



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 2<sup>nd</sup> February 2017 at 7.00pm**

<b>Minutes issued Approval due:</b>			
<b>Membership:</b> Jane Watts, Lucy Hampton, Cliff Kendall, Rachael Booker, Maria Radwell, Kelly Peck, Julie Cook, Roz Starkey, Vanessa Watson Hannah Mulcrone. <b>Clerk:</b> Pam Dowdell <b>Apologies:</b> Roger Read, Rae Maynard, Mandy Flaherty			
<b>Points discussed</b>	<b>Decisions and Action</b>	<b>when</b>	<b>by whom</b>
	Jane Watts opened the meeting with a prayer.		
1. Apologies	Apologies received from Mandy Flaherty, Roger Read & Rae Maynard.		
2. Register of Pecuniary Interests	JW declared an interest in item 8. Governors declared no other 'interest'.		
<b>Minutes of last meeting &amp; matters arising</b>			
3. Previous Minutes	The minutes of the last FGB meeting were declared a true record and signed by the chair (LH). These will now be published on the school website.	Feb	PD
4. Matters Arising	<b>National Database for Governors</b> PD prepare an information sheet to explain the reasons for the DfE National Governor Database and advised that she had uploaded basic Governors details as required to the Edubase website.		
	<b>Planning Update:</b> The owners of 6 School Lane have appealed to the Secretary of State following the refusal of their planning application. RR reported to the Resource Committee that he had lodged an objection based on Title Deed Documents and had sought advice from the LGSS legal department. No evidence can be found that the proposed new build has any right of access along the school drive (shared). RR has also spoken with the appeals case worker in respect of the appeal who explained that the appellant had until 17th January to answer the points we raised. A decision date on the appeal outcome is unknown. The Resource Committee will discuss again at their next meeting and will report back at the next FGB. VW advised that her husband was a planning consultant and would be willing to offer advise if the need arose.	Feb/ March 17	RR
<b>Updates</b>	<b>(Brief Updates – Fuller discussion in relevant committees)</b>		
5. Complaints Policy	All Governors agreed to adopt the Cambridgeshire County Council Model Policy. PD to complete and arrange to go on website.	Feb 17	PD
6. Building Works Update	<b>Upgrade of kitchen ventilation system:</b> PD advised that the school had received notification from LA to confirm that the kitchen ventilation system would be upgraded during summer 2017. PD has arranged for the existing ventilation system to be cleaned and serviced to comply with health & safety responsibilities. The report will provide evidence on the condition of the current ventilation system and school building before the refurbishment work.		
7. Wrap around Care Provision	The number of children attending 'Conkers' out of school club is increasing. Figures provided by Davidson Roberts (DR) state that more than 15 children attend breakfast club each day and an average of 7 children attend in the afternoon although Friday numbers are very low. DR propose paying room hire charges based on the number of children attending the club and requested free hire when less than 9 children attend. However following negotiation DR agreed to pay £7 per hour for the breakfast session (1.5 hour) and £3.50 per hour (50%) for after school session (3 hours) until numbers increased. School has agreed to support and promote Conkers with parents by looking at the school after school activity programme. A number of Governors who use Conkers were pleased to have the provision available; however they all agreed that the billing system and timing of invoices was not good. JW to discuss with DR at next meeting.	March 17	JW
<b>For Decision</b>			
8. HeadTeacher Performance Review/Salary	JW left the room whilst Governors discussed this item. All Governors approved the Pay Review Committees recommendation to award Jane Watts a pay progression point.		

