



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 8th March 2018 at 7.00pm

Membership: Lucy Hampton, Jane Watts, Mandy Flaherty, Rachael Booker, Vanessa Watson, Julie Cook, Roger Read, Roz Starkey, Jayne France, Maria Radwell, Hannah Mulcrone. **Apologies:** Kelly Peck. **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 Kelly Peck.		
2. 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
3. Matters Arising	<ul style="list-style-type: none"> • Governor Visits to School – VW confirmed that she had visited to complete a Health and Safety visit & MF completed a CP audit visit with JW. LH advised she had visited school several times recently and the children were always well behaved and willing to talk and ask questions. • GDPR – RR advised that this will need to be managed in school. A SLA with The ICT Service will provide the role of the Data Protection Officer (DPO), a staff training session and audit support. RR suggested that this SLA (costing £1500 for 3 years support) is likely to provide only 'light touch' support would give some umbrella cover and show due diligence. The working party agreed to meet to update procedures and policies. • Academisation – LH has invited Jacqueline McCamphill to meet governors but has not had a reply from her yet. Governors would like reassurance from DeMAT that should a decision be made for Alconbury School to join them then ethos of the school would be maintained. • Generally there has been a positive response to shutting the school gate at 8.50am as this has meant the start of the day is much calmer in classes. 		
4. Terms of Reference	The Resource Committee Terms of Reference were recommended to the full Governing Body. All Governors accepted and approved them.		
5. Head's report & SIP	<p>JW presented her Head's report to governors. Staff absence data to be updated for the last few weeks of the autumn and spring term. Governors asked a question about that the change in spelling tests, children are asked to investigate spelling types and patterns rather than learn a definitive list. The children are then tested on unknown lists of words of that type rather than a list of words given to learn. SLT are providing support with guided reading, Phonics and Maths intervention. Staff training to be focused on Maths in word problems and reasoning. The format of reading diaries to be discussed at the next Teaching and Learning committee meeting.</p> <p>All the World Book Day activities were well received and enjoyed by the children and parents. Many parents brought their children back to school for a bedtime story; on reflection JW felt it was a missed opportunity to impart information to parents as she could have held an e-safety workshop.</p> <p>JW expressed special thanks to Clare Luscombe and staff, who had provided many extra lunches for Mothers' day and a special Victorian day lunch for years 5 & 6.</p> <p>All governors agreed a great deal of progress had been made in the SIP. A working Party for the development of Nursery Provision in the village was set up. LH, KP, MF, RS, and RB agreed join the working part. Alconbury Preschool are supportive of the project.</p>	May 18	LH, KP, MF, RS RB

6. Draft Budget & BCR	PD, JW, RB and LH met with Jane Green (SFA) to work through the Feb BCR and produce a first draft of the budget using the new Budgeting software. There will be a minimum of £23K to carry forward from this financial year; this may increase once final costs are identified during March 18. Resources Committee to meet again to discuss staffing scenarios and report to the T&L committee before making recommendation to the full Governing Body.	April 18	Res Com
7. Policies. Attendance: SFVS & Governor Skills Audit	JW advised she had updated the attendance policy to reflect new county guidance and start of school day arrangements. JW to clarify the appendix sheets with the EWO to ensure that the letters are sent out when the appropriate level of absence has been reached. JW explained she regularly reviews pupils' attendance with the admin staff and generally has an honest and understanding relationship with parents. If the overall attendance for the school is above 97% we would be in line with national and would be less likely to introduce fines. Governors approved the policy. RB and PD met to review and update the SFVS. Due to changes in Governing Body membership governors were asked to complete a skills audit prior to the meeting. Governors who had not completed to audit were asked to do so and send them to LH. A number of governors felt that the NGA audit was worded in a 'Company Board' like manor and aimed at Academies and there were no questions about the quality, welfare or Christian values of the school. All governors approved the SFVS and PD will now submit it to Education Finance before 31 st March 2018.	April 18 March 18	JW PD/RB
8. Changing demographic of our village school	HM met with Teaching Assistants to get their feedback on their roles and tasks they completed on a daily basis. The long and varied list of tasks was shared with Governors who agreed that the role of a TA today is very different to the general assistants helping out in class years ago. Governors felt that due to changes in social demography the roles and expectation of schools is to no longer provide just an academic but also a social education. Increasingly, school staff are required to children develop life skills, support well-being, nurture family and Christian values. Social media peer pressure and complex family arrangements has increased anxiety amongst children, unfortunately external support and counselling is unavailable or expensive. When making budgetary decisions it is important to consider the value and importance of all TA's hours to all children not just the statutory EHCP hours awarded to SEN pupils.		
9. Governor Training	LH advised she had completed the Safer recruitment training refresher course and encouraged other Governors to do this too. Cambridgeshire Governor Conference is taking place on Saturday 24 th March at Swavesey School. LH encouraged Governors to attend if they were able		
10. Any Other Business	<ul style="list-style-type: none"> JW advised that the recorder group had won the regional heat of the Rotary club completion and were through to the next round in Market Harborough. RR advised that a new photocopier contract was being negotiated. RR reminder Governors that the 6 month review of the shared drive for 6 School Lane was due for renewal There was no further business and the meeting closed at 8.45pm. 	June 18 May 18	RR/PD RR
11. Next meeting	Full Governing Body Meeting Thursday 26th April 2018 at 7pm.		

Committees & Governor Responsibilities	Committees and Responsibilities. <ul style="list-style-type: none"> LH to be support governor to Headteacher MF to mentor Jane France through new Governor induction. Committees and Responsibilities agreed as follow:							
	Resources				Teaching & Learning			
	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)		
Governors Responsibilities								
Pay review			Responsibility			Governor		
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		
Link Governors								
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.								
Dates of future meetings and events							Comments	
Full Governing Body Meeting Thursday 28 th June 2018 at 7pm Resources Committee Meeting 2018 at 6pm Teaching & Learning Committee Meeting 2018 at 6pm. Pay Review July 18				Property Manager 16 th May 2018 (Strictly Education) School Finance Advisor - Jane Green Summer Term Meeting Governors Termly Briefing - Wood Green Animal Shelter Gov. Termly Workshop to improve Governance –				