



Alconbury C of E Primary School
Full Governing Body Minutes
held on Thursday 28th June 2018 at 7.00pm

Membership: Lucy Hampton, Jane Watts, Rachael Booker, Vanessa Watson, Julie Cook, Roz Starkey, Jayne France, Maria Radwell, Roger Read, Mandy Flaherty, Kelly Peck. **Associate:** Hannah Mulcrone. **Apologies:** 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 – All Governors thanked MR for all her hard work and service as a staff Governor and member of the school staff over her long employment at the school.		
1. Apologies	No apologies received all governors attended.		
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.	June	PD
3. Matters Arising	<ul style="list-style-type: none"> • Gas meter & kitchen ventilation project - The work has now been completed and gas been reconnected and certified. PD to submit claim to John Clayton at LA for the cost of the replacement gas meter. The kitchen equipment has been serviced and the remedial work to be completed during the summer. • Nursery Project - The Nursery Provision Project working Party has met and visited preschool, visits to other setting to be arranged to gather information to inform a feasibility study. • Governor visits to school – LH and JF visited school during SATs week, RR has visited school and is going on the residential trip to Grafham. MF planning Collective worship visits. LH request all Governors to email her a short report following their visit and complete a visit sheet before leaving school. 	Sum/Aut 18 On going	LH, VW, JW, HM All
4. Governor Vacancy update of changes	Currently there is a vacancy for a Community Governor; LH advised there had been little response from the community following the advert in the Parish Pump, LH suggested that as she was no longer eligible as a Parent Governor she would be willing to continue as a Community Governor. All Governors voted to appoint Lucy Hampton as Community Governor. PD to start the Parent election process so that new governors can be in place before the September meeting. Staff Governor Election also to be held in September.	July–Sept	PD
5. SIP & Head's report	<p>JW shared the SIP with Governors, RR remarked how much sustainable progress the school had made. A Governor asked about reading diaries – JW advised SLT were reviewing current books and would amend if necessary. Based on feedback and requests from children and staff new lunchtime activities have been introduced. A full review will be carried out at the end of the year and a new SIP written by SLT. Areas of focus will include maths, curriculum leadership, e-safety, pupil resilience and mental well-being, safeguarding for governors, EYFS provision (classroom refurbishment). MF offered to provide support for the new RE curriculum and SIAMS framework. LH suggested Governors focus should be on OfSTED.</p> <p>JW shared her head's report. There are currently 2 children waiting for a place (current Year 2) in Year 3 from September. Admissions have been informed that 2 children will be leaving that year group and so it is hoped that places will be offered before the end of term. We are also expecting applications for a current year 4 child and a current year 5 child. Whole school attendance has decreased recently, Governors discussed reasons for an increase in absence and the reasons are understandable and individual to each family, rather than a trend. Governors agreed to monitor the situation before agreeing further action.</p>	Aut 18 Ongoing Ongoing	SLT MF All

