



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 19th November 2015 at 7.00pm

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

Points discussed	Decisions and Action	when	by whom
Present	Jane Watts, Lucy Hampton, Mandy Flaherty, Julie Cook, Cliff Kendall, Rae Maynard, Roger Read, Rachael Booker, Maria Radwell, Roz Starkey. Absent: Dallas Pupins		
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies	Apologies received from Kelly Peck, Tom MacLennan and Rebecca Britton. Dallas Pupins did not attend the meeting.		
2. Register of Pecuniary Interest	Governors attendance at the meeting was recorded and they were asked to declare any interest they may have in agenda items		
Beginning of Year Structures/ Formation			
3. Election of Vice Chair for a term of 2 years	Clerk has received a nomination for the post of Vice Chair from Cliff Kendall. CK left the room and all Governors voted unanimously to elect CK as Vice Chair until Sept 2017.		
4. Governor Membership	Governors welcomed Maria Radwell as the new staff Governor to the Governing Body. PD to start Parent Governor elections process.	Nov 15	PD
Minutes of Last Meeting & Matters Arising			
5. Minutes of the last meeting- 15/09/2015	The minutes of the last meeting were declared a true record and signed by the chair (Lucy Hampton). These will now be published on the school website.	ongoing	
6. Matters arising:	Solar Panels/Building Management EPC – A survey has been arranged for Tuesday 1 st December at 2pm. RR, CK & PD will be available to provide information required.	Dec 15	RR, CK, PD
	Prevent Duty-DFE Prevent Guidance- MR & JW have already attended prevent training and MF will be attending training in January a meeting will then be held to identify if school and it's stakeholders need any further informed or any additional actions are required.	Jan 16	MF, JW, MR
7. School Vision	Governors discussed a suggested vision statement; various stakeholders had suggested words such as learning, family, friendly, house etc. CK felt that a word such as 'Achieve' in the statement would be meaningful. JW and LH proposed "Alconbury - Home of Learning" RR felt that the statement was clean clear and simple. JW advised that the words should be understood and mean something to reception children as well as adults. Governors agreed to share the statement with staff, pupils and wider community. LH and JW to collate feedback before unpicking the meaning understanding and learning strains behind the statement.	Dec 15	JW, LH
Governor Development			
8. Challenge and Scrutiny	Governors split into groups to discuss the follow questions. <ul style="list-style-type: none"> • What is the difference between Scrutiny & Challenge? • What makes a good challenging question? • How good is this Governing Body at asking challenging questions? • What gets in the way of challenge? In summary: Scrutiny is examination of fact, checking what has been given, re-active & probing. Challenge is questioning the fact, proactive, and responding. A challenging question should be open, provoke and alternative view, reflect and move thinking forward, should be a 'what' rather than a 'why'. The outcome should either confirm thinking or reflect a change in practice. Governors felt they were 'improving' at asking challenging questions and rated themselves between 5 and 7 out of 10. Too much detail, knowledge level (high or low), trust, anxiety about implying criticism, fear of embarrassment and lack of confidence were all considered barriers to challenge.		

