



## Alconbury C of E Primary School Full Governing Body Minutes held on Thursday 25<sup>th</sup> January 2018 at 6.00pm

**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
	MF opened the meeting with a prayer		
1. Apologies	Apologies received from Maria Radwell and Jayne France.		
2. Discussion on Budget & Funding options for 2018/19	LH advised that following the last meeting with Jane Green (Schools Financial Adviser), it was predicted that Alconbury School needed to save £28,000 to balance the 2018/19 budget. Governors reviewed the December BCR, PD advised that some small savings may be available but felt it was too early to commit to the carry forward reserve in case any unforeseen expenses occurred. LH advised Governors that a member of the teaching staff had informally confirmed that they would be retiring at the end the current academic year, but would be interested in returning to work part time if possible. Governors discussed a number of financial scenarios, most of which still left a shortfall in the saving required; therefore a reduction in teaching assistant hours also needs to be considered. All Governors agreed that any changes in the school organisational structure must maintain teaching standards and should not be based finance alone. Whilst it is not possible to second guess the employment requests of school staff JW advised that some staff had informally indicated they wished to reduce their hours next academic year, therefore it is hoped that savings can be made through natural wastage. Funding figures for 2018/19 are expected by the end of January and January's BCR will be available before half term. PD to send out information to Governors when it is available. RR asked where and what impact a reduction in TA hours of 27.5, 40 and 55 hours would have on classes. JW & HM to review and report back before the next Governors meeting on 8 <sup>th</sup> March. MF left the meeting at 7.15pm	Feb 18 Mar 18	PD JW/HM
3. 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.	Jan	PD
4. Matters Arising	<ul style="list-style-type: none"> <li>• Governor Visits to School – VW confirmed that she had visited Maria Radwell and MF &amp; LH had visited Katie Brown.</li> <li>• RR agreed to be Charlie Hawkins link Governor.</li> <li>• RB agreed to join the T&amp;L committee and become Chair of the Resources committee.</li> </ul>	Ongoing	All
5. Community Governor	Cliff Kendall advised that his term of office had come to an end and unfortunately he would be unable to stand for another term as he was relocating. LH thanked him for all his hard work and said that he would be missed from the Governing Body.		
6. School comparison Report	Governors reviewed the School Comparison Report; It was noted that there were fewer schools to compare against and that Alconbury School general sat mid range. RR advised that he had found the report very informative and generally interesting. Governors thanked LH for the report.		

