



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 4<sup>th</sup> May 2017 at 7.00pm**

<b>Minutes issued 30<sup>th</sup> May 2017 Approval due: June 2017</b>			
<b>Membership:</b> Lucy Hampton, Kelly Peck, Vanessa Watson, Roz Starkey, Maria Radwell, Hannah Mulcrone, Cliff Kendall, Mandy Flaherty, Julie Cook, Rachael Booker. <b>Clerk:</b> Pam Dowdell <b>Apologies:</b> Jane Watts, Roger Read. <b>Late:</b>			
Points discussed	Decisions and Action	when	by whom
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies	Apologies received from Jane Watts and Roger Read. Rae Maynard did not attend the meeting as she has resigned as Foundation Governor. The Diocesan board of Education are in the process of appointing Mrs Jayne France.		
2. Register of Pecuniary Interests	Governors declared no 'interest' in Agenda items.		
<b>Minutes of last meeting &amp; matters arising</b>			
3. Previous Minutes	The minutes of the last FGB meeting were declared a true record and signed by the chair (LH). These will now be published on the school website.	April	PD
4. Matters Arising	<b>Academisation workshop.</b> All agreed that the evening was very successful for both Governors and Staff as it offered opportunity to ask questions and have an 'open' discussion and gain views on the Academisation process. LH has typed up the questions and will circulate via email and will invite Andrew Reid from the Ely Diocese to visit. DMAT are giving a presentation at Ermine Street Church Academy School on 9 <sup>th</sup> May,	Summer 17	LH
	<b>Policies:</b> Health & Safety Policy - Policy updated following discussion at resources meeting.. Sex Education and SMSC policies to be reviewed by Staff & T&L committee.	Summer 17	
	<ul style="list-style-type: none"> <li>• <b>Complaints Policy.</b> Having temporarily withdrawn the initial copy of a model complaints policy, Cambridgeshire County Council have published an updated version. PD to send out for approval at next meeting.</li> </ul>	June 17	PD
<b>Updates</b>	<b>(Brief Updates – Fuller discussion in relevant committees)</b>		
5. Pay review committee	Pay Review Committee Meeting set for 11 July. CK, RS, KP, RB, VW & JW to meet before meeting to review pay policy so committee has an understanding of Policy decisions.	Summer 17	CK, RS, KP, RB, VW & JW
<b>For decision/agreement</b>			
6. Financial Position	<p>The c/fwd balance from 16/17 to 17/18 was £40K; this together with the saving of £10K in catering costs compared to last year was needed to balance the 17/18 budget. The follow items were considered during Budget build.</p> <ul style="list-style-type: none"> <li>• Staffing – staffing levels have been maintained. Although there maybe some changes in personnel it is hoped to maintain a similar pay structure and cost.</li> <li>• Support for SEN pupils - Additional funding and TA hours have been included to support one SEN child due to start school in September 2017. Other children, starting in September will also need support, however the extent of their need and funding available (if any) is unknown. No additional TA hours have been included in the budget for this, and therefore maybe a financial risk.</li> <li>• LA Capital Project - Kitchen ventilation project is progressing and a pre-contract start meeting is planned for 12th May.</li> <li>• Gas Meters – Following the renewal of gas pipes along School Lane, National Grid undertook a survey of the school gas meters and it was established that the meters are under sized. If it is a statutory requirement to replace the meters or our appliances require additional demand and the meters have to be replaced/upgrade. This will pose a financial risk to the school which has not been included in the budget (and maybe as high as £10K).</li> <li>• Review SLA – It is apparent that without the protection of a reserve it will be increasing difficult to balance the budget in future years. A working party has been established to review SLA. (VW, RB, LH and PD agreed to form the party).</li> </ul>	Summer/ Autumn 17	VW, RB, LH, PD

