



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 4th February 2016 at 7.00pm

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Membership: Jane Watts (JW), Lucy Hampton (LH), Mandy Flaherty (MF), Cliff Kendall (CK), Roger Read (RR), Rae Maynard (RM), Kelly Peck (KP), Tom MacLennan (TM), Dallas Pupins (DP), Vanessa Watson (VW), Maria Radwell (MR), Julie Cook (JC), Rachael Booker (RB), Roz Starkey (RS). **Clerk:** Pam Dowdell (PD).
Associate Member: Hannah Mulcrone (HM).

Points discussed	Decisions and Action	when	by whom
Present	Jane Watts, Lucy Hampton, Cliff Kendall, Kelly Peck, Roger Read, Tom MacLennan, Maria Radwell, Julie Cook, Rachael Booker, Vanessa Watson. Clerk: Pam Dowdell Associate Member: Hannah Mulcrone. Rebecca Britton		
	Jane Watts opened the meeting with a prayer.		
1. Apologies	Apologies received from Rae Maynard, Roz Starkey and Mandy Flaherty. Dallas Pupins did not attend the meeting. Rebecca Britton advised that she was resigning as an Associate Member but wished to continue supporting the school through Urban and Civic.		
2. Pecuniary Interest	Governors attendance at the meeting was recorded and Governors were asked to declare any interest they may have in agenda items		
Governing Body Structures/ Formation			
3. Governor Membership	Governors welcomed Vanessa Watson as the new Parent Governor to the Governing Body.		
Minutes of Last Meeting & Matters Arising			
4. Minutes of the last meeting- 19/11/2015	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. <ul style="list-style-type: none"> • JW & MR attended Designated Person child protection and prevent training • HM & RS to review SEN policy. • Confirmation the SIP would be produced annually in the summer term. Senior Leadership Team to meet on 6th June to write next plan in draft. • JW informed SIAMS inspection due Aut 2016 & she will be working with Christine Headteacher from Bourne on this next term. 	Ongoing Spr 16 June 16 Sum/Aut 16	 HM/RS SLT JW/MF
5. Matters arising:	Policy Schedule 1. Ratify Anti Bullying Policy – Governors unanimously approved the Policy. It was agreed that a simplistic cover front sheet is created to make the policy easier to understand and use for parents. 2. Behaviour Policy–JW to share draft policy with Staff before finalising. 3. Ratify -Pay Policy (Final) – Governors ratified the 2015/16 Pay Policy 4. Pay Review Committee (see 2.2) will be CK (standing member) RS, RB, KP and VW. 5. Pay Review Committee meeting arranged for Tues 28 th June 2016 @ 6.30pm	Spr/Sum Pay Review	JW June 16
6. School Vision	The school logo has been amended slightly to contain the logo in a 'traditional house shape' and incorporate the text 'Home of Learning'. It will have the words "Where we educate the whole child." Underneath. In school it will also be broken down in to further steps <ul style="list-style-type: none"> • Learning about ourselves and others • Learning for the future JW shared copies of the new logo in black and white and colour. The logos will be added to paperwork, bags and uniform during the Summer Term. Staff to 'unpick' the meaning of the logo and vision statement with children and redecorate the high level boards in the hall with their ideas. Governors asked for the external signage to the front of the school to be replaced with the new logo and branding to smarten up it's appearance.	Spring Summer	JW JW JW
Committee Structure			
7. Ofsted Feedback	Governors discussed the points raised in the Ofsted report letter. JW explained that the main area for development 'Curriculum Leadership' is already in the SIP and will be something that is started this year and developed further next academic year. Teaching & Learning committee will need to focus on boys / girls differences in performance at data meeting.	Summer ongoing	SLT T&L

	<p>JW explained the Ofsted report this time was in a letter format that was addressed to her, this was very different to previous inspection reports. JW was particularly pleased to see that the inspector had used the word 'family' to describe her school. Governors believed the inspector was able to 'feel' the ethos of the school and understood that the leadership enabled every stakeholder to share the same vision. Governors thanked staff for all their hard work and JW thanked Governors for their time and support.</p>		
8. School Improvement Plan & Head Teacher's Report	<p>JW asked Governors for feedback and questions on the reports. CK & LH asked why persistent absences had increased from 8 to 12 pupils. JW explained that several parents had taken their children on holiday just prior to Christmas and a few pupils were sick for more than a few days. JW and Elizabeth Arkle have set up a system to review attendance and are monitoring pupils with attendance less than 95% on a half termly basis.</p> <p>LH asked HM how she had settled into her post. She explained that she had covered classes when teachers were sick or on training courses, this had allowed her to get to know the children in the school. LH asked Governors to keep up their visits with their linked teacher and particularly asked that for Carley Mawhinney and Lizzy Smalley received a visit. RB asked about the nature of the parental concerns. JW advised that one parent was concern was about 'friendship issues' in class and the other was to with behaviour. Governors agreed that the SIP showed a lot of progress since the last report, JW explained that she found it difficult accurately assess the outcomes due to the move from levels to age related expectations. All Governors liked the summary SIP report</p> <p>A1 Partnership. JW advised that being part of the A1 partnership was useful for training and support however not all of the collaboration projects were suitable or appropriate for our school. JW advised that on occasions other network groups offered a better collaboration options.</p>	Ongoing	JW/EA
		Spring	All Gov
9. Schools Financial Value Standard. (SFVS)	<p>RB reviewed the standard with PD, area identified for improvement last year have been addressed. 2 of the 25 questions were judged as being met 'in part' these are question 10 & 25.</p> <p>Q10. Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment? Governors agreed the following remedial action. <i>When we build the budget consideration is always given to School Improvement Plan for impact on staffing, training and other resources. During the next budget build meeting we will compile a document to report to the Governing Body for discussion.</i></p> <p>Q25. Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance? Governors agreed the following remedial action. <i>A draft policy is in place based on the LA guidance. Updated guidance is expected once received the plan will be finalised.</i></p> <p>A LA audit of SFVS in other school has identified a number of areas of concern. RB to meet with PD w/c 8/2/16 to ensure that the Alconbury School can comply fully with the SFVS requirements.</p>	Feb 16	RB/PD
Committees and Working Groups			
10. Brief Update from Resources Committee	<ul style="list-style-type: none"> • Ratification of Resource Committee Terms of Reference – Governors unanimously approved the terms of Reference. • Finances – Draft Budgets for 16/17 have just been released. The basic entitlement per child is the same as 15/16. IDACI (Postcode deprivation factor) has changed in some areas of Cambridgeshire and the LA has applied protection factors to schools that have significantly affected. PPG and Sports Funding will remain the same. DfE still to confirm the funding amount for the UIFSM. • Building Maintenance - PD has requested a quote to complete roof maintenance works identified in the condition survey from Mr Day. PD is waiting for a 2nd quote to replace the KS1 external classroom doors. Door options and costs to be discussed at the Resource meeting. 	Spring	PD

