



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 16<sup>th</sup> March 2017 at 7.00pm**

<b>Minutes issued 31<sup>st</sup> March 2017 Approval due: 4<sup>th</sup> May 2017</b>			
<b>Membership:</b> Jane Watts Lucy Hampton Kelly Peck Vanessa Watson Roger Read Roz Starkey Julie Cook. <b>Clerk:</b> Pam Dowdell			
<b>Late:</b> Mandy Flaherty <b>Apologies:</b> Cliff Kendall, Rae Maynard, Rachael Booker, Maria Radwell, Hannah Mulcrone			
<b>Points discussed</b>	<b>Decisions and Action</b>	<b>when</b>	<b>by whom</b>
	Jane Watts opened the meeting with a prayer.		
1. Apologies	Apologies received from, Cliff Kendall, Maria Radwell, Hannah Mulcrone, Rachael Booker & Rae Maynard. Mandy Flaherty did not make the meeting		
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 – reminder 23<sup>rd</sup> March 2017 at 6pm</b> KP will run a workshop for Governors and Staff on the Academy Conversions Process. LH & KP explained this would be an informal evening giving staff and Governors the opportunity to have an open discussion on conversion options. RR explained that he had been to two training/briefing sessions on academisation. JW to circulate the Bishop Visit notes, collate a register of attendance and arrange refreshments for the evening.		
	<b>Governor visits to school:</b> Governors were reminded to arrange a meeting with their link teacher, return visit notes so that they can be shared at the next meeting. RB has received a visit since the last GB Meeting.		
	<b>Wrap around Care.</b> JW & PD met with Heidi McFayden to discuss issues following parental complaint and transition to new leader. Positive meeting and it was agreed that school would be informed of any price rises in advance of notifying parents. Other minor issues explained and resolved. The parental issue highlighted the need to ensure that a Governor email address is available on the Governor page of the website.	April	PD
<b>Updates</b>	<b>(Brief Updates – Fuller discussion in relevant committees)</b>		
5. Financial Position	PD shared RB 2016/17 financial report with Governors. PD advised that 2016/17 spend was as expected, Supply costs were higher due to long term sickness and additional training requirements and an overspend on pupil costs was due to new assessment resources. PD informed Governors that the school has raised an additional £50K to cover Capital expenditure cost to rebuild the chimney, refurbish the old admin area, renew the external doors in KS1 and replace laptops. Following a financial meeting with Jane Green (SFA), it has been possible to balance a draft budget for 17/18. PD to review individual costs and SLA for 2017/18. JG's next visit is on 28 <sup>th</sup> April to finalise the Budget Build, the next Full Governors meeting on 4 <sup>th</sup> May is budget approval. PD reminded governors to respond to the National Funding Formula phase 2 consultations BEFORE 22 <sup>nd</sup> MARCH 2017. <a href="https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/consultation/intro/">https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/consultation/intro/</a> . Under the new funding formula the funding for Alconbury School would increase in total by .5% or £3000. The main disadvantage for is the reduction in the Lump sum from £150, 000 to £110 000, The reduction in the lump sum amount will have big impact on smaller and medium sized school in rural areas that don't qualify for deprivation and other pupil led funding. As we already struggle to balance our budget each year this new funding formula may make it impossible.	March 17	All
<b>For Decision</b>			
6. Health & Safety Policy	Policy being updated following discussion at resources meeting. Resources committee agreed to recommend the policy follow amendments to wording.		



