



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 28<sup>th</sup> April 2016 at 7.00pm**



**Draft issue date:** 3<sup>rd</sup> May 2016

**Expected Published Date:** 23<sup>rd</sup> June 16

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

Points discussed	Decisions and Action	when	by whom
Present	Lucy Hampton, Jane Watts, Cliff Kendall, Kelly Peck, Roger Read, Mandy Flaherty, Rachael Booker, Julie Cook, Roz Starkey, Maria Radwell, Vanessa Watson <b>Clerk:</b> Pam Dowdell <b>Associate Member:</b> Hannah Mulcrone. <b>Did not attend:</b> Rae Maynard		
	Mandy Flaherty opened the meeting with a prayer.		
1. Apologies & Declarations	a) Apologies: None. Tom MacLennan resigned from Governing Body b) Pecuniary Interest Governors attendance at the meeting was recorded and Governors were asked to declare any interest they may have in agenda items		
2. Prevent Training Update	Governors held a workshop training session. Governors spent 25 minutes discussing 'What is Prevent?' and 'What is its purpose?' The Prevent Strategy aims to identify and 'step in' to prevent vulnerable people adopting extremist views which could develop into violent activities. Extreme views may include religion, race, gender or animal rights. Governors must report any concerns they may have about the behaviour of pupils to the school prevent officer so that safeguarding procedure can be followed. JW advised that in order to keep Safeguarding 'live' within school a statement is include on the diary sheet each week and suggested to include a statement on FGB agendas to be mentioned at each meeting. Governors agreed.	ongoing	JW/PD
<b>Minutes of Last Meeting &amp; Matters Arising</b>			
3. Minutes of the last meeting- 10/03/2016	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.	Ongoing	
4. Matters arising:	<ul style="list-style-type: none"> <li><b>Governor Resignation</b> - LH advised that Tom MacLennan had resigned from the Governing Body as his workload had increased and he was no longer able to dedicate the necessary time to the school. LH suggested that as the Governing Body was currently working well &amp; there was no rush to have a Parent Governor election.</li> </ul>		
	<ul style="list-style-type: none"> <li><b>Governor Profile Updates</b> – Governors were reminded to update their profile for the website and send</li> </ul>	May 16	All
	<ul style="list-style-type: none"> <li><b>DBS Checks</b> – PD reminded Governors that from September 16 all Governors will require a DBS Check. PD asked MF, KP and VW to arrange a time to see to her to complete a DBS check.</li> </ul>	Sum 16	MF, KP, VW.
<b>Budget Approval</b>			
5.	A balance budget was presented to the Full Governing Body for approval. RB presented a summary and explanation of the various costs taken in to account during the budget build; including Staff costs (increase £13k due to 1% pay increase, Increased pension costs, Progression increases, new teaching staff, staff long term sickness (supply costs and Insurance claim) and Increased cost for SEN support), expected building repairs and maintenance, replacing external signage to front of school, Catering costs based on current provider contract costs. This budget does not include any building costs or rental income for community area as these are unknown, it is hoped that donations from FACES, grant from the windfarm and letting income from the Out of School provider will cover the cost of the renovations. CK had approached Rebecca Britton (RBr.) from Urban and Civic to see if they were able to contribute any funding to the project. Urban and Civic have asked for further information and details of costs involved before commenting further. CK to reply to RBr. And discuss further. The Reception intake for Sept 16 is lower than expected. Whilst the 9 less pupils will not affect the budget for 16/17 it will mean the budget for 17/18 and following years will be at least £24K less than first expected. Governors unanimously approved the 2016/17 budget of £782876.	May 16	PD

