



Alderman Jacobs Primary School (Academy Trust)

Full Governing Body Meeting

Wednesday 13 December 2017

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Abi Shepherd, Andrew Pattison, Cathy Carlisle, Denise Burt, Eamonn Dorling, Elaine Crane, Jenny Johnson, Joel Combes, Jonathan Bell, Kevin Blencowe, Laura Hemmaway, Laura Holland, Nicky Baker, Trevor Goakes

In Attendance: Mark Jackson (Rawlinsons), Jocelyn Sumner (Clerk)

Meeting commenced at 6.30 pm.

	<p>Audited Accounts (agenda item 9.iii) Laura Holland welcomed Mark Jackson from Rawlinsons Chartered Accountants and moved his presentation forward to the start of the meeting. The presentation, with opportunities for Governor questions, included:</p> <ul style="list-style-type: none"> • Management Information for the year ended 31 August 2017 • Report to Management for the year ended 31 August 2017 • Governors' report and audited accounts for the year ended 31 August 2017 <p>The audited accounts were approved by the Governing body.</p>	All to note
1	<p>Welcome and Apologies Laura Holland (LH) welcomed Governors to the meeting. No apologies had been received.</p>	All to note
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> • Eamonn Dorling (ED) - Whittlesey Town Council and Whittlesey Country Park • Jenny Johnson (JJ): Company Secretary - Opal Consulting (father's business) and Shareholder - Rhythm Network Ltd (husband's business). 	All to note



<p>3</p>	<p>Associate Governor Appointment Andrew Pattison's (AP) term of office as a Staff governor expired on 30 November 2017. The parent governor election to fill the vacancy following the resignation of Natalie Slack did not result in any nominations. Therefore it is not possible to declare a staff governor vacancy as the proportion of staff governors would exceed a third of the total membership. AP was presented to the meeting to be appointed as an Associate governor (no voting rights) for one year because of his appropriate skills and experience to continue the good governance of the school. AP had served a full term of office as a staff governor and undertaken Compliance monitoring visits and related training. The appointment was agreed by the full governing body.</p>	<p>All to note</p>
<p>4</p>	<p>Co-opted Governor Appointment Laura Holland's (LH) term of office as a Co-opted governor is due to expire on 31 January 2018. The full governing body agreed to appoint LH as a Co-opted governor for a further 4 year term from 1 February 2018. LH has built up an extensive knowledge of school governance and the school community through her term of office, attendance at training and school monitoring visits. LH was re-appointed due to her appropriate skills and experience to continue the good governance of the school and complete the academic year as Chair of the governing body.</p>	<p>All to note</p>
<p>5</p>	<p>Minutes of the Previous Meeting - AGM and FGB Wednesday 12 July 2017 Agreed and signed as a true record. Proposed by Abi Shepherd (AS) and seconded by Denise Burt (DB).</p>	<p>All to note</p>
<p>6</p>	<p>Agreed Actions Update There were no actions from the Full Governing Body meeting on Wednesday 12 July 2017. Committee membership and link roles lists were distributed following the AGM.</p>	<p>All to note</p>
<p>7</p>	<p>New Governors Committee Membership</p> <ul style="list-style-type: none"> • Trevor Goakes (TG) confirmed that he will sit on the Achievement Committee. • Jonathan Bell (JB) was unable to attend the Finance and Resources Committee meetings so will attend them next term to inform his decision. • Joel Combes (JC) would like to attend each Committee meeting 	<p>All to note</p>



	again to inform his decision.	
8	<p>Raising Standards</p> <p>i) Headteacher's Report</p> <p>The Governors passed on their congratulations for the achievements that school is making. Governors asked if the percentage of pupils in receipt of Pupil premium fluctuates. Cathy Carlisle (CC) explained that the amount tends to be static and that there isn't a correlation between the number of free school meals (FSM) and the 44% of pupils measured against the indices of deprivation on the funding statement. School has taken a number of approaches to ensure that all families are informed of the opportunities to claim for and receive FSM and what it means for the school. CC agreed to consider an incentive to claim by giving new parents the school goody bag once completed admission forms are returned. It was confirmed to governors that NI numbers are required to claim FSM and can be requested from parents but school cannot enforce the provision of the information.</p> <p>Governors asked if the Food for life work is to continue now that the Bronze award has been achieved. Nicky Baker (NB) is working with pupils towards the Silver award, continuing clubs and activities as well as running a food well-being group. Governors asked if the Invite Only Breakfast Club is still operating. It was explained that it is and that there is a reasonable uptake of invitations to relevant pupils. Pupils can come for just one term but most come indefinitely. Governors asked if a positive impact is evident after one term. It was explained that it can be but if required another invitation can be given. Governors challenged plans for if spaces do not meet demand. This is not the situation at present, AS and DB confirmed that they would ensure needs would be met and that they have previously run sessions.</p> <p>Governors asked if a permanent solution is required to the funding of additional TA hours from the TA supply budget. CC confirmed that the TA budget will be continuously reviewed. School responds to requests to take children when they have space with an explanation of the schools capacity and resources to support the child's needs and the child's entitlement to an excellent education. The standard of behaviour expectations have risen throughout school through the review of the Behaviour policy and working consistently through the school and local community. School includes a sanctions tariff in the policy and uses a Behaviour Log to evidence the need to escalate sanctions if not having a positive impact. School makes reasonable adjustments according to pupil diagnosis. Governors challenged the</p>	All to note

