



**Alderman Jacobs Primary School (Academy Trust)**

**Full Governing Body**

**Wednesday 10<sup>th</sup> July 2019**

**MINUTES**

**Key:**

**Governor Questions**

**School Improvements**

**Governors Present:** Andrew Pattison, Cathy Carlisle, Elaine Crane, Joel Combes, Laura Hemmaway, Laura Holland, Lisa Hatfield, Nicky Baker, Denise Burt, Elaine Crane

**In Attendance:** Sarah Woods (clerk)

Meeting commenced at 6.35pm

1	<p><b>Welcome and Apologies</b>          Laura Holland (LHO) welcomed Governors to the meeting. Apologies were received from Jenny Johnson, Trevor Goakes, Michaela Southwell and Nicola Paterson</p>	All to note
2	<p><b>Declaration of Pecuniary Interest</b></p> <ul style="list-style-type: none"> <li>• Eamonn Dorling (ED) - Independent Financial Advisor, Chair of Finance and Policy committee: Whittlesey Town Council, Treasurer: Whittlesey Business Forum</li> <li>• Nicky Baker- daughter, Ruth Taylor is a teacher in school</li> <li>• Joel Combes- Wife, Sarah Combes is a teacher in school</li> </ul>	All to note
3	<p><b>Minutes of previous meeting held on 27th March 2019</b>          The minutes were agreed as an accurate record. Proposed by Denise Burt and seconded by Eamon Dorling.</p>	All to note
4	<p><b>Agreed actions update</b>          All actions from previous meeting have been completed.</p>	All to note
5	<p><b>Raising Standards</b></p> <p>i) <b>Headteachers Report</b>          Governors were given a copy of the Headteachers report prior to the meeting. Multiplication test has been trialed with year 4 this year and have had some good results. <b>Governors asked if there are any concerns.</b> We don't have any concerns at the moment, we are now working on speed, using computer keyboards to help.</p>	All to note

School are continuing to work on the curriculum which is positive. Governors were informed that Baldwins are in soon to prep for our Audit and are pleased to report that we are in a much better place than this time last year. Governors would like to pass on their thanks to Jocelyn (Finance and Operations Manager) for all the information that she regularly provides for Governors. Governors were previously informed of the changes to the Academies Financial Handbook and the requirements that we are expected to meet, there is an increasing emphasis on Governors. Academies must have an Audit committee which can't include staff governors. **Is there any training.** We don't often see specific training doe academies but will ask Baldwins as they do run briefings that Governors may be able to attend.

The Trust agreed at last week's meeting to reward staff with a half day extra holiday as recognition for their hard work and continuing good progress. **Governors asked if this was confusing for staff.** Last time staff had this reward it was for receiving 'Good' Ofsted, trust wanted to reward again for continuing good progress (strategic plan).

**Trust also wish to spend the £90k investment funds in improving/extending school. What do they propose the money is spent on.** They would like to spend it on creating more space, possibly using the old Kidzone site to expand. **Governors asked why this money hasn't been spent before.** School put in a CIF bid for a new roof many years ago which ended up costing a lot less than what was estimated, we wrote to them to tell them and has always been in our accounts but ESFA have never claimed it back.

#### **v) End of Year Data**

School are in line with previous years and above national cohort. Year 2 are moderated internally and are slightly above national. Year 6 are slightly above national in some areas, although a bit disappointed internally as we expected slightly higher as the mocks/practice tests had better results.

Some pupils were only 1-2 point below getting 'Expected'. On the day the children didn't perform as well as they are capable of and isn't a true reflection of the children. Governors expressed that all other data, PIXL/NMM had shown what the children are capable of and passed on their thanks to the Year 6 team who have done a fantastic job with the children. School have sent 6 papers back to be re-checked, 2 of which we are fairly hopeful that they will get the extra mark which will get those pupils to expected, making schools combined greater.

