



**Alconbury C of E Primary School**  
**Full Governing Body Minutes**  
**held on Thursday 26<sup>th</sup> September 2019 at 7.00pm**  
**Safeguarding Training at 6pm**

**Minutes issued November 2019**

**Membership:** Lucy Hampton, Kathryn Day, Jane Adams, Jane Watts, Alison Fendley, Rachael Booker, Jayne France, Julie Cook, Philip Baker, Rebecca Schofield, Vanessa Watson

**Apologies:** Kelly Peck, Kim Sewell **Associate Member:** Hannah Mulcrone **Clerk:** Pam Dowdell

Points discussed	Decisions and Action	when	by whom																								
	At 6pm before the meeting, all Governors attended a Safeguarding Briefing. At 7pm JA opened the meeting with a prayer.																										
1. Apologies	Governors accepted apologies from Kelly Peck, Kim Sewell.																										
2. Register of Pecuniary Interests	Governors signed a new register. The register will be held in the office and Clerks can collect the register before meetings. Please return the register to the office after the meeting.	At meeting	All																								
<b>Beginning of Year structure</b>																											
3. Election of Chair and Vice Chair	Re-election of both a Chair & Vice Chair was not required. LH and RB were elected to posts for 2 years until Sept 2020.																										
4. Code of conduct for Governing Bodies (09/19)	Governors reviewed and agreed the Model Code of Practice	At meeting	All																								
5. Standing orders	CGS Model Policy (09/19) was agreed by all Governors																										
6. Committees & Governor Responsibilities	<ul style="list-style-type: none"> <li>All Governors agreed to remain on the same committees</li> <li>Linked Governors: LH reminded Governors to contact their link teachers and JW suggested that they discuss subject leadership.</li> </ul>																										
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7. School Governance Autumn term information documents	LH asked Governors to familiarise themselves with the Governance documents that had been sent out. Part 1 contains Issues for Consideration and Part 2 has reminders and additional information. LH also encouraged Governors to attend the Governor termly briefings to enable them to keep informed of current governance issues.		All																								
8. Governor Membership	VW term of office comes to an end at the end in December. Parent election required spring term.	Spring	PD																								
<b>Minutes of last meeting and matters arising</b>																											
9. Minutes of last Meeting & Matters arising	<ul style="list-style-type: none"> <li>Minutes of last meeting were agreed by Governors and signed by LH</li> <li>The SIP is to be finalised following a final discussion with staff. The focus of the SIP will relate to the new OfSTED standards, embedding the new curriculum and developing reading and Maths Mastery Schemes.</li> <li>Pupil absence: Currently 97%. LH/JW to source guidance to issue to parents regarding sickness.</li> </ul>	October	JW/HM																								
		Autumn	LH/JW																								