Committee Structure			
9. Update from Steering Group Meeting (and structure of this meeting)	Following the first meetings under the new structure, Governors discussed the initial plans for the committees. It was agreed that until new terms of reference (TOR) are finalised the T&L committee will operate under the previous Curriculum TOR and the R&F committee will operate under the Finance, Personnel & Building H&S committees TOR. Governors discussed and agreed that all committees should use common format for agendas and minutes. Questions to be highlighted in bold and annotated with the initial of Governor who asked the question. All actions will be clearly identified with a person responsible and time for completion. CK: When acronyms are used in a document please include an appendix.		
10. Policies	<p>Pay Policy–RR questioned some of the terminology in the policy. JW and PD to check wording with EPM & A1 Partnership and amend.</p> <p>Governors confirmed that the Pay Review Committee recommended a 1% increase in pay for all teaching staff across the board from September 2015; this is in addition to any agreed pay point progression awarded. PD to check Pay Review committee minutes. The Governing Body approved the recommendation of the pay review committee. PD to inform EPM.</p> <p>Anti-Bullying Policy is being discussed with staff and will be sent to Governors next week – it was agreed that the Anti-Bullying policy will be ratified by the T&L committee on 1st Feb 2016</p> <p>Behaviour policy is being reviewed by the SLT on 3/12/15 and will be ratified by T & L committee on 1st Feb 2016</p> <p>Data Protection Policy – Roger Read reviewed the Data Policy and advised that 2 points needed amending, the name of the head teacher and clarification on proof of ID documentation. Governors ratified this policy subject to amendments.</p> <p>JW advised that there are 2 SEN documents, the policy and a report. The report has to be reviewed, agreed and published annually, but the policy doesn't.</p> <p>The only change to the SEN report this year is the addition of the statement that HM will shadow JW this year and that HM will look at ways to make the report more parent friendly. All Governors agreed the report.</p> <p>RS & JW will be reviewing the Sen Policy during the spring term.</p> <p>A detailed policy schedule is being prepared. Where possible to Policies will be devolved to committees for ratification. The schedule will be shared for ratification at the next meeting.</p>	<p>Nov 15</p> <p>Nov 15</p> <p>Feb 16</p> <p>Feb 16</p> <p>Nov 15</p> <p>Spring</p> <p>Dec 15</p>	<p>JW,PD</p> <p>PD</p> <p>Staff & T&L</p> <p>SLT & T&L</p> <p>RR</p> <p>RS & JW</p> <p>PD</p>
School Monitoring/Development - Updating Reports			
11. School Improvement Plan:	<p>JW explained SLT had written 1st School Improvement Plan and had several other plans in place too e.g. Child Protection, Assessment etc. A visit from School Improvement Partner advised that lots of documents at school were not in line with best practice (out of date).</p> <p>A model plan was shared which was devised in line with the new Ofsted Categories. SLT have developed the new SIP plan under these headings – this has taken considerable time but SLT feel this has been a purposeful exercise as they are all secure and familiar with its content.</p> <p>RR queried use of colours within the document. Colours mean that when looking at each section it is clear which Ofsted category you are working within. RR suggested that the colours could be linked to other areas of monitoring – JW agreed and Literacy action plan is in yellow as links to quality of teaching & Learning. The SIP addresses all the areas that remained in red on our 2 year School Development Plan</p>		

	<p>2014-16. Previously these plans have been half yearly but this plan runs for the whole year.</p> <p>JW will report termly on each category to show progress made so far and next planned developments. The whole document will be made available to Governors too. RR How can we be confident that the correct forms are being used and procedures followed? We must be aware of best practice, ask questions and seek support from School improvement partners, Governor Services and LA departments. RR asked about moderating with other local schools. As levels have been removed, moderation is not as straightforward, as a school we have invested in Target Tracker and therefore will be able to compare with other schools using the software. LH asked if this SIP combines and replaces previous TOPS and RAP reports. JW confirmed there would be just one SIP plan each year.</p>	On-going	JW
Headteachers Report	<p>JW advise that she had received very positive feedback on the new format of her report and invited questions on each section.</p> <p>Data: Governors requested the inclusion data from previous report for monitoring. RS asked which if any year group was full - currently only the reception year is full and year 4 has 1 space.</p> <p>Staffing: CK asked: What impact staff sickness and resignation will have on the school and budget? JW advised that it is hoped that the TA who is currently sick would return to work soon and if/when the other TA need an operation her hours would be covered with existing staff. A part time teacher who is on maternity leave has resigned and her hours have been covered with existing personnel this means the impact on the budget will be minimal.</p> <p>Performance Data: a brief overview of Raise on line</p> <p>Quality of Teaching: RR asked how Ofsted assessed the quality of teaching. JW advised that they will look at teaching, book scrutiny data and Headteachers/SLT judgements. JW is building a profile on each teacher which she shares with them periodically. Ofsted will expect to see evidence of performance and support given to teachers to ensure children are making progress.</p> <p>Achievement and Celebration: no questions or comment</p> <p>School to school Support: RS and HM have arranged another meeting for SEN Governors and SENCO's in the A1 Partnership.</p> <p>Working with Stakeholders and Community: Parents completed an Ofsted style questionnaire in July, the outcome were generally good, although a few of parents indicated that they were dis satisfied with the level of homework but it is not known if this is too much or not enough. Also a few parents did not know if the school dealt with bullying well. This may be that parents had no need to discuss bullying with the school. In due course, these issue will be individually addressed to identify any action is required.</p> <p>JW asked: Are the new reporting documents (new SIP & HT report Raise on line summary)</p> <ul style="list-style-type: none"> • Providing the relevant information? • Allowing opportunity for challenge? <p>All governors liked the new format, the reports were simple, informative clear and concise. Really good, Well Done.</p>	Spring/summer	SLT
12 Raise OnLine Analysis	<p>Governors were reminded that everyone must understand the school's data. Detailed data is available from the full raise online document. JW Raise online summary was discussed in depth by the T&L committee and is summarised the T&L minutes. RR asked what documents Ofsted will want access to. JW advised that she has been through Ofsted guidance and collated evidence altogether in a file.</p> <p>Action: SEN to looked at next time.</p>	On-going	All

