



## Alconbury C of E Primary School

### Full Governing Body Minutes

held on Thursday 26<sup>th</sup> April 2018 at 7.00pm

**Membership:** Lucy Hampton, Jane Watts, Rachael Booker, Vanessa Watson, Julie Cook, Roz Starkey, Jayne France, Maria Radwell, **Associate:** Hannah Mulcrone. **Apologies:** Roger Read, Mandy Flaherty, 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
	JW opened the meeting with a prayer		
1. Apologies	Apologies received from Roger Read, Mandy Flaherty and 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.	May	PD
3. Matters Arising	<ul style="list-style-type: none"> <li>• <b>Academisation</b> – LH has not had a reply Jacqueline McCamphill with regard to meeting Governors. However due to a change in Government policy Academisation is no longer as important as has been in previous years. Governors agreed to monitor the situation and review again if or when Academisation becomes a higher priority. LH asked JW to inform staff that the reason for the lack of update on Academisation was because nothing has happened not because decisions were being made without consultation.</li> <li>• <b>Governor Visits to School</b> – KP, JF, RS, RB and LH have all visited school for various reasons recently. LH encouraged Governors to visit school regularly.</li> <li>• <b>Attendance Policy</b> - JW waiting EWO to visit to clarify the Policy appendix to ensure that letters sent to parents are appropriate to the level of absence reached. The policy will then be published on the school website.</li> </ul>	On going	All
4. Governor Vacancy	Currently there is a vacancy for a Community Governor; LH suggested advertising the post in the Parish Pump; inviting applicants to apply. It is hoped that a community person with the required skills can be recommended to the Governing Body and in place for September.		
5. Head's update	A member of the teaching staff has recently had further surgery and will be off school until the end of May. The supply teacher covering the class is very competent and well liked by children, parents and staff. A TA will be leaving at the end of April to pursue other avenues; a new TA has been appointed. Due to the retirement of two teachers at the end of this academic year and some internal re-organisation (HM returning to teaching 1 day a week) there is a full time teaching vacancy, 3 candidates have been short listed and interviews will be taking place on 1 <sup>st</sup> May. There are 2 students on placement in school, they have settled well and enjoying their time in school. Both universities complimented the school and mentors (CH & KD) on the supported provided. HM has completed Domestic Abuse training and is now the school lead. We are expecting about 26 children into Reception Class in September, 22 places have been accepted following the first round allocation, a number of know applicants are waiting for offers in round 2 (18 <sup>th</sup> May). Additional enquiries also been received so the number of places offered maybe higher.		
6. GDPR	GDPR – a working party has been formed to support the larger amount of work and change in mind set required for the implementation of this new regulation. An initial meeting has been held with Donna Flynn, our appoint DPO from The ICT Service and a staff training session has been arranged at 3.30pm on Monday 11 <sup>th</sup> June, all Governors are welcome to attend. HM has updated the Retention Policy and Staff and Pupil Policy Notices.	On going	GDPR working party/All Gov/Staff

