



Alconbury C of E Primary School
Full Governing Body Minutes
 held on Thursday 27th June 2019 at 7.00pm

Minutes issued July 2019

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

Apologies: Hannah Mulcrone, Vanessa Watson **Associate Member:** Kim Sewell **Clerk:** Pam Dowdell

Points discussed	Decisions and Action	when	by whom
	MF opened the meeting with a prayer		
1. Apologies	Apologies have been received from Hannah Mulcrone & Vanessa Watson.		
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"> • The Minutes of the last meeting were agreed by Governors and signed by LH • Mandy Flaherty attended the start of the meeting to explain that following advice and permission from the Archdeacon her incumbent ex-officio Governor position can be filled by Kim Sewell. Kim attended this meeting and will officially become a Foundation Governor from September. MF left the meeting. • SIP2:3 British & Christian Values – JF and JA have visited school to asked children about the values. JA has prepared a report and will chat to more children when she is in school. This report will be looked it in the T&L meeting. • Parent Behaviour – Behaviour Policy is being updated and will encompass pupil, parent and staff behaviour. The policy will be discussed with staff at the next staff meeting and will be ready for ratification by governors in September. • 6 School Lane – LH & AF have arranged a meeting with the neighbours on 8th July 2019. However following a few incidents recently between parents and the neighbours, governors agreed to seek (and pay for) legal advice from LGSS law get legal clarification for the use and legal right of way of the land to the side of the school. • Governor Visits: 7 Governors have visited on a number of occasions since the last meeting, visits included talking to the children about Christian and British values, health & safety walk, Y6 SATs, Preschool working party, Finance, SEN and Governor Day. Governors were reminded to record their visits in the Governor Visit Log Book. • Linked Governors: LH reminded Governors to contact their link teachers and JW suggested that they discuss subject leadership. 	Sum 19	T&L Comm
		Sum 19 Aut 19	Staff FGB
		July 19	LH & AF
		ongoing	All

Year	R	1	2	3	4	5	6
Teacher	Michela Payne	Carly Mawhinney & Steph Clitheroe	Karolyn Owen Lorraine Robbins	Jill Suckling	Kathryn Day	Patrick Geary	Charlie Hawkins (incl. PE Grant)
Governor	Alison Fendley	Kelly Peck	Rebecca Schofield & Kim Sewell	Jayne France	Julie Cook	Vanessa Watson	Philip Baker

Head Teacher	Lucy Hampton
Deputy/SEN/CIC	Jane Adams
Office	Rachael Booker
Teaching Assistance	Jane Adams

4. Report from Ofsted	Report and Recommendation – JW thanked Governors for their support and for attending the Ofsted feedback meeting. The report reads very well and is a good reflection of the school. JW was pleased that a comment from a parent was included in the report and also a statement about staff well being and morale. The next steps for the school stated that the Leaders and those responsible for governance should ensure that “they continue to robustly evaluate and develop the school’s curriculum to ensure that pupils make the best possible progress from their various starting points”. The curriculum needs to be included as a focus in next year’s SIP. Staff will be completing knowledge organisers for cycle B & subject leader roles will need to be readjusted due to staff changes.	Aut 19	SLT
5. Budget	<ul style="list-style-type: none"> • Headline View – a budget reported from Access was discussed at resources meeting however it has not been possible to report figures to LA as the finance report is not compatible with Orovia budget software. The Resources Committee will be reviewing the budget early in September to plan for the expected large shortfall in 20/21 funding. • Planned works to School Building – various projects have been planned and discussed at the Resources meeting. Work to be completed during the summer break. The cost of this work is included in the budget. RB has sourced a working arty to complete some manual jobs. PD/JW to liaise with DW to purchase equipment to complete these jobs. • Update from meeting with Jonathan Lewis, Director of Education L.A. PD LH HM and JW expressed concern over SEN funding as reliance on grants and Donations to support the school budget. • LH & JW met with Jonathan Djanogly MP on Friday 21st June to express concerns about funding. However he was not very understanding but did agree to visit school on the 13th Sept. • LH attended the Cambridgeshire Annual Governors Conference, there was little to note. A question was asked during the Ofsted presentation if Ofsted compared the level of school funding to data and SATs results. The reply was unclear. 	Aut 19 Sum 19	Res Comm. PD/JW/ DW
School Improvement Plan & Monitoring			
6. Governor Visit Day	<ul style="list-style-type: none"> • A draft report was sent out just prior to Ofsted visit. JF to provide additional information to LH to complete. LH to send out report once complete. • Next Governor Day. To be arranged in October, a Friday was the most popular day. Governors discussed a range of approaches to the day. LH asked Governors to email with dates they can/can't do to JW and what they wished the day to focus on. 	July 19 July 19	JF All
7. SIP1:1 Preschool/nursery provision & SIP5:3 Improved Transition between Preschool & YR	The Preschool working party is waiting for financial paperwork before any further decisions can be made and due diligence concluded. MP class teacher has provided some support and attended training with Preschool staff. Transition process this year has been limited due to staff sickness. Alternative process may need to be considered depending upon the outcome of the Preschool Management.		
8. Head Teacher's Verbal Update– over view of SIP not already	Everything has been completed on SIP apart from take over of Preschool, behaviour policy (to be completed next week), review of RE curriculum and reception outdoor area. (funding limited the refurbishment to the indoor area only). • Question: Attendance data of Pupil Premium children. This should have read 5% authorised and 2% unauthorised.		

