



Alderman Jacobs Primary School (Academy Trust)

Full Governing Body Meeting

Wednesday 21 March 2018

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Abi Shepherd, Andrew Pattison, Cathy Carlisle, Denise Burt, Eamonn Dorling, Elaine Crane, Jenny Johnson, Jonathan Bell, Laura Hemmaway, Laura Holland (Chair), Lisa Hatfield, Micheala Southwell, Nicola Paterson

In Attendance: Jocelyn Sumner (Clerk)

Meeting commenced at 6.30 pm.

1	<p>Welcome and Apologies Laura Holland (LH) welcomed Governors to the meeting and introduced Micheala Southwell, Nicola Paterson and Lisa Hatfield as new governors. Apologies had been received from Joel Combes and Trevor Goakes.</p>	All to note
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> • Eamonn Dorling (ED) -Councillor: Whittlesey Town Council, Independent Financial Advisor, member of Whittlesey Business Forum • Jenny Johnson (JJ): Company Secretary - Opal Consulting (father's business) and Shareholder - Rhythm Network Ltd (husband's business). 	All to note
3	<p>Vice-chair appointment Prior to the meeting Governors received nomination forms to elect a Vice-chair from among themselves following Kevin Blencowe's (KB) resignation. Two nominations were received, with consent, for Jenny Johnson (JJ).</p>	All to note
4	<p>Minutes of previous meeting 13 December 2017 Agreed as a true record. Proposed by Laura Hemmaway (LHe) and seconded by ED.</p>	All to note



5	<p>Agreed Actions Update</p> <ul style="list-style-type: none"> • Adaptions to Early Years packs will be considered later in the school year. • Continue to monitor in Achievement Committee meetings. • JB and JC to provide dates for the IT working party. • New governors, JB and JJ to arrange dates to ensure that all CP and Prevent training is complete. 	<p>Action: Cathy Carlisle, Jonathan Bell, Joel Combes, Jenny Johnson</p>
6	<p>New Governors Committee membership</p> <p>Jonathan Bell and Joel Combes have decided to sit on the Finance and Resources Committees. For the benefit of new governors, Laura Holland (LHo) explained that visiting each of the Committee meetings can assist in understanding their purpose and the decision of which to sit on.</p>	<p>All to note</p>
7	<p>Raising standards</p> <p>i) Headteachers Report</p> <p>Governors congratulated school on the positive feedback from prospective parents after visiting school. Cathy Carlisle (CC) confirmed that Year 1 is currently full which has resulted in a number of families being unable to take a place in school. Therefore spaces in other years have not been filled if there is a sibling in Year 1. School is unable to break PAN to accommodate new families with children in Year 1. If a parent appealed there is the possibility of breaking PAN in one of the year groups either side of Year 1.</p> <p>Governors asked if the 'outstanding' elements of school improvement have been worked on since the Ofsted visit in June 2017. CC explained that school is working to maintain the 'Good' standard and are looking ahead to meet the 'Outstanding' criteria when self-evaluating across the common framework. School is working to improve pupil engagement and active participation across the whole school.</p> <p>Governors raised the recent need to cancel a school trip due to the lack of financial contributions from parents meaning that the trip was not viable, that it would run at a loss to school. The venue for the trip was unusual in requesting full payment before the trip which required school to ask for contributions close to Christmas time. It was confirmed that in all year groups trips are making a loss which is not sustainable as school does not receive a specific budget to fund school trips. Trips require extensive administration and a lot of time is required to repeatedly chase payments. Plans are in place to produce a trip schedule with expected costs for families to complement the payment plans that have been implemented and the advance notice of residential trips. School appreciates how disappointing it is for children if a trip is cancelled. Governors agreed to monitor the situation.</p>	<p>All to note</p> <p>Action: Governors</p>



Governors highlighted the attendance data, which was confirmed as above the national average.

Governors highlighted the excellent CPD reputation built up by school which has resulted in school being asked to be a case study for the success of the funding in developing staff. CC confirmed that school is being recommended to support other schools including becoming a strategic partner with the Discovery Teaching School who have accepted Elaine Crane (EC) as a Specialist Leader of Education. This involves being matched with a school requiring support which will be provided by EC over a maximum of 15 days per year.

Governors challenged the additional costs of the way an absence due to sickness is being covered. CC explained that sometimes absences can be covered using members of the SLT but consideration to their teaching commitments is required.

