



Alconbury C of E Primary School
Full Governing Body Minutes
 held on Thursday 25th April 2019 at 7.00pm

Minutes issued 26th April 2019

Membership: Lucy Hampton, , Kathryn Day, Kelly Peck, Jane Adams, Jane Watts, Alison Fendley, Rachael Booker, Jayne France, Julie Cook, Vanessa Watson, Mandy Flaherty, Rebecca Schofield.

Apologies: Philip Baker,

Clerk: Pam Dowdell **Did not attend:** **Associate Member:** Kim Sewell

Points discussed	Decisions and Action	when	by whom
	JA opened the meeting with a prayer		
1. Apologies	Apologies have been received from Philip Baker.		
2. Register of Pecuniary Interests	None were declared		

Minutes of last meeting and matters arising

3. Minutes of last Meeting & Matters arising	<ul style="list-style-type: none"> • Goodbye was said to Mandy Flaherty. Governors thanked her for her hard work and contributions. Mandy expressed that she still wishes to stay involved with the school. Mandy left to attend another meeting. • The Minutes of the last meeting were agreed by Governors and signed by LH • Governor Visits: 6 Governors have visited since last meeting. Governors were reminder reminded to record their visits in the Governor Visit Log Book. 2 governors (JA & JF) regularly volunteer in school. • Linked Governors: LH reminded Governors to contact link teachers and JW suggested that they discuss subject leadership. <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Michelle Payne</td> <td>Carly Mawhinney Steph Clitheroe</td> <td>Katie Brown</td> <td>Jill Suckling</td> <td>Kathryn Day</td> <td>Patrick Geary</td> <td>Charlie Hawkins (incl. PE Grant)</td> </tr> <tr> <td>Governor</td> <td>Alison Fendley</td> <td>Kelly Peck</td> <td>Rebecca Schofield</td> <td>Jayne France</td> <td>Julie Cook</td> <td>Vanessa Watson</td> <td>Philip Baker</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tbody> <tr> <td style="width: 30%;">Head Teacher</td> <td>Lucy Hampton</td> </tr> <tr> <td>Deputy/SEN/CIC</td> <td>Jane Adams</td> </tr> <tr> <td>Office</td> <td>Rachael Booker</td> </tr> <tr> <td>Teaching Assistance</td> <td>Jane Adams</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Governors were reminded about 17th May 2019 as the Governor Visit day. JW LH to plan • 2 TAs have been appointed on a temporary contract until September. A review of TA hours is to be completed. 	Year	R	1	2	3	4	5	6	Teacher	Michelle Payne	Carly Mawhinney Steph Clitheroe	Katie Brown	Jill Suckling	Kathryn Day	Patrick Geary	Charlie Hawkins (incl. PE Grant)	Governor	Alison Fendley	Kelly Peck	Rebecca Schofield	Jayne France	Julie Cook	Vanessa Watson	Philip Baker	Head Teacher	Lucy Hampton	Deputy/SEN/CIC	Jane Adams	Office	Rachael Booker	Teaching Assistance	Jane Adams	By next meeting	All gov
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4. Budget	RB advised on budget and explained we had 25k to carry into this year's budget. 2019 /20 sees a 2k carry forward and a shortfall of 55k the following year. Governors discussed implications of funding cuts and LH advised she has arranged a meeting with Jonathan Lewis. All governors agreed the budget and RB signed the statement.	30/4/19	JW / LH																																