7. Budget Approval	RB presented a summary and explanation of the various costs taken in to account during the budget build; including increased Staffing on costs, apprenticeship levy, Increased cost for SEN support, expected building repairs and maintenance, The Reception intake for Sept 17 is current 26, but it is expected to be 30 after places are offered in the second round. A balance budget was presented to the Full Governing Body for approval. Governors unanimously approved the 2016/17 budget of £782876.		
<b>Governor Development</b>			
8. Governor Monitoring of Vulnerable Children	<p>Governors discussed how vulnerable children were identified and supported.</p> <p><b>Who are vulnerable children?</b> Some children are vulnerable because of their family, social and/or economic situation, which maybe long or short term. These children include PPG and SEN pupils, Pupils with a medical conditions or needs (long and short term), young carers and children experiencing a change in family circumstances (short or long term).</p> <p><b>How are children identified?</b> Staff know the children well and therefore are aware of any changes in behaviour. Staff and SLT look for an explanation or reason and offer support to parents with an 'open door' policy to discuss concerns and sign post if helpful or necessary to agencies (locality, team, family worker, health and medical staff etc.) Pupils are supported in school at Treetops and/or mentioned at weekly staff meeting.</p> <p><b>Is the curriculum changed for these children?</b> No not directly, but teachers are always aware of the needs and situation in their class and routinely teach in an appropriate manor and level.</p> <p><b>How do other children relate to vulnerable children?</b> Staff are open with children and offer an explanation where necessary or possible. Children are very accepting, kind and considerate with their peers.</p> <p><b>How is the progress of this group monitored?</b> All children are expected to achieve targets which are accessed and reviewed termly. LAC children receive a PPG grant of £600 which has to be reported and justified termly.</p> <p><b>How many vulnerable children are there?</b> Up to 25% of children may be classed as vulnerable at any point in time. Vulnerability can come and go as children become more resilient or their situation changes. Some children may only be vulnerable for a short time because of a temporary situation, (injury or sickness either themselves or in the family, anxiety, friendships with other children, a falling out at home, etc.), for others it may be more permanent. All Governors agreed that vulnerable children were well supported and cared for in school. There are comprehensive measures in place to ensure children make good progress and feel safe. Governors asked LH to thank staff for the support they provide to this group of children, helping them to feel safe and reach their expected potential.</p>	May 17	LH
9. Any Other Business	<ul style="list-style-type: none"> <li>• Staffing update – Rebekah Bell is leaving in July to travel. The post has been advertised and lots of applications have been received. Interviews will take place W/C 15<sup>th</sup> May.</li> <li>• RS to visit next week during SATs</li> <li>• An Artist in Residence will be in school for two weeks from 15<sup>th</sup> May to paint the new murals for the hall. Slots are available for anyone who wishes to help paint. Please contact JW.</li> <li>• Rev Mary is leaving to take up a new post in Scotland her last service will be on 21<sup>st</sup> May at 11am. MF will be stepping up on a temporary basis until a new appointment is made.</li> <li>• Huntingdon Regional College students have been in school to complete a number of tasks, including painting outdoor furniture and building a low level wall for the raised flower beds at the back of the playground.</li> <li>• There was no further business and the meeting closed at 8.10pm</li> </ul>		
10. Next Meeting	<b>Full Governing Body Meeting</b> Thursday 29 <sup>th</sup> June 2017 at 7pm VW offered her apologies.		
<b>Dates of future meetings and events</b>		<b>Comments</b>	