ED
left
at
7.15
pm

Action:
Cathy
Carlisle



<p>LHe left at 7.30 pm</p>	<p>school's policy on permanent exclusion. School highlighted that behaviour can be improved within school, providing pupils with a full and consistent primary school experience. School has a close relationship with the Family Worker and tailors support to the help pupils succeed. Governors asked if 7 EHCP pupils are manageable. Having previously reduced the number of TAs there will be pressure on the budget and within school to provide support. The numbers were reduced to achieve over-teaching and introduce the Assistant Headteacher roles which is delivering an evidenced, positive impact. Governors agreed to monitor situation through Committees and monitoring visits to ensure the required support is available. Governors welcomed the Fischer Family Trust (FFT) and Analyse School Performance (ASP) analysis and will discuss it in detail at the Achievement Committee meeting in January 2018. Current data shows that pupil's attainment is in a good place for the time of the academic year. CPD is being undertaken throughout school to improve static groups. Governors asked for an update on the Kidzone situation. A letter had been received to confirm that the mobile buildings have been sold. The purchaser wants to organise a company to remove the mobile buildings over the Christmas holiday themselves which will require a site visit. School has not been contacted about a site visit yet.</p> <p>ii) Achievement Committee minutes LH asked for volunteers to form a working party to further explore the idea brought up at the meeting regarding leasing vs purchasing desktop PCs. JB and JC agreed to meet with CC, Elaine Crane (EC) and Jenny Smith (JS) in January. Outcomes will be reported back to the Achievement Committee.</p> <p>iii) Governor Monitoring Visits The majority of visits are either completed or planned. The next round of visits will be before Easter 2018.</p>	<p>Action: Achievement Committee</p> <p>Action: Jonathan Bell and Joel Combes</p>
<p>9</p>	<p>Resources to Support Learning</p> <p>i) Resources Committee minutes Governors asked if improvements will be made to the Site Managers report to the next meeting. CC confirmed that it will be improved.</p> <p>ii) Finance Committee minutes Nothing further was reported or discussed in addition to the minutes from the Finance Committee meetings.</p>	<p>All to note</p>



10	<p>Policies to review</p> <p>Governors agreed and adopted the following reviewed policies:</p> <ul style="list-style-type: none"> • Safeguarding and Child protection ~ proposed by LH and seconded by TG • SEND Provision and Inclusive Education ~ proposed by JJ and seconded by JB • Admissions ~ proposed by AS and seconded by JJ 	All to note
11	<p>Update from Trust meeting on 4 December 2017 - Confidential Minute</p>	All to note
12	<p>Self-evaluation of Governance Update</p> <p>Patrick Shevlin will facilitate a day in school on Thursday 10 May 2018 to complete the requirement for governing bodies to regularly self-evaluate their effectiveness and contribute to SLT school development planning. Further details will be communicated nearer to the date.</p>	All to note
13	<p>School Improvement Actions and Outcomes from meeting</p> <ul style="list-style-type: none"> • Governors welcomed the positive decision to offer Pre-school places run by qualified practitioners • Governors welcomed the proposed Pre-school Eco building • Approved the audited accounts • Informative Headteacher's report with positive data • Agreed and adopted reviewed policies • Formed an IT working party and agreed its objective 	All to Note
14	<p>Any Other Business</p> <p>LH highlighted the letter from the Chief Executive of the ESFA which helps Governors to understand their role in academy finance.</p> <p>Governors must attend annual Child protection and Prevent training. The following dates were agreed for the governors who still need to complete the training.</p> <ul style="list-style-type: none"> • Thursday 4 January 2018 - deadline for completing Prevent training online. The course must be fully completed and at the end of the course a certificate can be printed. A copy of the certificate must be supplied to school. The training is accessed via the link below: https://www.elearning.prevent.homeoffice.gov.uk/ • Thursday 25 January 2018 at 8.00 am in school - Child Protection <p>LH shared a 'thank you' card from Mrs Cox for her $\frac{1}{2}$ day holiday - she greatly appreciated being able to use on her son's birthday.</p>	All to Note



The meeting closed at 8.00 pm.

Signed as a true record: Date:

Laura Holland (Chair)