School Improvement Plan & Monitoring			
5. SIP: 1: 2 Curriculum Leadership Roles are Developed	<p>Training day spent on Subject Leadership:</p> <ul style="list-style-type: none"> • Shared Ofsted expectations • Agreed the role of SL & what they need to know – created a list as a guide • Discussed how to share information across school – make subject leaders more visible • Subject leader release timetable drawn up • Proforma created to use when interviewing pupils <p>Discussed use of assessment grids to signpost opportunities</p> <p>JA asked which curriculum the school was following. JW explained about the 2014 NC but that we are adapting the time allocations to suit our children to ensure it is relevant and purposeful. Staff have spent considerable time looking at subjects in depth to ensure progression and to develop whole school/ staff awareness of whole school curriculum.</p>	Summer term	Linked Governors to talk to Teachers about Subject leadership
6. SIP 2:3 British and Christian Values are Embedded in School	<p>Collective Worship 2 year cycle timetable updated and British Values interwoven</p> <p>Display created in hall for British Values.</p> <p>HT holds examples of pupils discussing CV & BV – emails from parents, comment in class, and feedback in the playground.</p> <p>JW asked if a governor could come in to talk to pupils.</p>	Summer Term	JF / JA Agreed to talk to pupils
7. SIP 3:4 Boys' writing shows improved progress	<p>Pupil progress meetings discovered that some of the interventions have been focused more on reading.</p> <p>New intervention which will be teacher led starting in Y5 for boys.</p> <p>Positive intervention in Y6 for reading and writing resulting in good progress.</p> <p>Y3 intervention will change to boys writing.</p> <p>HM has investigated a writing intervention for TAs to run – we are going to trial the free unit and purchase.</p> <p>LH asked why boys are reluctant to write and what we are doing as a whole school.</p> <p>JA discussed how boys can be more engaged in non fiction texts.</p> <p>JW advised that we had revised our literacy curriculum to make it more 'boy friendly' and that writing would have to become a whole school push as part of SIP next year.</p>	End of summer term	JW to monitor progress
8. SIP 4:4 Parents are engaged in the development of Pupil Progress	<p>Parental engagement at workshops is still variable but feedback from these sessions is positive</p> <p>Interim reports that had a new box related to reading at home has had a positive impact as many have improved.</p> <p>JW reported that the school provides many opportunities for parents to engage in pupils' learning ranging from workshops, working alongside pupils in class, curriculum evenings and a range of social events take up is variable.</p> <p>A big discussion was held about school's expectations of parents and it was suggested that all dates are published at the start of the academic year for all workshops so parents know well in advance.</p>		
9. Head Teacher's Verbal Update– over view of SIP not already discussed and any other issues	<p>JW explained that a lot of work has been completed on curriculum knowledge organisers - these have been shared with the teaching and learning committee. These are continually being revised and updated to ensure activities are relevant for our children.</p> <p>This term we have started work on our behaviour policy, involving the school council and teacher/staff reviews. We have also planned some training on attachment disorder.</p>		

10. community relations	Parent behaviour It was agreed that if parents' behaviour to staff is consistently inappropriate a governor would speak to them It was decided to update the prospectus with a reference to expectations of behaviour. 6 School Lane It was decided that LH & AF would arrange a visit.	Summer term Next week	PD/ JW KP
11. Safeguarding	<ul style="list-style-type: none"> MF has completed another SCR check and a few points have been identified. JC has completed a work experience document to be completed. Fire risk assessment has been discussed at the Resources committee. <p>LH asked governors if they understood PREVENT and requested more training on this. JW advised this will take place in Sept with CP training. JA also discussed PRIDE and explained to the governor what this was.</p>	Summer Term Aut Term All gov. staff / volunteers	Fire risk assessment RAG rated by DW PD JW JW
Update on Projects and Other Issues			
12. Wrap around care	<ul style="list-style-type: none"> Brief summary stating that this should break even and we will be trialing possible wrap around care for half term holiday club. 	May half term	JW/ PD
13. Pre school Nursey provision	Meeting organised for next Friday – jobs have been allocated by LH.	3/5/19	Govs on working party
Policies			
14. Standing item	<p>Policy update</p> <p>Teaching & Learning Policy will now be guidance and is still being reviewed and will be discussed at T & L meeting.</p> <p>Charging & Remissions Policy to be approved at next resources meeting</p> <p>Accessibility Policy to be approved at next resources meeting</p> <p>Health and safety policy needs further updates following fire risk assessment</p>		
Governor Training/Development			
15. Skills audit	LH reminded all governors to hand these in if not yet done so.		
Updates, information and regular items			
16. AOB	<p>VW thanked Yr 6 teacher CH for Easter revision / homework sessions and said they were overwhelmingly positive.</p> <p>JW thanked the office for their work on the budget managing the new system.</p> <p>KD asked to be added to the mailing list.</p>	Next week	PD to add KD
17. Next meeting	Full Governing Body Meeting Thurs 27th June 2019 at 7pm.		
Dates of future meetings and events			Comments
<p>Full Governing Body Meeting Thursday 27th June 2019 at 7pm</p> <p>Teaching & Learning Committee Meeting – Tuesday 30th April 2019 at 6pm</p> <p>Pay Review July 19</p>		<p>Property Manager (Strictly Education) 20th June 2019 @1.30pm</p> <p>School Finance Advisor - Jane Green Spring Term Meeting 8th March at 9.30am</p> <p>Budget Build 24th April 2019 at 7pm</p>	