## Governing Body and Governor Roles and Responsibilities for 2016/17

<p>Future Development Topics</p>	<p>Governors agreed the following based on the outcome of the Governor Effectiveness Audit</p> <ul style="list-style-type: none"> <li>• Governor Visits – Priority Areas (<i>Plan to hold an informal Governor and staff evening</i>)</li> <li>• Data (<i>Use data monitor and assess progress of SEN pupils</i>)</li> <li>• Progress and Vulnerable Groups</li> </ul> <p>Performance Management and Standards (<i>Governors felt they needed to develop their understanding of the process</i>)</p>																																																																																																																							
<p>Governing Body Objectives</p>	<p>Governors reviewed and revised objectives and added a 4<sup>th</sup> from Sept 2017</p> <ol style="list-style-type: none"> <li>1. Improve Governor knowledge by             <ul style="list-style-type: none"> <li>• Developing relationships with staff</li> <li>• Developing relationships with pupils</li> <li>• Understanding performance data</li> </ul> </li> <li>2. Enabling children to reach their full potential in all aspects; teaching and learning, social, moral and wellbeing.</li> <li>3. Continuous evaluation of Governing Body effectiveness</li> <li>4. Strategically overseeing the provision and effective use of resources in an environment where safety is paramount.</li> </ol> <p>Governors suggested the following actions to aid development in 16/17</p> <ul style="list-style-type: none"> <li>• adding the priorities to committee agendas to maintain a focus</li> <li>• develop relationships with new and linked members of staff</li> <li>• Publish agreed minutes on the Governors page on the website.</li> <li>• Maintain a log and report of progress of priorities at meetings</li> <li>• Further develop Governors understanding of data.</li> </ul>																																																																																																																							
<p>Committees &amp; Governor Responsibilities</p>	<p>Governors confirmed committees and agreed set up cross committee working parties when needed.</p> <table border="1" data-bbox="386 888 1263 1209"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching &amp; Learning</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Cliff Kendall</td> <td>Chair</td> <td></td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Vice Chair</td> <td></td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td>Clerk:</td> <td>Roz Starkey</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Kelly Peck</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td>Hannah Mulcrone</td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td>(attends)</td> </tr> </tbody> </table> <p><b>Governors Responsibilities</b></p> <table border="1" data-bbox="386 1241 1263 1650"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Cliff Kendall</td> <td>Child Protection</td> <td></td> </tr> <tr> <td>Roz Starkey,</td> <td>Inclusion (G&amp;T)</td> <td></td> </tr> <tr> <td>Kelly Peck</td> <td>Inclusion (SEND)</td> <td>Roz Starkey</td> </tr> <tr> <td>Rachael Booker,</td> <td>Looked after children-LAC</td> <td>Roz Starkey</td> </tr> <tr> <td>Vanessa Watson</td> <td>Pupil Premium</td> <td>Roz Starkey</td> </tr> <tr> <td>Jane Watts</td> <td>Prevent Governor</td> <td>Mandy Flaherty</td> </tr> <tr> <td></td> <td>Health &amp; Safety</td> <td>Julie Cook</td> </tr> <tr> <td></td> <td></td> <td>Vanessa Watson</td> </tr> <tr> <td></td> <td>Training &amp; Development</td> <td>Lucy Hampton</td> </tr> <tr> <td></td> <td>Performance Management</td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td></td> <td>Lucy Hampton</td> </tr> <tr> <td></td> <td></td> <td>Rachael Booker</td> </tr> </tbody> </table> <p><b>Link Governors</b></p> <table border="1" data-bbox="386 1682 1498 1881"> <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 Sue Hutchinson</td> <td>Rebekah Bell</td> <td>Steph Game</td> <td>Kathryn Porter</td> <td>Charlie Hawkins</td> <td>Maria Radwell</td> </tr> <tr> <td>Governor</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Mandy Flaherty</td> <td>Rachael Booker</td> <td>Kelly Peck</td> <td>Cliff Kendall</td> <td>Lucy Hampton</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="386 1913 1498 2039"> <tbody> <tr> <td>Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>SEN/Deputy</td> <td>Roz Starkey</td> </tr> <tr> <td>Office</td> <td>Roger Read</td> </tr> <tr> <td>Teaching Assistants</td> <td>Roz Starkey via SEN &amp; Class Teacher link Governor</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair		Vice Chair	Mandy Flaherty	Vice Chair		Clerk:	Pam Dowdell	Clerk:	Roz Starkey		Lucy Hampton		Kelly Peck		Roger Read		Maria Radwell		Rachael Booker		Jane Watts		Vanessa Watson		Cliff Kendall		Julie Cook		Hannah Mulcrone		Jane Watts		(attends)	Pay review	Responsibility	Governor	Cliff Kendall	Child Protection		Roz Starkey,	Inclusion (G&T)		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	Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Sue Hutchinson	Rebekah Bell	Steph Game	Kathryn Porter	Charlie Hawkins	Maria Radwell	Governor	Julie Cook	Vanessa Watson	Mandy Flaherty	Rachael Booker	Kelly Peck	Cliff Kendall	Lucy Hampton									Head Teacher	Lucy Hampton	SEN/Deputy	Roz Starkey	Office	Roger Read	Teaching Assistants	Roz Starkey via SEN & Class Teacher link Governor
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