9. Academisation Update from Meeting with LA/Diocese and Meeting with Bishop	<p>Governors continued their discussion from previous meetings. JW &amp; LH had a meeting with the Bishop of Ely to discuss academy conversion. The Governor's were reminded that as the school was C of E it would need to gain permission from the bishop for any alternative model. The Bishop's preference is for Alconbury school to join DeMAT. Whilst it may be possible for Church schools to legally challenge joining DeMAT, Any other alternative would need to be within the C of E family and be of significant interest to be considered by The Bishop. The Bishop is also concerned about small school's capacity to run an Academy. It was presented that we currently have three options: 1 remain a LA school 2. Join DEMAT 3. Other C of E academy type.</p> <p>A thorough discussion was held about the pros and cons of DEMAT and remaining a LA school. CK advised that his initial involvement with DeMAT during the setting up and opening of the Ermine Street Church Academy was a little negative but since the summer and the appointment of additional staff the relationship has been more positive. CK informed Governors that DeMAT had a Scheme of Delegation on their website.  <a href="http://www.demat.org.uk/about-demat/template-scheme-delegation/">http://www.demat.org.uk/about-demat/template-scheme-delegation/</a>.          KP will run a workshop for all Governors and Staff on the Academy Conversions Process on the <b>23<sup>rd</sup> March 6 pm</b>. As part of this process we will also have space to generate good due diligence questions to be asked (from both Governor and Teacher's points of view). It was agreed that the Governors would need sufficient due diligence on all potential options including remaining a LA school.</p> <p>JW, LH and the SLT will visit other DeMAT Schools including some that converted some time and ones that have converted recently to get an understanding of the 'conversion' experience and why they decide to convert. Other Governors are also welcome to attend any visits.</p>	March 17	All
10. Clerk to the Governors	Item withdrawn		
<b>School Monitoring</b>			
11. School Improvement Plan (SIP)	<p>JW shared an updated plan with Governors and explained that the EYFS plan would be completed following further discussion with MP but transition from EYFS to KS1 would be included as a target. RS to arrange a meeting with MP regarding 'Forest School' initiative. JW advised that SIP progress was on track for combined targets, but slightly below for writing.</p> <p>A Governor asked: <b>Why writing was not doing as well as other subjects?</b> JW advised focus is now on writing and there are many initiatives available. Alconbury has joined a cluster group in St Ives and will be using an online tool to moderate pupil's work with other schools both locally and nationally. This will highlight teaching and learning areas that need additional support.</p> <p>JW advised that further discussions with local stakeholders of nursery provision within the village are a priority in order to safeguard number on roll.</p>	Summer 17	All
12. Governor Monitoring – Visits to School	<p>Governors had a discussion on the level of detail to record on the Governor visit report. Governors felt that the form should be more a record of a visit rather than a report as they wanted staff to feel that their meeting was confidential and any open or frank conversation shared was not recorded on a form. Governors felt it was important to provide evidence that a visit had taken place and a summary of the subject/discussion areas. LH asked for the record of visits sheets to be return to her.</p> <p>CK &amp; KP advised that they had met with staff and RB has emailed to arrange a meeting.</p>	ongoing	All
13. Finance	<p>RB shared her report with Governors. Revenue funding remains within budget. Capital expenditure overspend is expected to be covered by donations and fundraising. RB, PD and JW attended a meeting with Jane Green (SFA) to discuss the month 9 BCR and outline budget for 17/18. The current reserve to carry forward to 17/18 is £29K which has increase from £11K when the budget was set in April 16. The increase in reserve is due to prudent management and savings on building maintenance and catering costs. It is hoped that the increase in reserves will enable us to balance the 17/18 budget. Further savings on catering and UIFSM are expected however this maybe needed to</p>		