	<p>Alconbury Weston village held a fun day in June and raised over £350 which they donated to school. LH to write to Denise & Helen Foster and thank them for the generous donation and all their hard work arranging the event.</p> <p>Governors asked about Racist and Homophobic incidents, JW advised whilst Racist comment are not acceptable and have been reported appropriately, the demography of our school is changing and some children are commenting on what they see, therefore we need to monitor and educate as appropriate. This is being picked up via whole school assemblies, class work etc.</p> <p>The Teaching and Learning committee will meet to review the school's data, initial indications suggest that KS1 results are better than last year and it is hoped that the KS2 will also show an improvement. The 'no more marking' assessment process showed our children were moderated highly compared with other schools, e.g. standard of work is good. JF commented that the administration of the tests is very vigorous and all procedure were followed in school.</p> <p>2 Parents have set up a SEN support group to provide information and advice to other parents. This group is run independently of the school.</p>	July 18	LH																																								
	<p>Governors ratified the following policies</p> <ul style="list-style-type: none"> • Model Policy for Equality & Diversity Policy for staff • Equality information & objectives • Collective Worship & Assemblies • Health & Safety • Lock Down • Mobile phone & camera • SMSC Policy <p>RR asked about Risk assessments to support the Lone Worker policy. Ratification of this policy to be deferred until September.</p>	July 18	T&L																																								
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7. Meeting Dates For 18/19	<p>Pay review committee (RB (Chair), JW, VW, RS) to meet on Friday 20th July. Full Governing Meeting dates agreed for 2018/19</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Day</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>FGB</td> <td>Autumn 1 Safeguarding update training</td> <td>Thursday</td> <td>20-Sep-18</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Autumn 2</td> <td>Thursday</td> <td>15-Nov-18</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Spring 1</td> <td>Thursday</td> <td>24-Jan-19</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Spring 2</td> <td>Thursday</td> <td>07-Mar-19</td> <td>7:00 PM</td> </tr> <tr> <td>FGB</td> <td>Summer 1 -</td> <td>Thursday</td> <td>25-Apr-19</td> <td>7:00 PM</td> </tr> <tr> <td colspan="5">Budget Approval. Deadlines are very tight due to Easter holidays.</td> </tr> <tr> <td>FGB</td> <td>Summer 2</td> <td>Thursday</td> <td>27-Jun-19</td> <td>7:00 PM</td> </tr> </tbody> </table> <p>Next Resources Committee date Thursday 11th October at 6pm Committee Chairs to send out meeting dates.</p>			Day	Date	Time	FGB	Autumn 1 Safeguarding update training	Thursday	20-Sep-18	7:00 PM	FGB	Autumn 2	Thursday	15-Nov-18	7:00 PM	FGB	Spring 1	Thursday	24-Jan-19	7:00 PM	FGB	Spring 2	Thursday	07-Mar-19	7:00 PM	FGB	Summer 1 -	Thursday	25-Apr-19	7:00 PM	Budget Approval. Deadlines are very tight due to Easter holidays.					FGB	Summer 2	Thursday	27-Jun-19	7:00 PM		
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8. Early Help	<p>HM shared her report outlining the process of why and how families can access 'Early Help' at Alconbury. The SENDCO completes a form with parents which takes between 1 and 2 hours. The applications is then submitted to the Early Help Hub which sits along side Social Care and assessed. Support, is then requested from various agencies and offered to parents. Alconbury School completes 1 or 2 Early Help Assessments a month for a variety of needs. Parents are often frustrated at the support offered, as it is usually only for a short period of time.</p>																																										
9. GDPR	<p>RR shared a presentation on GDPR, reminding Governors that they were all responsible for school data. Copies of the slides to shared. JW has produced an action plan which can be RAG rated. Governors were asked to use their governor email accounts. Please contact PD to reset passwords.</p>	On going	GDPR working party/All Gov/Staff																																								
10. Any Other Business	<ul style="list-style-type: none"> • Exit interview for MR. SH & KB. LH to arrange • MR thanked Governors for their support to both her and the school. • There was no further business and the meeting closed at 9.15pm. 																																										

Committees & Governor Responsibilities	<p>Committees and Responsibilities.</p> <ul style="list-style-type: none"> LH to be support governor to Headteacher MF to mentor Jane France through new Governor induction. <p>Committees and Responsibilities agreed as follow:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching & Learning</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Chair</td> <td style="width: 25%;">Rachael Booker</td> <td style="width: 25%;">Chair</td> <td style="width: 25%;">Kelly Peck</td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Clerk:</td> <td>Lucy Hampton</td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td></td> <td>Roz Starkey</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Jayne France</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td>Rachael Booker</td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td>Hannah Mulcrone (attends)</td> </tr> </tbody> </table> <p>Governors Responsibilities</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td rowspan="10">Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts</td> <td>Child Protection/Safeguarding</td> <td>Mandy Flaherty</td> </tr> <tr> <td>Inclusion (G&T)</td> <td>Kelly Peck</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>Website</td> <td>Vanessa Watson</td> </tr> <tr> <td>Health & Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training & Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Lucy Hampton Rachael Booker</td> </tr> </tbody> </table> <p>Link Governors</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>R</th> <th>1</th> <th>2</th> <th colspan="2">3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Michela Payne</td> <td>Carley Mawhinney Sue Hutchinson</td> <td>Katie Brown</td> <td>Steph Clitheroe</td> <td>Jill Suckling</td> <td>Kathryn Day</td> <td>Charlie Hawkins (incl. PE Grant)</td> <td>Maria Radwell</td> </tr> <tr> <td>Governor</td> <td>Rachael Booker</td> <td>Maria Radwell</td> <td>Mandy Flaherty</td> <td>Kelly Peck</td> <td>Jayne France</td> <td>Julie Cook</td> <td>Roger Read</td> <td>Vanessa Watson</td> </tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">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</td> </tr> </table> <p>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.</p>	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)	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	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		
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Dates of future meetings and events	Comments
<p>Full Governing Body Meeting Thursday 20th September 2018 at 7pm</p> <p>Resources Committee Meeting Thursday 11th October 2018 at 6pm</p> <p>Teaching & Learning Committee Meeting Tuesday 17th July 2018 at 6pm.</p> <p>Pay Review 20th July 18 ay 9am</p>	<p>Property Manager 18th October 2018 (Strictly Education)</p> <p>School Finance Advisor - Jane Green Summer Term Meeting - TBA</p> <p>Governors Termly Briefing – Autumn term, Wood Green Animal Shelter, Godmanchester.</p> <p>Gov. Termly Workshop to improve Governance –</p>