	All Governors approved the Policy and Notices. These will now be circulated and published on the school website. JW has produced an action plan which can be RAG rated. To comply with GDPR Governors were asked to use their governor email accounts. Please contact PD to reset passwords.														
7. Gas Meter & Kitchen Ventilation project	Following the Gas Safe Warning Notice issued 6 weeks ago by the catering equipment contractor who was employed to service the kitchen equipment, the Local Authority have agreed to upgrade the Kitchen Gas Meter (including pipe work), correct the ventilation design to include interlock control for the gas hotplate cabinet and ensure that the connections pipes to the ovens meet gas regulation standards. The work is planned for 17 <sup>th</sup> -20 <sup>th</sup> May. Catering staff have been very accommodating and agreed to provide a Royal Wedding Picnic on Friday 18 <sup>th</sup> May when the kitchen will be completely out of operation.														
8. Nursery Provision	The Nursery Provision Project working Party has met and will be arranging visits to other settings and providers to gather information to inform a feasibility study. The project has the support of Alconbury Preschool.	May 18	LH,KP, MF,RS RB												
9. Budget Approval	<p>A balanced budget has been achieved through prudent savings from 2017/18 achieving a carry forward of £33k. Staff Restructuring in 2018/19 is anticipated to a realisea carry forward of £6k to the 2019/20 budget.</p> <p>Over the past 3 years all aspects of expenditure has been reviewed, and unfortunately future budgets will become increasingly difficult to balance as contracts have already been renegotiated and expenditure savings made. The surplus/saving made on catering costs during 2017/18 is a one off due to the change in our catering provider, therefore it is recommended that £5K is re-invested back into kitchen equipment (i.e. the provision of a dishwasher) to maintain effective functionality with in the kitchen. Also £1K of uniform surplus is required to purchase book and PE bags to restock to sell to parents. These values have been included in the budget. There is a potentially a small saving to be made in the 2018/19 budget on teaching staff costs as the scales in the budgeting software do not reflect our pay policy but there is a risk that building maintenance and furniture costs may increase due to repairs on the gas water heater (£3K) and GDPR requirements (additional lockable storage).</p> <p>All Governors agreed that it was important for the school to maintain a high profile within the local community, village newsletters, Hunts post etc. to attract and retain pupils which will ensure funding levels are maintained. Governors also felt that Parents should be made aware of the school financial position and be involved in funding discussions. LH to write an article for the newsletter. The Resources committee recommends Governors approve the proposed 2018/19 budget statement. All Governors approved the budget.</p> <table border="1" data-bbox="459 1491 1166 1715"> <thead> <tr> <th colspan="2">REVENUE BALANCES</th> </tr> </thead> <tbody> <tr> <td>TOTAL REVENUE INCOME</td> <td>864,536.10</td> </tr> <tr> <td>LESS:TOTAL REVENUE EXPENDITURE</td> <td>891,808.79</td> </tr> <tr> <td>REVENUE BALANCE THIS YEAR (2018/19)</td> <td>-27,272.69</td> </tr> <tr> <td>REVENUE BALANCE B/F from 2017/18</td> <td>33,707.00</td> </tr> <tr> <td>REVENUE BALANCE C/F to 2019/20</td> <td>6,434.31</td> </tr> </tbody> </table>	REVENUE BALANCES		TOTAL REVENUE INCOME	864,536.10	LESS:TOTAL REVENUE EXPENDITURE	891,808.79	REVENUE BALANCE THIS YEAR (2018/19)	-27,272.69	REVENUE BALANCE B/F from 2017/18	33,707.00	REVENUE BALANCE C/F to 2019/20	6,434.31	On going May 18	All LH
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10. Topics for greater discussion /learning	Governors agreed 2 topics for further focus and discussion at future meetings. GDPR which is a national requirement and involves a large amount of work to adjust to the new mind set. And OfSTED to ensure that Governors are fully informed and confident about the Changes to short inspections. The Updated Ofsted Inspection Handbook is available from <a href="https://www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections">https://www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections</a>														
11. Any Other Business	<ul style="list-style-type: none"> <li>JW advised that an Early Excellent training session was held in our school. The trainer enjoyed the look and feel of the school and was very impressed with the relationship between pupils, parents and staff.</li> <li>There was no further business and the meeting closed at 8.15pm.</li> </ul>														
12. Next meeting	<b>Full Governing Body Meeting Thursday 28th June 2018 at 7pm.</b>														

Committees & Governor Responsibilities	Committees and Responsibilities. <ul style="list-style-type: none"> <li>LH to be support governor to Headteacher</li> <li>MF to mentor Jane France through new Governor induction.</li> </ul> Committees and Responsibilities agreed as follow:							
	<b>Resources</b>				<b>Teaching &amp; Learning</b>			
	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)		
<b>Governors Responsibilities</b>								
<b>Pay review</b>			<b>Responsibility</b>			<b>Governor</b>		
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		
<b>Link Governors</b>								
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.								
<b>Dates of future meetings and events</b>							<b>Comments</b>	
<b>Full Governing Body Meeting</b> Thursday 28 <sup>th</sup> June 2018 at 7pm  <b>Resources Committee Meeting</b> TBA 2018 at 6pm  <b>Teaching &amp; Learning Committee Meeting</b> TBA 2018 at 6pm.  <b>Pay Review</b> July 18				<b>Property Manager</b> 16 <sup>th</sup> May 2018 (Strictly Education)  <b>School Finance Advisor - Jane Green</b> Summer Term Meeting - TBA  <b>Governors Termly Briefing - Thursday 17 May 2018 (7.00pm-9.00pm) Wood Green Animal Shelter, Godmanchester.</b> <b>Gov. Termly Workshop to improve Governance –</b>				