Priority Areas			
13. Wrap Around Care	LH shared her report with Governors and proposed outsourcing before and after school care to an external provider. The Provider is prepared to commit for a minimum of 2 years and is prepared to operate at a loss during the first year. Currently approx. £2.5K of Pupil Premium funding is used to support the school run breakfast club which provides free places to some children, this ensures that the children receive a good breakfast and are able to focus on learning. Governors were asked to consider if this was the best use of the grant and bring their view to the next meeting. RR agreed to oversee this project. R&F committee to consider the best use of space for Wrap around Care and other areas of learning within the school. It was suggested to get advice from an architect; Michael King was mentioned as a possible contact.	Nov 15 Nov 15	RR & R&F LH
14. Agreement of Priority Areas and Leads	School Meals – KP has agreed research the options and report Parking – Lots of willing parents have offered to help and support, LH to lead and JC will assist.		
15. Budget Information/Update for 2016/17	Initial information suggests the funding will be the same as 15-16 without any inflation uplift; this is a reduction in funding in real terms due to an increase in staff costs. F40 website available for anyone who wish to protest and campaign for Fairer Funding.		
16. AOB	SIAMS inspection – MF to find out details and when an inspection will be due. RS advised she had visited school on 18/11/15 and met with HM re SEN RM visited school on 17/11/15 and witnessed the school enrichment afternoon. JW advised that the children were impeccably behaved during the new Ermine Street School, Headteacher interviews. Lots of positive feedback from Candidates and interview panel. Unfortunately no appointment was made. RR was disappointed that no donation was offered for the use of our school. Governors discussed a date for a Governors Christmas meal; diaries were quite full but LH to see if the White Hart would be available on 17 th December after the Christingle Service.	Nov 15	MF
17. Next meeting	Full Governing Body Meeting Thursday 4 th Feb 2016 at 7pm.		
Dates of future meetings and events		Comments	
R&F Committee–Tues 24 th November@10.30am T&L Committee – Monday 1 st Feb 2016 @6pm Full Gov Body–Thursday 10 th March 2016@7pm FGB- Budget Approval-Thursday 28 th April@7pm Full Gov Body–Thursday 23 rd June@7pm Pay Review – July 16 Full Gov Body–End of Year meeting TBA?	Governors Termly Briefing - Wood Green Animal Shelter 2015 - 7.00pm-9.00pm Governors Termly Workshop to improve Governance – Wood Green Animal Shelter from 6.30 to 8.30pm Property Manager – Tuesday February 1.30pm SFA Jane Green – 30 th November 2015@ 9.30pm SFA Jane Green – 7 th March 2016 @ 1.30pm SFA Jane Green – 26 th April 2016 @ 9.30am SFA Jane Green -		