



Alderman Jacobs Primary School (Academy Trust)

Full Governing Body

Wednesday 5th December 2018

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Abi Shepherd, Andrew Pattison, Cathy Carlisle, Denise Burt, Elaine Crane, Jenny Johnson, Joel Combes, Laura Holland, Lisa Hatfield, Michaela Southwell, Nicky Baker, Trevor Goakes

In Attendance: Sarah Woods (Clerk) Mark Jackson (Rawlinsons)

Meeting commenced at 5.15pm

1	Welcome and Apologies Laura Holland (LHO) welcomed Governors to the meeting. Apologies were received from Laura Hemmaway and Nicola Paterson.	All to note
2	Declaration of Pecuniary Interest Nicky Baker - daughter, Ruth Taylor is a teacher in school Laura Holland - Trust member of Alderman Jacobs School (Academy Trust)	All to note
3 Jenny Johnson and Joel Combes joined at 5.20pm. Trevor Goakes joined at 5.23pm.	Audited Accounts LHO welcomed Mark Jackson from Rawlinson's Chartered Accountants. The presentation, with opportunities for Governor questions, included: <ul style="list-style-type: none"> • Management Information for the year ended 31 August 2018 • Report Management for the year ended 31 August 2018 • Governors' report and audited accounts for the year ended 31 August 2018 The audited accounts were approved by the Governing body.	All to note
4	Minutes of previous Meeting and AGM held on 11 July 2018 The minutes were agreed as an accurate record. Proposed by LHO and seconded by Jenny Johnson (JJ).	All to note
5	Agreed Actions Update All actions have been completed satisfactorily and closed.	All to note

6	<p>Associate Governor Appointment-Andrew Pattison Andrew Pattison's (AP) term as an associate Governor expired 30 November 2018. AP was asked to leave the room whilst Governors discussed his appointment. LHO explained to Governors that AP had served a full term of office as staff governor and has been an Associate governor (no voting rights) for the past year. AP is the Compliance Link Governor, has knowledge of the school and sits on the Finance Sub-Committee. Governors unanimously decided that AP would stay as an Associate Governor for the next year.</p>	All to note
7	<p>Audit of Safeguarding Governors were told that this is an annual report that must be completed and returned to Cambridgeshire County Council. Proposed by Trevor Goakes (TG) and seconded by LHO.</p>	All to note
8	<p>Raising Standards</p> <p>i) Headteacher's Report Governors had the opportunity to view 'School on a Page' document prior to the meeting. CC explained that the 'Red' for authorised absence was due to a child being absent for 2 terms for Medical reasons and another child being part time for 1 school year. CC confirmed that the school aren't authorising holidays in term time. Fixed term exclusions which were also highlighted in red relates to 1 child from the last school year. CC told Governor's that after the last 'Headteacher's meeting', as a school, statistically we were not dissimilar to other school in similar contexts.</p> <p>Governor's asked if there are any problems with children in Early years. CC confirmed that there have been problems with the Behaviour and Emotional needs of some children. Governor's questioned, if the children's emotional needs can't be met, can we request government funding. The children have been put on a part-time timetable which has been discussed and agreed with parents and the local authority. Teachers have been working hard building relationships and finding what can be done to help. A specialist teacher has visited school and stated that she didn't believe they would meet the threshold for funding at this time. Different strategies need to be trialed for a certain period and evidence needs to be gained to show what we are doing to try and meet their needs. Governors questioned the impact on staff and resources for 1 child and that we have a responsibility to all the other children in that class. CC confirmed that with the reduced timetable, it no longer has such an impact on the rest of the class and that staff are debriefed after an incident about how they are feeling. It does have a significant impact on leadership time. Governors were positive that these problems have been picked up on so quickly but remain concerned.</p> <p>Governor's asked about the Year 4 staffing. Miss Vidler joined us in September as a year 4 teacher but is due to leave us at the end of</p>	All to note



	<p>the Autumn term. CC has met with a candidate who has been recommended and wants to stay with us until the end of the academic year. She has worked in challenging schools, has several years experience and holds a masters degree. Governors were told that parents will be informed of the change.</p> <p>Governors asked what will happen with AP interventions once he covers Miss McCutcheon class when she goes on maternity leave in January. There may not be as many interventions during this period but the quality of teaching has improved and may not have as big impact as it would have had in previous years.</p> <p>The Governors passed on their congratulations for the achievements that school is making and PIXL this year. Governors asked about the reduction in EHCP's and if we are feeding back to the council about the funding. Cambridgeshire are statistically giving more funding than other districts. The criteria that needs to be met to receive an EHCP is high and children that are likely to get one are children that go on to special schools.</p> <p>Governors asked if staff have the opportunity to discuss and give feedback between strategies used in the classroom. CC confirmed that AHT's share suggested changes with the different year groups so that the transition between year groups goes well. As part of our school ethos changes are shared and discussed at staff meetings. Suggestions and strategies are reviewed by everyone and then brought back to the SLT to be incorporated in to a Whole School Approach</p> <p>ii) Achievement Committee Minutes</p> <p>Governors noted that attendance was low and LHO requested that apologies are sent in advance so we have the opportunity to move the meeting to another date.</p>	
9	<p>Resources to Support Learning</p> <p>i) Resources Committee minutes</p> <p>All Governors were satisfied with the minutes.</p> <p>ii) Management accounts</p> <p>All Governors confirmed that these have been shared with them and are satisfied with them</p> <p>iii) Financial Statement for Formula Budget Bank Account</p> <p>Proposed by LHO and seconded by JC. Document signed by JC.</p>	All to note
10	<p>Policies to Review</p> <p>The following policies were agreed and adopted:</p> <p>D & T- Proposed by Jenny Johnson (JJ) and seconded by Denise Burt</p>	All to note

	(DB) Volunteers- Proposed by JC and seconded by JJ. Confidentiality-Proposed by JC and seconded by JJ. Banning Persons from the school premises- Proposed by JC and seconded by TG.	
11 JC left 6.28pm	School Improvement Actions and Governor Visits Governors were presented with a copy of the School's Strategic Plan for Improvement' prior to the meeting. Governor visits are to stay in line with the Strategic Plan and Key subjects/priorities, History, Geography, PSHCE, music, RE and MFL (not our strongest taught subject). <i>Governors asked if we have links with SHSCC for MFL.</i> To a certain extent we do, they would like us to do a little of each, not concentrating on a language too much as there is a choice of 2 once they move up to SHSCC. Governor link visits to be carried out in the terms before and after Easter. LHO to do a link visit with the School Council.	All to note
12	Project Ideas <i>Governors agreed that some of the schools additional carry forward over the 3% reserve should be used to benefit the children and the school. The projects which were agreed to upon were a new building for Pre-school (on the old Kidzone site) and Raising Aspirations. It was agreed that Governors would have a think about which project they would like to be a part of and then would be discussed at a separate meeting in the Spring Term. All Governors were excited about the new projects and the positive impact it would have on the school.</i>	All to note
13	Any Other Business There wasn't any other business.	All to note

The meeting closed at 6.47pm

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