School Monitoring/ Development

<p>6. Head Teachers update</p>	<p>JW shared her report with Governors and asked the following questions.</p> <ul style="list-style-type: none"> <li>• <b>Persistent absence is still high is it the same group of children? And what plans are in place to address this?</b> 9 pupils identified – pupils had long holidays, 2 have ongoing medical issues 1 is a new starter that has been off sick and 2 have regular sickness. JW has spoken to individual parents.</li> <li>• <b>Is it possible to provide more details regarding the Racist incident</b>–JW advised that since writing her report a 2<sup>nd</sup> incident had occurred. JW reported that both incidents occurred in the same class but involved different children, one child had been given an internal exclusion due to a series of behaviour issues. JW has spoken to the parents who were very surprised and upset and agreed to talk to their children.</li> <li>• <b>Exclusion</b> JW reported that since writing the report she had to exclude a child who has been recently diagnosed with high functioning autism for another day and a half due to his behaviour and the safety of the child, other pupils and staff. For consistency, JW has reviewed the exclusion guidelines making the likelihood of exclusion more frequent.</li> <li>• <b>Are there any significant safeguarding issues?</b> JW advised that there was nothing major to report at this time but she would report to the FGB in June following the annual return to Governors.</li> <li>• <b>How was the predicted performance data level calculated and benchmarked against other schools?</b> Following the transition to Age Related Expectation(ARE) and Good level of development(GLD) it is impossible to accurately predicted as there is no benchmark. It is a case of wait and see!</li> <li>• <b>What does ‘make working walls more developing mean’?</b> The display builds up through each unit of work so it is not static and changes with each topic.</li> <li>• <b>What are class libraries?</b> Each class has a range of the current topic books available to pupils to use and is replenished regularly.</li> <li>• <b>RS asked if SEN data could be shown on the front page.</b> JW agreed to add the number of ECHP and children on the SEN register.</li> <li>• JW reported that she had had a positive meeting with new Head of Ermine Street Church Academy and had agreed to worked together and share curriculum events and resources during the early stages. They also agreed to have open conversations about pupils wanting to move between schools.</li> <li>• SIP – the development of foundation subjects has been postponed to next term due to the teaching commitments of HM.</li> </ul>	<p>June 16</p>	<p>JW</p>
<p>7. Benchmarking report</p>	<p>Comparison to other schools – LH shared her report Governors to inform them of how Alconbury C of E Primary School compared to other local primary schools. LH advised that this is a simple report of data and only part of the educational experience at Alconbury. She also advised that the % score per child is different for each school and therefore it is important to take this into account when benchmarking as the performance of a child could have a big impact on the performance of a school. This report contains trend data for 2014, 2015 and 2016. Governors found LH report very useful and suggested putting it on the website so that it is available to parents. JW advised the local authority had assessed Alconbury as a Green school. JW has received an Arbor report that analyzed the schools data and established that Alconbury was not a ‘coasting school’.</p>	<p>May 16</p>	<p>PD/JW</p>
<p><b>Future Direction For school</b></p>			
<p>8. Great Gidding C of E Primary School</p>	<p>LH advised that the chair of Governors from Great Gidding School has asked for a meeting. Great Gidding school is in a very vulnerable position, they are a small village school with only 65 pupils, they have an un-substantive head, a falling roll, and is likely to become a failing school. The LA has suggested that they find a school to federate with. Governors discussed if Alconbury would be able to help, however all Governors felt that Alconbury school was not in a position to support</p>		