7. School Improvement Plan update	<p>JW advised that Alconbury School had been invited to join the A1 Teaching Alliance with Buckden (lead school), Bourne and Enfield. Joining an alliance will enable Alconbury School to share good practice with other school, provide access to additional training and grant funding opportunities. The Alliance has a Partnership agreement with Homerton Teaching College, which will provide schools with teaching students. This A1 Alliance is a different group of schools from the A1 network schools, who are also in the early stages of setting up a Teaching Alliance. There is no cost to join an Alliance and schools are able to be part of more than one Alliance. Governors agreed this was a positive partnership for all schools.</p> <p>Unfortunately a member of staff will be off sick for at least the first half of the summer term. JW suggested contacting a supply teacher who used to work at our school many years ago to see if she would be available to cover the class. JW advised that a LA inspector would be visiting the school on 6<sup>th</sup> February to complete an OfSTED type of visit.</p>	Mar 18	JW
8. Ratify Policies	Governors unanimously approved the letting Policy but it was noted that some organisations made donations to school instead of being charged a fee. It was agreed that these organisation should complete a hiring application to cover the requirements of the policy.		
9. Five Year Strategic Plan	<p>Governors discussed and agreed areas of focus for future years.</p> <ul style="list-style-type: none"> <li>Financial Objective – to produce, maintain and look to secure the financial future of the school</li> <li>Sustainability of the school – Maintain a ‘Good’ level of teaching and learning to ensure the school remains a positive choice for parents.</li> <li>Development of the Governing Body – Ensure the Governing Body has and maintains a range of skill to provide strategic leadership of the school</li> </ul> <p>RR expressed concern that as committees had become more strategic and less operational he felt less informed to answer OfSTED questions. Governors agreed that committees should be aware of operational matters to ensure that the right operational decisions are being made.</p>		
10. Ofsted Seminar	LH updated and shared information with Governors on the OfSTED seminar she had recently attended. LH is attending a Safer Recruitment refresher training course and reminded Governors that to comply with Safeguarding regulations, Governors who sit on recruitment panels must have attend the training.		
11. Data Protection	Governors agreed to form a working party to discuss options to enable the school to be compliant by 25 <sup>th</sup> May 2018. RR, LH, JW and PD to arrange meeting and report to Resource committee on 22 <sup>nd</sup> February at 6pm.	Feb 18	RR LH JW PD
12. Academisation	LH to invite Jackie McCamphill (Assistant Director, Innovation and Business Development) from DeMAT to talk to the Governing Body to explain what DeMAT and Academisation would mean for Alconbury School. To be discussed further at the next FGB meeting on 8 <sup>th</sup> March 2018.	Mar 18	JW
13. School Day	JW advised that the school gate is open from 8.45 to 9.00am in the morning and increasingly children are arriving at school over an extended period of time causing disruption in class at the start of the day. JW advised that she would like to reduce the time the gates are open (8.40 to 8.50am) so the children settle better in the morning and encourage children to arrive at school on time. All Governors agreed to this proposal.	JW	Feb 18
14. Term Dates 2018/19	Governors agreed the following training days for 2018/19 4 <sup>th</sup> & 5 <sup>th</sup> September 2018, 3 <sup>rd</sup> January 2019, 23 <sup>rd</sup> April 2019 and 3 <sup>rd</sup> June 2019.		
15. Any Other Business	<ul style="list-style-type: none"> <li>JW advised that schools in Cambridgeshire are being encouraged to introduce fines for unauthorised absences and term time holidays. JW felt that Alconbury School on the whole had a good relationship with parents and providing attendance was managed on a case by case basis and the overall attendance of the school remained high fines would not me required.</li> <li>There was no further business and the meeting closed at 8.45pm.</li> </ul>		
16. Next meeting	<b>Full Governing Body Meeting Thursday 8<sup>th</sup> March 2018 at 7pm.</b>		

Committees & Governor Responsibilities	Committees and Responsibilities. <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> Committees and Responsibilities agreed as follow:							
	<b>Resources</b>				<b>Teaching &amp; Learning</b>			
	Chair	Rachael Booker			Chair	Kelly Peck		
	Vice Chair	Mandy Flaherty			Clerk:	Lucy Hampton		
	Clerk:	Pam Dowdell				Roz Starkey		
		Lucy Hampton				Jane Watts		
		Roger Read				Maria Radwell		
		Vanessa Watson				Jayne France		
		Julie Cook				Rachael Booker		
		Jane Watts				Hannah Mulcrone (attends)		
<b>Governors Responsibilities</b>								
<b>Pay review</b>			<b>Responsibility</b>			<b>Governor</b>		
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			Lucy Hampton Rachael Booker		
<b>Link Governors</b>								
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	Roger Read	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.								
<b>Dates of future meetings and events</b>							<b>Comments</b>	
<b>Full Governing Body Meeting</b> 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  <b>Resources Committee Meeting</b> Thursday 22 <sup>nd</sup> February 2018 at 6pm  <b>Teaching &amp; Learning Committee Meeting</b> Wednesday 21st March 2018 at 6pm. <b>Pay Review</b> July 18				<b>Property Manager</b> 31 <sup>st</sup> January 2018 (Strictly Education)  <b>School Finance Advisor - Jane Green</b> Spring Term Meeting 5 <sup>th</sup> March Budget Build  <b>Governors Termly Briefing - Wood Green Animal Shelter</b> <b>Gov. Termly Workshop to improve Governance –</b>				