



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 15th November 2018 at 7.00pm

Minutes issued November 2018

Membership: Jane Watts, Lucy Hampton, Roz Starkey, Vanessa Watson, Julie Cook, Kelly Peck, Roger Read, Rebecca Schofield, Hannah Mulcrone, Philip Baker **Apologies:** **Clerk:** Pam Dowdell

Points discussed	Decisions and Action	when	by whom
	RS opened the meeting with a prayer.		
1. Apologies	Mandy Flaherty, Jayne France, Rachael Booker, Kathryn Day.		
2. Welcome	Following a Parent Governor Election Philip Baker was elected as a Parent Governor. LH welcomed Philip to the Governing Body.		
3. Register of Pecuniary Interests	None were declared		

Minutes of last meeting and matters arising

4. Matters arising	<ul style="list-style-type: none"> • RS will be finishing her Governor role at the end of the year, LH thanked her for all her hard work, and RS said she enjoyed her time as governor. • The new code of Conduct for Governing Bodies had still not been received. JW suggested following the Safeguarding training prior to the last meeting that a Safeguarding mind map be added to the Governor visit file, also due to their roles in school PD and JC should attend Safer recruitment training along with another governor. • The Governing Body objectives were discussed, it was agreed the following should be amended Point 1. 'Christian ethos' should be added to the first line Point 1a. 'all children' to be added Point 4. 'to review its effectiveness in line with SIP' to be added The title was amended to Values rather than Objectives. It was agreed that these were overriding 'Values' and a clear aim for the 'Values' should be added for discussion on the next agenda. • PB requested to join the Resources committee due to his experience. 	Jan 19	VW,PD, & JC
5. LA Governor Position	<p>RR will finish his LA Governor position at the end of the year; LH thanked him on behalf of the Governors for all his hard work for many years and presented a gift and card to him.</p> <p>LH asked the Governors to consider Alison Fendley for the LA Governor post. She is a forensic scientist, who lives in the village and is keen to get involved in the community. LH informed Governors that Alison is her sister but has many skills which would be of benefit to the Governing Body. Governors discussed the skills the Governing Body needed and all agreed that Alison met the requirements and all agreed to her appointment.</p>	Jan 19	PD