	another school due to the following reasons; JW, HM and a number of other staff have been in post for less than a year, an increasing number of pupils with significant educational needs joining the school and pupils and budget are uncertain due to the development on the Weald. Governors voted unanimously that Alconbury School was not in a position to federate with Gidding School. LH to write to Great Gidding	May 16	LH
9. Academy Agenda	MF had to leave the meeting. LH KP RS CK HM JW MR agreed to form a working party to consider the consequences of the Government's decision to convert all schools to an academy and the option available to our school.	May 16	Working Party
<b>Brief update on Projects and report from committees</b>			
10. Wrap around Care	Breakfast Club provision by Davidson-Roberts started on 12 <sup>th</sup> April. Following some initial misunderstanding with parents over the cost and opening times of the club during the summer term the club now operating well. A child with high needs child is no longer able to attend the club as Davidson-Roberts is currently unable to provide the one to one support he needs.		
11. Front of Building multi-purpose and Community Area	RR updated governors with the progress of the redevelopment of the old admin area at the front of school. Bezz Williams from Strictly Education has invited building companies to tender and quotes are to be returned by 19 <sup>th</sup> May. It is hoped that the work will be completed during the summer break. RR asked if anyone had any questions. <b>Governors asked for ball park figure of costs.</b> RR had been advised to expect the costs to be around £30K.	Sum 16	RR / Res Comm
12. Catering Services	KP advised that a Peter Sultan (Catering Consultant) visited school on 18 <sup>th</sup> April to observe the school's lunchtime procedures, a draft tender document has been produced and the school has until 9 <sup>th</sup> May to make any amendments. The tender will be advertised from the 23 <sup>rd</sup> May and contractors will be invited to visit school on 21 <sup>st</sup> June before returning the tenders on 15 <sup>th</sup> July. Peter will meet with the school on 18 <sup>th</sup> July to shortlist the tenders. Potential caterers will return to school on 15 <sup>th</sup> September to present to the school so that a decision can be made. Mobilisation will take place during October and the contact will start on 31 <sup>st</sup> October.	Sum 16	Working Party
<b>Updates, Information and regular items</b>			
13. Governor Training	VW has attended New Governor training and found it very useful. JC is attending Governors EYFS briefing.		
14. AOB	<ul style="list-style-type: none"> <li>Outline planning application for a bungalow in the garden of 6 School Lane has been submitted to the council. The Parish council, JW on behalf of the school and LH on behalf of Governors submitted objections based on safety concerns over the shared access to the school and garden of 6 School Lane. The planning decision has not yet been made.</li> <li>Following the decision not to use the county email, Governors discussed the security of personal email accounts and agreed to send PD their preferred account. Governors understood that due to security county emails would be used for some communication.</li> <li>JW advised Governors that FACES are having a Hog Roast at the Memorial Hall on Friday 6<sup>th</sup> May and asked them to attend bring friends and family. The committee have been working very hard to make it an enjoyable event.</li> <li>A parent had brought 'Parents Strike' to JW attention. Nationally parents have been discussing on forum to take their children out of school for a day to protect against the Government's new SATs tests. JW did not think that many of our parents would be involved in the protest.</li> <li>RR asked if the Steering Group had any Terms of Reference. LH to find them.</li> </ul>	May 16	All
		May 16	PD
		May 16	All
		May 16	
		May 16	LH

	<ul style="list-style-type: none"> <li>• JW wanted to thank all Governors for their support, recently she has had many new challenges with staffing, management and pupils and she has welcomed the expert advice from a number of different individuals.</li> <li>• MR advised that she was on the Gynns fund committee, a local charity setup to help local children and suggest making an application to then for some funding for the refurbishment of the community area.</li> <li>• JW ask RS if she would like to be an external examiner and observe some of the KS2 SATs test. RS to arrange with MR.</li> <li>• RS suggested rearranging the T&amp;L committee meeting as 6<sup>th</sup> June was a training day.</li> <li>• LH suggested a Governor and staff social evening later in the term.</li> </ul>	June 16	T&L
15. Next meeting	Full Governing Body Meeting- <b>Thursday 23<sup>rd</sup> June @7pm</b>		
<b>Dates of future meetings and events</b>			
<b>Pay Review</b> – 30 <sup>th</sup> June 16 <b>Full Gov Body</b> – End of Year meeting July 16 <b>T&amp;L Committee</b> – TBA June 2016 @ 6pm <b>Res Committee</b> – 14 <sup>th</sup> June @6.30pm	<b>Governors Termly Briefing</b> –17 <sup>th</sup> May @ 7-9pm, Woodgreen <b>Property Manager</b> – TBA <b>SFA Jane Green</b> – 26 <sup>th</sup> April 2016 @ 9.30am		