	<ul style="list-style-type: none"> <li>Exit interviews-LH advised that she had conducted exit interviews with K Brown and A Forshaw. Both said that they were sad to be leaving the Alconbury family and had enjoyed their time in this special school.</li> <li>SIAMS Training-6 places have been booked on this training to be held at Alconbury School with Caroline Vinall.</li> </ul>		
10. Policies for Ratification	<ul style="list-style-type: none"> <li>Behaviour Policy– to be ratified by the T&amp;L committee once complete.</li> <li>Privacy Notice – Staff, Pupils, Parents, Governors and Applicants. All agreed – typo error to be corrected in applicants</li> <li>Lock Down policy – Agreed (not published on website)</li> <li>Intimate Care Policy - Agreed</li> <li>Spiritual, Moral, Social &amp; Cultural – to be reviewed again after SIAMS training to reflect and express the school’s Christian ethos</li> <li>Equality &amp; Diversity - Agreed</li> <li>GDPR Data retention – Agreed, Data map required.</li> <li>Code of Conduct for All Adults - Agreed</li> <li>Disciplinary rules for all employees - Agreed</li> <li>Grievance Procedure - Agreed</li> <li>Managing Allegations of Misconduct - Agreed</li> <li>Discretionary leave of absence - Agreed</li> </ul>	October  Nov Nov	HM  JW/JA HM/PD
11. Head teachers update & staffing	<ul style="list-style-type: none"> <li>All new staff have settled in well. The complete ‘new team’ are working together well in year 2.</li> <li>Head teacher Maternity leave – HM has agreed to step up, but will require support. Deputy/SENCO/Class teacher (1 day) required to cover HM post. Resources committee to meet to discuss school organisation and options. Proposal to be emailed to Governors to agree format.</li> </ul>	October	RB
12. Finance Update/Risk	<ul style="list-style-type: none"> <li>Staffing Changes – the staffing budget costs have been updated and are inline with the budget produced in March. The current budget does not include the full Teachers pay recommendation costs. A meeting with Jane Green (SFA) has been arranged for Tuesday 1<sup>st</sup> October to review the budget in detail. All Governors agreed to implement the recommended 2.75% pay increase for teaching staff.</li> <li>Hot water heater – Failed at the end of the summer holiday, the temporary electric cylinder has been reconnected. The first quote to replace the heater is £7575. Funding support has been requested from John Clayton a 50/50 with the school cost match has been provisionally agreed subject to meeting financial criteria and getting further quotations.</li> </ul>	October  October	PD/EPM  PD
13. Pay review committee	<ul style="list-style-type: none"> <li>Pay Policy to be reviewed and ratified at next meeting.</li> <li>Head’s Performance Management to be arranged.</li> </ul>	October	LH / RB / AF
<b>School Improvement Plan &amp; Monitoring</b>			
14. Governor Visit Day	<ul style="list-style-type: none"> <li>Governor Visit Day 11<sup>th</sup> October at 8.30. LH to send out programme.</li> <li>Focus &amp; Outcomes – Talk to children about topic work from previous year and select a curriculum area to discuss with children across all years.</li> <li>Speak to Alconberries Staff.</li> <li>Resource Meeting Friday 11<sup>th</sup> October at 1.15pm.</li> </ul>	October	All
<b>Update on Projects and Other Issues</b>			
<b>Governor Training/Development</b>			
15.	<p>Governor Focus for 2019/20:</p> <ul style="list-style-type: none"> <li>Ensure smooth transition during Head teacher’s Maternity leave.</li> <li>Follow up feedback and outcomes from Governor Visit Days.</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>Safeguarding Session held prior to meeting.</li> </ul>		

<b>Updates, information and regular items</b>			
16. AOB	Preschool: LH has now received 2 years of accounts and 3 years bank statement. RB to review and report of viability. Governor felt that the school has limited capacity in 2019 to take over the management. Risk Register – Resources committee to prepare a Risk Register. Meeting closed at 8.20pm	October	RB
17. Next meeting	<b>Full Governing Body Meeting Thurs 21<sup>st</sup> Nov 2019 at 7pm.</b>		
<b>Dates of future meetings and events</b>			<b>Comments</b>
<b>Full Governing Body Meeting</b> Thursday 30 <sup>th</sup> Jan 2020 7:00 PM Thursday 19 <sup>th</sup> Mar 2020 7:00 PM Thursday 30 <sup>th</sup> April 2020 7:00 PM budget build Thursday 25 <sup>th</sup> Jun 2020 7:00 PM <b>Resource Committee Meeting</b> 11 <sup>th</sup> Oct 19 at 1.15pm <b>Teaching &amp; Learning Committee</b> – 5 <sup>th</sup> Nov 19 at 6pm  <b>Pay Review</b> July 2020		<b>Property Manager</b> (Strictly Education) Wednesday 9 <sup>th</sup> October 2019 @1.30pm <b>School Finance Advisor - Jane Green</b> Autumn Term – 1 <sup>st</sup> October 19 Spring Term - TBA Budget Build - TBA	