Governors challenged the impact of the reduction of SEN and Pupil Premium in the GAG for the next academic year 2019/19. CC confirmed, due to the requirement for school to fund the first £6,000 of support, the impact should be minimal. TA hours on contracts to provide 1:1 support will not be continued once the children move into year 7 and the need for 1:1 support is no longer there.

Governors requested a further update on the situation with Kidzone. CC confirmed that school is waiting for Kidzone to respond to communication regarding the financial debt and removal of the buildings from the school site.

Governors highlighted that the Pixel diagrams did not show a national comparison. It was confirmed that the school data is above national average. The data from the mock SATs week will be sent to Pixel to produce an updated comparison to national data. The completed mock SATs papers have been marked showing an improvement in attainment. Feedback will be provided to pupils to encourage and motivate. Governors asked if an Easter SATs School will be run again. This year there will be 4 weeks between returning to school after the Easter holiday and the start of the SATs. With consideration to the point that children are currently working at means the impact of an Easter School would not be significant. Pupils will be able to take tools home to support practice over the holiday.

ii) Achievement Committee minutes

Nothing further was reported or discussed in addition to the minutes from the Achievement Committee meeting this term.

iii) Governing Monitoring visits

Reports from the all of the previous visits were shared with the governing body to inform the agendas for the next round of meetings. Governors have received an updated list of visit groups and need to book the visits before the Easter break to take place in the Summer Term. Governors are



	<p>required to submit the visit reports by Monday 25 June 2018. LHo informed the governing body that the Achievement visit will no longer take place as Achievement is effectively monitored through the Achievement Committee to support school improvement.</p>	
8	<p>Resources to support learning</p> <p>i) Resources Committee minutes Nothing further was reported or discussed in addition to the minutes from the Resources Committee meeting this term.</p> <p>ii) Finance Committee minutes Nothing further was reported or discussed in addition to the minutes from the Finance Committee meeting this term. LHo informed the meeting that the Finance and Resources Committees will be merged with immediate effect to avoid duplication. ED and JJ will chair the Committee together for the remaining term of the school year.</p>	All to note
9	<p>Pre-school CC summarised progress to the meeting with a response still required from the fast application to change the school age range to 3 - 11 years. In order to keep to the timeline in the application 2 open sessions will be held after the Easter holiday in preparation for a September opening. Governors challenged the impact on local primary schools. CC explained that the Local Authority have identified a need for more Pre-school provision places so there should not be any negative impact. CC agreed to provide a summary of the school's Pre-school plans to Whittlesey Town Council.</p> <p>Governors agreed to charge a deposit of £25.00 to secure a place at the setting to be refunded in the first invoice. Governors agreed and adopted the Admissions Policy, proposed by Abi Shepherd (AS) and seconded by Denise Burt (DB).</p> <p>Governors agreed that Childcare vouchers should be accepted as a form of payment for unfunded Pre-school sessions. Governors agreed and adopted the Booking and Payment Policy, proposed by AS and seconded by ED.</p>	<p>All to note</p> <p>Action: Cathy Carlisle</p>
10	<p>Training LHo highlighted the importance and benefits of new governors attending the New to Governance Induction training and of the Accelerating the Achievement of Vulnerable Groups training to the members of the Achievement Committee. LHo recommended that Governors should attend at least one Termly briefing per year. JJ and ED were advised to attend the Conducting Headteacher Appraisal training. Governors were asked to inform the Clerk of any training they book.</p>	All to note



11	<p>Policy Ratification Process</p> <p>Governors agreed that the current Policy process is effective and should continue with the possibility of training in the process or in reviewing and ratifying policies.</p>	All to note
12	<p>School Improvement Actions and Outcomes from meeting</p> <ul style="list-style-type: none"> • Agreed and adopted Pre-school polices to support a timely start to the setting. • Discussed Pixel results and forthcoming data from Pixel. • Discussed the financial implications of school trips and agreed to monitor the situation. • Recognised and celebrated good mock SATs results. 	All to Note
13	<p>Any Other Business</p> <ul style="list-style-type: none"> • Confidential Minute • Equality information and objectives - LHo will ask Trevor Goakes (TG) if he would be willing to act as the Equality Link Governor and Denise Burt will be the designated member of staff for Equality. Governors agreed the Policy document to be sufficient in meeting requirements to publish information to demonstrate how school is complying with the PSED. Objectives progress will be monitored and reported through the school monitoring visits process and equality training will be provided to the whole school in the autumn term in line with other whole school training. 	All to Note

The meeting closed at 8.05 pm.

Signed as a true record: Date:
 Laura Holland (Chair)