#### **ii) Achievement Committee Minutes (26 June 2019)**

At the last meeting it was it was put to Governors to implement a Policy that all KS1 children take their Universal Free School Meal. Some schools have already implemented this and we feel that this will save on admin cost and time, reduces the risk allergies, promotes a healthy/balanced meal and will increase funding to the school. **How do we feel this will be received from parents. We**

**To action:  
Cathy Carlisle**



	<p>think this will have mixed responses. <b>What if parents refuse.</b> They always have the option to have a home dinner. <b>Can we showcase Kitchen/Food to parents.</b> Parents are always welcome to come in for parents lunch with their child and there is a menu on the website and visible in school. <b>How much money to we think it could make the school.</b> Unsure, but will find out and let Governors know. Governors are concerned that this may cause problems in the dinner hall at lunch time if children refuse to eat their lunch and feels we possibly need to get opinions from the school council. <b>Governors asked how many children aren't having school dinners.</b> More than 30% not having school lunch. Governors would like this taken to the next Full Governors once we have the finance value.</p> <p><b>iii) Governor monitoring Visits</b> All visits have now been completed, some reports still need to be written and sent. Will take to the next meeting once they have been received.</p> <p><b>iv) LSCB Annual Monitoring report</b> ~ Governors appreciated the report which was proposed by LHo and seconded by ED. The next Audit is due Summer 2020.</p> <p><b>Vi ) Review of School Improvement Plan</b> <b>Governors asked why the 'Change in senior members of staff' is at amber.</b> It was explained that this is due to sickness and maternity leave and that they haven't been replaced.</p> <p><b>vii) School Improvement Priorities 2019-2020</b> Governors were given a copy of the document prior to the meeting. It was explained that these priorities have been drawn from where we are currently at and a change in the Inspection Education Framework. School have to do well in 'Quality of Education' to succeed in all the other areas. We took into account the Ofsted criteria for 'Good &amp; Outstanding' all of which will be drawn into the School Improvement Plan. Governor With the curriculum we want children to have clarity, deepen their knowledge and ensure that reading/oracy/fluency carries through from Pre-school. Governors asked if we have had to have a look at CPD. We have 2 training days in the Autumn term to increase teacher knowledge. Subject leads are staying the same this year and aim to deepen their knowledge further.</p>	<p><b>To action:</b> <b>Cathy Carlisle</b></p> <p><b>To action:</b> <b>Sarah Woods</b></p> <p><b>ED left at 7.15pm</b></p>
6	<p><b>i) Resources Committee minutes- 22 May 2019</b> All Governors were satisfied with the minutes.</p> <p><b>ii) Budget 2019-2020</b> Governors asked if there are any concerns. It was explained that</p>	<p><b>All to note</b></p>

	<p>in Year 3 of the plan the budget will be tight but are hoping to get back the £90k from the government for the pension contribution. School have cut back on actual spend and have received an increase in funding for Pupil Premium and Universal Free School Meals, we have also received £12k in total from the Legacy Grant. We have allocated more money into curriculum, ICT (bought new smartboards). This year we have been more accurate with curriculum areas and asked the subject leads what resources they need. <i>Governors asked if we have resources in school.</i> Yes we have a lot of resources in school already. Governors were also informed that we will have a new finance and Personnel/Payroll package in September. <i>Is it a similar cost to our current package.</i> It is more expensive but better value for money.</p> <p>Budget was agreed by the Governing Body. Proposed by AP and seconded by JC.</p> <p><i>Governors asked how we feel we may be affected by the New Road expansion.</i> We don't feel that it will have a huge impact on us, we have a good reputation and are still the school of choice. Our only worry is that we may not be able to accommodate siblings as we are already at capacity in some year groups. Prospective parents always comment how calm and friendly our staff and school is.</p> <p><b>iii) Management accounts</b></p> <p>Governors were pleased with the information that they receive from Jocelyn.</p> <p>It was highlighted in the Responsible Officer report that there is a VAT discrepancy and that school haven't claimed enough. We are able to go back 4 years, but it could be made up of a lot of small amounts, rather than one large amount which would be very time consuming, it was put to the governors whether this money would get written off or if they would like us to go back through the accounts to find it. Governors agreed to write the amount off. Proposed by NB and seconded by LHO.</p>	<p><b>To action: Jocelyn/Cathy</b></p>
7	<p><b>Staff Training</b> No training completed</p>	All to note
8	<p><b>Policy to Ratify</b></p> <ul style="list-style-type: none"> <li>• Maternity ~ Proposed by LOH and seconded by LHE</li> </ul>	All to note
9	<p><b>KS1 Free school meals</b> See agenda item 5 iii)</p>	All to note
10	<p><b>School improvement actions and outcomes from the meeting</b></p> <ul style="list-style-type: none"> <li>• Objectives for next year</li> <li>• Budget managed and agreed</li> </ul>	All to note
11	<p><b>Any other business</b> None.</p>	All to note

The meeting closed at 7.53pm

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