	<p><b>What changes have been made to CW as a result of feedback (or is it too early yet)?</b> JW adapts her CW after each evaluation so if the children's feedback doesn't seem to match her objectives she refine her next CW to make it clearer etc. Obviously positive feedback means she reuses certain strategies. JW would like a foundation governor to come in and talk to the children about the impact of CW on their lives (not just what do you like or dislike etc.)</p> <p>SMSC policy – JW said SIAMs inspection identified it as a strength of school so the policy needs reviewing and its profile raising again. JW asked RS if she would take the lead on this.</p> <p>All Governors were impressed by the progressed made on the SIAM actions.</p>		<p>Foundati on Gov</p> <p>RS</p>
12. Governor Monitoring of Vulnerable Children	As a number of Governors were unable to attend the meeting it was decided to postpone this item to the next meeting.		
<b>Governor Development</b>			
13. What it means to be a Church School	<p>Governors had a long discussion about how we make our school distinctively a 'Church' school. Governors felt that by linking elements of teaching and learning and well being back to bible stories, reflected the school's distinctive Christian values. The family ethos of our school encourages strong positive relationships between Governors, staff, children and parents and allows challenging questions to be asked easily and openly. Governors have received positive feedback from Parents and children on the CW posts on the website and Facebook pages.</p> <p>Governors agreed that the SIAMS should be the responsibility of all Governors not Just Foundation Governors.</p>		
14. Any Other Business	<ul style="list-style-type: none"> <li>• <b>Complaints Procedure</b> – Cambridgeshire County Council has temporarily withdrawn their model policy. Governors agreed to withdraw the policy they adopted at the last meeting until further guidance received from LA. PD confirmed that the old policy is still on the school website.</li> <li>• Professional days for 17/18 are Monday 4<sup>th</sup> &amp; Tuesday 5<sup>th</sup> September, 3<sup>rd</sup> January, 16<sup>th</sup> April and 4<sup>th</sup> June 2018.</li> <li>• RS will be in school next Thursday to complete the SEN Audit.</li> <li>• There was no further business and the meeting closed at 8.20pm</li> </ul>	Summer 17	PD
15. Next Meeting	<b>Full Governing Body Meeting</b> Thursday 4 <sup>th</sup> May 2017 at 7pm		
<b>Dates of future meetings and events</b>		<b>Comments</b>	
<p><b>Full Governing Body Meeting - Budget approval</b> - Thursday 4<sup>th</sup> May 2017 at 7pm</p> <p><b>Full Governing Body Meeting</b> - Thursday 29<sup>th</sup> June 2017 at 7pm</p> <p><b>Steering Group Meeting</b></p> <p><b>Teaching &amp; Learning Committee Meeting -</b></p> <p><b>Resources Committee Meeting</b> – 4<sup>th</sup> May 2017 @ 6.30pm &amp; 8<sup>th</sup> June 2017 @ 6.00pm</p> <p><b>Pay Review</b> July 17</p> <p><b>Termly Workshop to Improve Governance-</b></p> <p><b>Property Manager</b> (Strictly Education) 9<sup>th</sup> May 2017 @ 1.30pm</p> <p><b>School Finance Advisor - Jane Green</b> Budget Build 28<sup>th</sup> April @ 9.30am</p>			

## 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="383 888 1263 1192"> <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>Rae Maynard</td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Vice Chair</td> <td>Roz Starkey</td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td>Clerk:</td> <td>Kelly Peck</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Hannah Mulcrone (attends)</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Governors Responsibilities</b></p> <table border="1" data-bbox="383 1230 1263 1633"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td rowspan="10">Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts</td> <td>Child Protection</td> <td>Rae Maynard</td> </tr> <tr> <td>Inclusion (G&amp;T)</td> <td>Rae Maynard</td> </tr> <tr> <td>Inclusion (SEND)</td> <td>Roz Starkey</td> </tr> <tr> <td>Looked after children-LAC</td> <td>Roz Starkey</td> </tr> <tr> <td>Pupil Premium</td> <td>Roz Starkey</td> </tr> <tr> <td>Prevent Governor</td> <td>Mandy Flaherty</td> </tr> <tr> <td>Health &amp; Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training &amp; Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Cliff Kendall Lucy Hampton Rachael Booker</td> </tr> </tbody> </table> <p><b>Link Governors</b></p> <table border="1" data-bbox="383 1671 1500 1871"> <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>Rae Maynard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="383 1898 1500 2022"> <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 Assistance</td> <td>Ros Starkey via SEN &amp; Class Teacher link Governor</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair	Rae Maynard	Vice Chair	Mandy Flaherty	Vice Chair	Roz Starkey	Clerk:	Pam Dowdell	Clerk:	Kelly Peck		Lucy Hampton		Maria Radwell		Roger Read		Jane Watts		Rachael Booker		Cliff Kendall		Vanessa Watson		Hannah Mulcrone (attends)		Julie Cook				Jane Watts			Pay review	Responsibility	Governor	Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection	Rae Maynard	Inclusion (G&T)	Rae Maynard	Inclusion (SEND)	Roz Starkey	Looked after children-LAC	Roz Starkey	Pupil Premium	Roz Starkey	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		Rae Maynard							Head Teacher	Lucy Hampton	SEN/Deputy	Roz Starkey	Office	Roger Read	Teaching Assistance	Ros Starkey via SEN & Class Teacher link Governor
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