discussed and any other issues	<ul style="list-style-type: none"> • Question: is there a reason why the number of racist incidents is increasing? JW advised that on some occasions a term or phrase is judged as racist but is often taken out of context by younger children and is not malicious. • Question: do you have any idea on the outcome of the data this year? Data confirmed for YR – GLD 64% and Y2 as shown in HT report. Y6 data published on 9/7/19 • Question? what do you use to inform teacher assessment in non statutory year groups? Rising Stars, White Rose & Spag programmes are used to support the assessment of pupils. • Question: is every class using visualisers with the clevertouch boards? Yes. A couple of classes share a visualiser. • Question: is attendance improving? Yes although some children are sick more frequently than others. Governors discussed when it was appropriate to keep a child at home or be in school. Children should be in school when they are well enough to learn. An information booklet was suggested to help parents understand when school is happy for children to attend and what happens if children become unwell. 		JW to publish guidance on sickness and time off school required.
9. Next Year's SIP	<p>Beginning discussion of next year's priority areas</p> <ul style="list-style-type: none"> • Writing • Foundation Outside area • Continuation of emotional support for pupils • Further development of the curriculum – development of cycle B • Embed system for subject leaders • Collaborative learning – developing teachers to give each other support. 		
10. Safeguarding	<ul style="list-style-type: none"> • JW shared the Annual CP Monitoring report, LH agreed to Audit CP files with JW on 11 July 2019. • MF has completed SCR check on 17th May 2019 and the SCR and Staff files compiled to the Ofsted inspector guideline. • Fire risk assessment has been discussed at the Resources committee and with the Mike Bannister Property Manager (Strictly Education) Action plan items are being addressed and monitored. • JW advised that all Governors and Volunteers will need to complete safeguarding in September 19. This will be held at 6pm on Thursday 26th September 2019. 	Summer Term	<p>JW/LH complete audit</p> <p>JW to order training materials</p> <p>FRA/RAG rated by DW PD JW</p>
Update on Projects and Other Issues			
11. Staffing	<ul style="list-style-type: none"> • New Starters for next year. Year 2 teaching post - Job Share Karolyn Owen currently covering reception class and Lorraine Robbins who has a temporary TA post in school. KS1 HLTA – Emma Metcalf KS2 TA for new Pupil who has an EHCP – Louise Lloyd • LH agreed to complete Exit interviews for Katie Brown & Amanda Forshaw at the end of term. • Staff Performance Management review meeting. Friday 19th July at 9.00. KP, RB, VW, AF. 	LH to complete exit interviews	
12. Full Governing Body Toolkit 2019/20	Please check Meeting Dates 19/20 and Committee membership. KS agreed to join the Teaching and Learning Committee.		
Policies			
13. Standing item	There were no Policies to be ratified at this meeting		
Governor Training/Development			
14.	LH attended the Governors' Annual Conference. The focus of Governor training for next year will be the new Ofsted framework		
Updates, information and regular items			

15. AOB	Caroline Vinnall, School Performance Officer & Ely Diocese Regional Adviser (EDRA) will be hold SIAMS training at Alconbury school on Tuesday 1 st October. Foundation Governors were encouraged to attend. LH Advised that Tina Hubbard from the Governor Support Service, has been assigned to our school to support the Governors. Meeting closed at 8.30pm		
16. Next meeting	Full Governing Body Meeting Thurs 26th September 2019 at 7pm. Safeguarding training at 6pm		
Dates of future meetings and events		Comments	
Full Governing Body Meeting Thursday 26 th Sept 2019 7:00 PM Thursday 21 st Nov 2019 7:00 PM Thursday 30 th Jan 2020 7:00 PM Thursday 19 th Mar 2020 7:00 PM Thursday 30 th April 2020 7:00 PM budget build Thursday 25 th Jun 2020 7:00 PM Resource Committee Meeting – September 19 Teaching & Learning Committee Meeting – 16 th July 2019 at 6pm Pay Review 19 th July 19 at 9.00am	Property Manager (Strictly Education) Wednesday 9 th October 2019 @1.30pm School Finance Advisor - Jane Green Summer Term - TBA Autumn Term - TBA Spring Term - TBA Budget Build - TBA		