-style-type: none"> • 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. <p>Governors agreed that all objectives remained relevant and progress had been made on each of the priorities during the year. JW suggested re-instating the priorities on to committee agendas to maintain a focus.</p>	ongoing	Res and T&L	
7. Committees & Governor Responsibilities	<p>Review of Committees and Responsibilities. Governors discussed the needs of the committees and individual responsibilities and agreed the following:</p> <ul style="list-style-type: none"> • LH to be support governor to Headteacher. • Teaching and Learning Committee membership to be increased. • MF appointed new Safeguarding governor • MF to mentor Jane France through new Governor induction. <p>Committees and Responsibilities agreed as follow:</p>			
	Resources	Teaching & Learning		
	Chair Vice Chair Clerk:	Cliff Kendall Mandy Flaherty Pam Dowdell Lucy Hampton Roger Read Rachael Booker Vanessa Watson Julie Cook Jane Watts	Chair Vice Chair Clerk:	Kelly Peck Roz Starkey Jane Watts Maria Radwell Jayne France Cliff Kendall Rachael Booker Hannah Mulcrone (attends)

		Governors Responsibilities									
		Pay review		Responsibility				Governor			
		Cliff Kendall		Child Protection/Safeguarding				Mandy Flaherty			
		Roz Starkey,		Inclusion (G&T)				Kelly Peck			
		Kelly Peck		Inclusion (SEND)				Roz Starkey			
		Rachael Booker,		Looked after children-LAC				Roz Starkey			
		Vanessa Watson		Pupil Premium				Roz Starkey			
		Jane Watts		Prevent Governor				Mandy Flaherty			
				Health & Safety				Julie Cook Vanessa Watson			
				Training & Development				Lucy Hampton			
				Performance Management				Cliff Kendall Lucy Hampton Rachael Booker			
		Link Governors									
	Year	R	1	2	3		4	5	6		
	Teacher	Michela Payne	Carly 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.									
8. 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.									Oct	PD
9. Matters Arising	<ul style="list-style-type: none"> Reminder – Governor visit to school before October Half term Link Governors to new teachers –Induction meeting report at next meeting. General Data Protection Regulation- RR updated governors on what he had read on the new regulation. RR, JW and PD to attend GDPR briefing/training in the coming weeks. Kitchen ventilation project is finished, 2 design issues relating to Gas meter and the hot plate are under discussion between the consultant, contractor & Local Authority. 									Oct Oct/Nov	All RR,JW, PD
10. Ratify Policies Safeguarding & Child Protection Policy	All Governors approved the Safeguarding & Child Protection Policy subject to the name of the child protection governor being changed from Lucy Hampton to Mandy Flaherty as agreed in previous item.										
11. Head Teacher Update	JW advised that the school was fully staffed, the School Improvement Plan (SIP) had been completed, the new reception children had settled in well and all their needs were being accommodated, one or two children further up the school return in September a little unsettled but staff were providing support to both pupils and families. JW advised that a parent’s company had made significant donation again this summer; this together with a grant from the windfarm was used to purchase a class set of iPads. Pressures on the budget continue and the Resource Committee agreed to review the 6 month outturn in detail at its next meeting.									Oct	Res
12. Service Level Agreements (SLA) Review	RB reported the outcome of a working party meeting held during the summer term to discuss SLA. Unfortunately it was felt that there was little opportunity to make any sizeable savings as the contracts are either small, and therefore reviewed annually or in the case of IT and MIS software; a change would not be cost effective. The Resource Committee agreed to look at ‘Property Management’ holistically to see if savings could be made restructuring management advice, maintenance, caretaking and cleaning.									Oct	Res