	cover the outstanding capital expenditure. PD to send out RB report with minutes. Governors expressed their gratitude for the generous donations the school had received and were thankful that the school is held in such high esteem that local companies, stakeholders and parent are willing to support the school financially. Fundraising is continuing to support other school projects.	Spring/ Summer	All
14. School Benchmarking compared to other Local Schools	LH shared her reports with Governors. DfE data was used to benchmark Alconbury funding /spend and KS2 results against local maintained schools. Governors discussed the graphs, taking account of the broad data headings and the size and type of schools compared. The results showed that Alconbury school provided good value for money. LH agreed to benchmark Alconbury school against DeMAT schools for results. Academy school spend is not publicly available. The reports to be published on the school website.	March 17	LH
<b>Governor Development</b>			
15. Progress of Vulnerable Groups – Gov Audit Action	RM was unable to attend meeting. RM to report on monitoring and assessing progress of vulnerable groups and SENd children at the next meeting.	March 17	RM
16. Any Other Business	<ul style="list-style-type: none"> <li>LH encouraged Governors to attend the Annual Governor Conference on <b>4<sup>th</sup> March 2017 from 9.15am to 1pm at Hinchingsbrooke PAC</b></li> <li>JW advised that she had concerns with attendance figures. The overall absence percentage is likely to be higher due to a small number of pupils who are persistently ill and arrive late to school. Additionally Peterborough schools have different holidays to Cambridgeshire schools this year, as a number of families have siblings in Peterborough secondary schools; they are choosing to take their children out of school to have family breaks.</li> <li>Professional days for 17/18 are still under discussion</li> <li>MR thanked everyone for their kind thoughts during recent family circumstance.</li> <li>There was no further business and the meeting closed at 8.30pm.</li> </ul>	March 17  Feb 17	All  JW
17. Next Meeting	<b>Full Governing Body Meeting Thursday 16<sup>th</sup> March 2017 at 7pm</b>		
<b>Dates of future meetings and events</b>		<b>Comments</b>	
<b>Full Governing Body Meeting - Budget approval - Thursday 4<sup>th</sup> May 2017 at 7pm</b> <b>Full Governing Body Meeting - Thursday 29<sup>th</sup> June 2017 at 7pm</b>  <b>Steering Group Meeting</b>  <b>Teaching &amp; Learning Committee Meeting -</b> at 6pm  <b>Resources Committee Meeting – 2<sup>nd</sup> March 2017 @ 6.00pm</b>  <b>Pay Review July 17</b>  <b>Termly Workshop to Improve Governance- Thurs 23<sup>rd</sup> February 2017 (6.30pm - 8.30pm) Wood Green Animal Shelter</b> <b>'Inspiring Governance' Annual Governors' Conference - Sat 4<sup>th</sup> March @9.15am-Hinchingsbrooke PAC.</b>  <b>Property Manager (Strictly Education) 9<sup>th</sup> May 2017 @ 1.30pm</b>  <b>School Finance Advisor - Jane Green</b> Spring Term 3 <sup>rd</sup> March @ 9.30am Budget Build 28 <sup>th</sup> April @ 9.30am			

## Governing Body and Governor Roles and Responsibilities for 2016/17

<p>Future Development Topics</p>	<p>Governors agreed the following based on the outcome of the Governor Effectiveness Audit</p> <ul style="list-style-type: none"> <li>• Governor Visits – Priority Areas (<i>Plan to hold an informal Governor and staff evening</i>)</li> <li>• Data (<i>Use data monitor and assess progress of SEN pupils</i>)</li> <li>• Progress and Vulnerable Groups</li> </ul> <p>Performance Management and Standards (<i>Governors felt they needed to develop their understanding of the process</i>)</p>																																																																																																									