School Monitoring

6. Head Teachers Report and SIP	<p>The report had been circulated prior to the meeting and JW answered questions she had been sent in advance of the meeting:-</p> <p><i>Has there been any feedback or comments from parents since advising that unauthorised absence will be subject to a fine?</i> - No—a few requests but no specific comments.</p> <p>The number on the roll is creeping up - are staffing levels adequate to cope? Only 30 children per class can be admitted in KS1. Although it is possible to over admit in KS2 only Year 3 has more than 30 (31).</p> <p><i>If numbers continue is there any provision/allocation for additional staff?</i> No.</p> <p><i>Is there a trend as to where our new arrivals are coming from?</i> No – children arrive from both in and out of catchment.</p> <p><i>With regards to CP and Safeguarding –has there been an Audit of the First Aid book to identify trends and if so has this been followed up?</i> – Repeated names have been looked for but there is no particular pattern.</p> <p><i>How are we assessing whether training is making a difference to teaching?</i></p>		
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	<p>Training is targeted across the school to match pupils or SIP requirement. Example of measuring training outcomes is book scrutiny, which shows teachers have shared and are using strategies learnt.</p> <p><i>The SIP shows a lot progress in curriculum – are you getting enough support from governors? How can we help keep the momentum going?</i></p> <p>It would help to have a governor to come in and talk to pupils about Maths & Spelling in school.</p> <p><i>Sport Coaches at lunchtime is a great provision, how is it funded and is it sustainable?</i> - It is funded and is only sustainable with the sports grant funding.</p> <p><i>What is a Blue Smile?</i> A Charity that funds counselling for children and also runs training courses, a number of staff have booked on a course in February.</p> <p>Are the 17 persistent absences children or sessions? – Children.</p> <p><i>Why has there had been a change in TA hours?</i> A Year 6 SEND child has left our school but a child in Year 1 has just been given an EHCP.</p>		
Governor Consultation			
7. Governing body View	Governors discussed the consultation on funding which had been emailed. LH agreed to write on behalf of the Governors and circulate to other schools. All Governors were requested to respond to the consultation individually.	Before 30 th Nov 18	All
Update on Projects and Other Issues			
8. Wrap around care	Following a competition the School Council chose the name of Alconberries. A letter will be sent to all families advising that from 3 rd December Wrap around Care will be managed by School and will explain the cost of the sessions and how to book using Tucasi/Scopay the schools existing online payment system. Four members of staff will be employed to run the club, three current and one previously employed by Davidson Robert.	Nov 18	JW
9. Nursery Provision	Progress has slowed due to the urgency of the wrap around care but a meeting has been arranged with the pre-school committee chair.	On going	LH/ JW
10. Resources Committee	RB gave a summary of the recent meeting, during which the committee completed a tour of the school to draw up a maintenance schedule of work required. RR asked if school was due a condition survey. PD confirmed one had been carried out and we are currently awaiting the report from the DfE. RSch ask if a 'make do and mend' day had been considered, JW advised that one had been held several years ago and although it was very successful it required a great deal of organisation. PB advised that he is part of the A14 integrated delivery team and would happily look into grant funding, school had already had some money from the scheme but one application had also been rejected. PB and JW to meet to discuss possible application for the Pre-school provision or playground improvements.	Spring 19	PB/JW
11. Head Teacher Performance Review	<p>JW left the room whilst Governors discussed her review. LH reported that JW review was carried out by herself and RB. JW had met all her objectives and therefore recommended an additional pay point should be awarded. All Governors approved the award. LH reported new objectives for JW were set:</p> <ol style="list-style-type: none"> 1. Maintaining excellent teaching and outcomes in line with national data. 2. Support JW to delegate processes. 3. Review school and management systems. <p>LH asked for another Governor to join the HT review panel, VW agreed to take on this role and it was suggested she attend training. JW rejoined the meeting.</p>		
12. Replacement Management Information System (MIS) and Financial accounting system (FAS)	The LA license for SIMs and FMS comes to an end on 31st March 2019. Each school has a choice to renew directly with Capita SIMS or move to a new provider. JW and PD had attended a presentation day but further information is needed before a decision can be made. A summary of the current provision, cost and compatibility to be discuss at the next Resources committee meeting on 29th November and a decision made at the FGB meeting in January.	Nov 18	Resource Comm.
Policies			
13. Anti Bullying Policy	Governors approved the Anti-Bullying Policy, but commented that the statement on page 6 Policy aims 'raise the profile of bullying' would read better as 'raise the profile of Anti-bullying' JW to review.	Nov 18	JW

14. SEND Policy	LH asked about the referral of pupils to other establishment or Special needs school as it was not identified in the policy. HM to check it is in the SEND report. Governors approved the SEND Policy	Nov 18	HM
15. Intimate Care Policy	Governors approved the Intimate Care Policy		
16. Safeguarding Policy	LH asked if name of prevent lead was included, JW will check and add her name as lead. Governors approved the Safeguarding Policy	Nov 18	JW
17. Pay Policy	Governors approved the Pay Policy recommended by the Resource Committee		
Governor Training/Development			
18. Ofsted	An OFSTED inspection is due within the next year, LH shared a list of question to consider, and LH suggested Governors discussed some questions at each Full GB meeting. The SCR was explained to Governors and its information discussed. JW also suggested all Governors should read the Teaching and Learning committee minutes to keep up to date on matters discussed.		
Updates, information and regular items			
19. A.O.B.	JW thanked all Governors for their help and support RR thanked all Governors for his gift he had been given. There was no further business meeting closed at 9.15pm.		
20. Next meeting	Full Governing Body Meeting Thurs 24th January 2019 at 7pm.		
Dates of future meetings and events			Comments
Full Governing Body Meeting Thursday 7 th March 2019 at 7pm Thursday 25 th April 2019 at 7pm Thursday 27 th June 2019 at 7pm Resources Committee Meeting – Thursday 29th November 6pm Teaching & Learning Committee Meeting – Pay Review July 19		Property Manager (Strictly Education) 7 th March 2019 @1.30pm School Finance Advisor - Jane Green Spring Term Meeting Budget Build Summer Term Governors Termly Briefing - Wood Green Animal Shelter Gov. Termly Workshop to improve Governance –	