13. Letter to Parents re finances	Following letters to parents and an article in the Parish Pump, a number of village residence contacted the school to offer support and advise that they had written to Jonathan Djanogly and Justine Greening the Secretary for Education as requested regarding school funding. VW to contact Mr Matthews, a former Architect with Department of Education, to enquire if he is able to provide support to school regarding property matters. LH to write an article for the newsletter to update parents. JW reported that a number of new parents had joined the FACES committee and had new fundraising ideas. One suggestion was to run a 'school lottery'. JW asked how Governors felt about this. MF advised that the Church often sought lottery funding for projects and therefore felt it was an acceptable source of funding.	Oct Oct	VW LH
14. Pay Review Committee	The pay review committee met in July 17, 2 members of staff were recommended for incremental pay progression salary points. RB to finalise minutes so that teachers pay awards can be adjusted as of 1 st September 2017. The committee met at the beginning of this term to discuss the pay policy for 2017/18. The committee agreed to adopt the EPM pay policy in principle subject to agreement with the A1 heads. One change to the policy was that the pay review committee should discuss and review all staff to ensure targets and training requirements are met. The policy to be presented to Governors at the next meeting for ratification.	Oct Nov	RB Pay Review
15. Informal meeting with DEMAT	LH, JW and RB had an informal meeting with DEMAT to discuss the academy conversion process and time scale. It was a productive meeting and Governors agreed to accept the invite from DEMAT to come and talk to both Governors and staff openly.	Autumn	LH/JW
16. SATS results	JW shared an overview of SATs Data with Governors, and explained that Alconbury School's results overall were just above the national average, although reading results were lower than previous years. Reading will be the main focus throughout the school this year. The T&L committee will discuss and review the data in more detail at their next meeting	October	T&L
17. Governor Effectiveness questions	Governors split into 2 groups to discuss 2 questions of 'Governor Effectiveness' and then fed back to the full committee. The questions were: <ul style="list-style-type: none"> Do we engage in good succession planning so that there are plans in place to replace governors who leave or whose term of office is finished? How well do we understand our roles and responsibilities, including what it means to be strategic? Outcome of discussions documented on attached audit sheets.		
18. Topic Areas for 2017	JW proposed a Safeguarding and Child Protection training session for the next meeting.	Nov	All
19. Discussion of Areas to cover	Governors agreed that academy conversion and school funding should be the main topics of discussion this year.	Autumn/ Spring	All
20. Any Other Business	MR left the meeting <ul style="list-style-type: none"> Teacher's Extraordinary Leave – JW explained that a long serving member of staff had requested an unpaid period of leave to attend a family occasion. Governors discussed the request at length and all agreed to grant the leave request based on the information provided. JW explained that this request was not setting precedence for any future requests, each case would be considered on merit, taking into account, reason for request, length of employment and impact on children and other staff. RR advised that he had attended the 'Meet the Teacher' BBQ event and found the whole school buzzing. He felt that all of the talks by teachers were dynamic and encompassing, and he left with the message that reading was a high priority. KP confirmed that the meeting was valuable and well attended MF shared the outcome of her farewell (exit) meeting with Rebekah Bell. RB said Alconbury School was her forever school and she was leaving full of aspiration and confidence. She said that the strength of the school was its nurturing ethos, the well-being of staff and the way everyone cared for each other. She was unable to easily identify a weakness but when pushed 		

	<p>felt that managing consistency of behaviour in KS1 was challenging especially when the needs of some children demanded more tolerance than others.</p> <ul style="list-style-type: none"> • There was no further business and the meeting closed at 9.15pm. 		
21. Next meeting	Full Governing Body Meeting Thurs 16th November 2017 at 7pm.		
Dates of future meetings and events		Comments	
<p>Full Governing Body Meeting Thursday 16th November 2017 at 7pm Thursday 25th January 2018 at 7pm Thursday 8th March 2018 at 7pm Thursday 26th April 2018 at 7pm Thursday 28th June 2018 at 7pm</p> <p>Resources Committee Meeting – Wednesday 11th October at 6pm</p> <p>Teaching & Learning Committee Meeting – Thursday 27th September at 6pm</p> <p>Pay Review July 18</p>		<p>Property Manager (Strictly Education) TBA</p> <p>School Finance Advisor - Jane Green Autumn Term Meeting - Spring Term Meeting Budget Build Summer Term</p> <p>Governors Termly Briefing - Wood Green Animal Shelter Gov. Termly Workshop to improve Governance –</p>	