<p>Governing Body Objectives</p>	<p>Governors reviewed and revised objectives and added a 4<sup>th</sup> from Sept 2017</p> <ol style="list-style-type: none"> <li>1. Improve Governor knowledge by             <ul style="list-style-type: none"> <li>• Developing relationships with staff</li> <li>• Developing relationships with pupils</li> <li>• Understanding performance data</li> </ul> </li> <li>2. Enabling children to reach their full potential in all aspects; teaching and learning, social, moral and wellbeing.</li> <li>3. Continuous evaluation of Governing Body effectiveness</li> <li>4. Strategically overseeing the provision and effective use of resources in an environment where safety is paramount.</li> </ol> <p>Governors suggested the following actions to aid development in 16/17</p> <ul style="list-style-type: none"> <li>• adding the priorities to committee agendas to maintain a focus</li> <li>• develop relationships with new and linked members of staff</li> <li>• Publish agreed minutes on the Governors page on the website.</li> <li>• Maintain a log and report of progress of priorities at meetings</li> <li>• Further develop Governors understanding of data.</li> </ul>																																																																																																									
<p>Committees &amp; Governor Responsibilities</p>	<p>Governors confirmed committees and agreed set up cross committee working parties when needed.</p> <table border="1" data-bbox="383 888 1263 1192"> <thead> <tr> <th colspan="2">Resources</th> <th colspan="2">Teaching &amp; Learning</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Cliff Kendall</td> <td>Chair</td> <td>Rae Maynard</td> </tr> <tr> <td>Vice Chair</td> <td>Mandy Flaherty</td> <td>Vice Chair</td> <td>Roz Starkey</td> </tr> <tr> <td>Clerk:</td> <td>Pam Dowdell</td> <td>Clerk:</td> <td>Kelly Peck</td> </tr> <tr> <td></td> <td>Lucy Hampton</td> <td></td> <td>Maria Radwell</td> </tr> <tr> <td></td> <td>Roger Read</td> <td></td> <td>Jane Watts</td> </tr> <tr> <td></td> <td>Rachael Booker</td> <td></td> <td>Cliff Kendall</td> </tr> <tr> <td></td> <td>Vanessa Watson</td> <td></td> <td>Hannah Mulcrone (attends)</td> </tr> <tr> <td></td> <td>Julie Cook</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Jane Watts</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Governors Responsibilities</b></p> <table border="1" data-bbox="383 1230 1263 1633"> <thead> <tr> <th>Pay review</th> <th>Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td rowspan="10">Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts</td> <td>Child Protection</td> <td>Rae Maynard</td> </tr> <tr> <td>Inclusion (G&amp;T)</td> <td>Rae Maynard</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>Health &amp; Safety</td> <td>Julie Cook Vanessa Watson</td> </tr> <tr> <td>Training &amp; Development</td> <td>Lucy Hampton</td> </tr> <tr> <td>Performance Management</td> <td>Cliff Kendall Lucy Hampton Rachael Booker</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Link Governors</b></p> <table border="1" data-bbox="383 1671 1500 1871"> <thead> <tr> <th>Year</th> <th>R</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Teacher</td> <td>Michela Payne</td> <td>Carly Mawhinney Sue Hutchinson</td> <td>Rebekah Bell</td> <td>Steph Game</td> <td>Kathryn Porter</td> <td>Charlie Hawkins</td> <td>Maria Radwell</td> </tr> <tr> <td>Governor</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Mandy Flaherty</td> <td>Rachael Booker</td> <td>Kelly Peck</td> <td>Cliff Kendall</td> <td>Lucy Hampton</td> </tr> <tr> <td></td> <td>Rae Maynard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="383 1898 1500 2022"> <tbody> <tr> <td>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 &amp; Class Teacher link Governor</td> </tr> </tbody> </table>	Resources		Teaching & Learning		Chair	Cliff Kendall	Chair	Rae Maynard	Vice Chair	Mandy Flaherty	Vice Chair	Roz Starkey	Clerk:	Pam Dowdell	Clerk:	Kelly Peck		Lucy Hampton		Maria Radwell		Roger Read		Jane Watts		Rachael Booker		Cliff Kendall		Vanessa Watson		Hannah Mulcrone (attends)		Julie Cook				Jane Watts			Pay review	Responsibility	Governor	Cliff Kendall Roz Starkey, Kelly Peck Rachael Booker, Vanessa Watson Jane Watts	Child Protection	Rae Maynard	Inclusion (G&T)	Rae Maynard	Inclusion (SEND)	Roz Starkey	Looked after children-LAC	Roz Starkey	Pupil Premium	Roz Starkey	Prevent Governor	Mandy Flaherty	Health & Safety	Julie Cook Vanessa Watson	Training & Development	Lucy Hampton	Performance Management	Cliff Kendall Lucy Hampton Rachael Booker				Year	R	1	2	3	4	5	6	Teacher	Michela Payne	Carly Mawhinney Sue Hutchinson	Rebekah Bell	Steph Game	Kathryn Porter	Charlie Hawkins	Maria Radwell	Governor	Julie Cook	Vanessa Watson	Mandy Flaherty	Rachael Booker	Kelly Peck	Cliff Kendall	Lucy Hampton		Rae Maynard							Head Teacher	Lucy Hampton	SEN/Deputy	Roz Starkey	Office	Roger Read	Teaching Assistance	Ros Starkey via SEN & Class Teacher link Governor
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