	<ul style="list-style-type: none"> • Wrap Around Care – Adverts have gone to all parents and will be mentioned in parish pump. RR is discussing the TUPE process for current staff with the LA. PD has submitted a consultation document to EPM to support redundancy. A Governor asked when the full Wrap Around Care would start. JW advised that the provider would take over breakfast club after Easter and hopefully after school from September depending of space available in school. <p>RR has arranged a Structural Engineer to visit w/c 8/2/16. This will determine what options are possible. CK advised that he had arranged a meeting on Friday 13th February with RB and an Architect and Quantity Surveyor working on the Weald project to discuss ideas and options for the area. RR asked if he could attend.</p>	Feb 16	RR/PD
		Feb 16	RR/CK/ RBritton
11. Catering Services	Governors agreed with the findings of the catering summary report and unanimously agreed to serve notice on CCS by the end of February in order to complete the tender process and appoint a caterer from September 16. KP to draft tender documents and PD to serve notice of CCS. The tendering process is to be overseen by the Resources committee.	Feb16	PD/KP
Governor Development Topic			
12. Tackling bullying in school & e-safety	<p>WORKSHOP/TRAINING</p> <p>JW asked governors to define bullying. She talked through the different types, physical, verbal, cyberbullying, indirect. JW listed all the procedures the school has in place to create a bullying free environment; positive relationships, anti-bullying week, collective worship, robust PSHE curriculum, safeguarding, weekly diary meetings, class diaries, treetops & playground watch.</p> <p>HW talked about e safety and points actioned already: e cadets, e safety curriculum, survey to parents, policy and guidance signposted on school website, ACE resources, STARZ introduced, e safety video made, digital parenting magazine ordered. HW showed e safety video made by the children. Governors enjoyed the video and were pleased with all the procedure already in place for both Anti-bullying and e-safety.</p> <p>Governors were asked how they could ensure the policy was alive, robust and working in school. They suggested monitoring the events recorded in the class diaries and behaviour book and asked if this could be reported statistically in the heads report. Ask the children how they felt about bullying and monitor/ask if staff are being and giving consistent messages to children.</p>	On going	Gov.
13. AOB	<p>Governor Training – Finance Efficiency Training not very good, although it was reassuring to know that the best practice discussed, Alconbury School already had in place. CK & LH to attend a Performance Related Pay briefing later in the month. Governors agreed that the working party groups were working well and will hopefully be successful.</p> <p>LH expressed the thanks of all Governors to Rebecca Britton for all her help whilst on the Governing Body. Rebecca Britton advised that she was still committed to Alconbury School and was looking forward to helping in a more practical way via Urban and Civic</p> <p>LH suggested that as the Governors never managed to get together at Christmas they should arrange a meal at Easter. All Agreed. A Parents meeting was held on Wednesday 3rd Feb to discuss parking outside the school. LH to collate the ideas and suggestion into an action plan.</p>	Feb 16	CK/LH
		Mar 16	All Gov
		Spring	LH
14. Next meeting	Full Governing Body Meeting Thursday 10 th March 2016 at 7pm.		
Dates of future meetings and events			
FGB- Budget Approval -Thurs 28 th April @7pm Full Gov Body –Thurs 23 rd June @7pm Pay Review – 30 th June 16 Full Gov Body –End of Year meeting July 16 T&L Committee -Monday 1 st Feb 2016 @ 6pm Res Committee –Tues 9 th March 16 @ 6.30pm		Governors Conference - Swavesey Village College Saturday 5 March 2016 from 9.15 am – 1.00 pm Governors Termly Briefing - TBA Property Manager – Tuesday 9 th February 1.30pm SFA Jane Green – 7 th March 2016 @ 1.30pm SFA Jane Green – 26 th April 2016 @ 9.30am	