



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

**Full Governing Body**

**Wednesday**

**MINUTES**

**Key:**

**Governor Questions**

**School Improvements**

**Governors Present:** Andrew Pattison, Cathy Carlisle, Elaine Crane, Jenny Johnson, Joel Combes, Laura Hemmaway, Laura Holland, Lisa Hatfield, Michaela Southwell, Nicky Baker, Trevor Goakes, Nicola Paterson

**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 Abi Shepherd and Denise Burt.</p>	All to note
9	<p><b>Policies to review</b>          Educational Visits- Proposed by Jenny Johnson (JJ) and seconded by Joel Combes (JC)          Governor Visits-Proposed by JJ and seconded by LHO          Pre-school admissions- Proposed by Laura Hemmaway (LHE) and seconded by Trevor Goakes (TG)          Pre-school booking and payment- Proposed by LHO and seconded by JC.</p>	All to note
12	<p><b>Any other business</b>          ii) <b>Ratify debt management policy (New policy)</b>  <i>Governors asked if the school currently has a large amount of parent/carer debt and if we currently have anything in place.</i> It was confirmed that we don't have a huge amount and that we send reminders/letters to parents that owe money. Governors were happy with the letter that's within the policy as it is giving parents the opportunity to pay.          The policy was proposed by LHO and seconded by JJ. Agreed to put 1 year review on the policy but to discuss impact/progress at Resources.</p>	All to note

	<p><b>i) Increase school PAN in Year 3 to 93 in 2018/2019 and also 2019/2020</b></p> <p>It was explained to governors that Year 3 currently has one space remaining, with many potential new pupils coming to view the school. <i>Governors asked whether this will have an impact of staff and pupils.</i> Even after we have increased it will still be less pupils per class than we have had historically. Some of the children wanting year 3 spaces also have siblings in other year groups. <i>Governors challenged if we feel confident that we aren't stretching our staff.</i> If agreed, then this year group will be capped at 93 (31 per class) which we don't feel will have a big impact on teaching staff. Governors discussed and agreed that with all the new housing estates being built locally that in future years we may need to extend further. It was explained to governors that we had to extend current Year 4 an admissions appeal was agreed. <i>Governors asked can more families still appeal if we have capped it.</i> Yes they can, some year groups were big birth years and all schools in the area are full. Governors agreed to extend school PAN in year 3, proposed by JC and seconded by LHE.</p>	<p><b>Action:</b> <b>Cathy Carlisle</b></p>
8	<p><b>Letter to trust's accounting officers from ESFA's accounting officer</b></p> <p>The Academies Financial Handbook sets out the requirement for Governors to see annual letters to trust's Accounting Officers from the ESFA's accounting officer. <i>Governors asked if school are on schedule for the dates that are outlined.</i> Yes school are well organised and on track to meet the deadlines.</p>	<p><b>All to note</b></p>
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>Nicky Baker- daughter, Ruth Taylor is a teacher in school</li> <li>Joel Combes- Wife, Sarah Combes is a teacher in school</li> <li>Jenny Johnson- Company secretary for fathers' business, runs an after school Art and Craft club in school.</li> </ul>	<p><b>6.58pm</b> <b>EC/NB/LHA</b> <b>Joined</b></p> <p><b>All to note</b></p>
3	<p><b>Minutes of previous meeting held on 5th December 2018</b></p> <p>The minutes were agreed as an accurate record. Proposed by JJ and seconded by JC.</p>	<p><b>All to note</b></p>
4	<p><b>Agreed actions update</b></p> <p>All actions from previous meeting have been completed.</p>	<p><b>All to note</b></p>
5	<p><b>New Governors committee membership</b></p> <p><b>Lisa Hatfield - Achievement</b></p>	<p><b>All to note</b></p>
6	<p><b>i) Headteachers Report</b></p> <p><b>Staffing-</b> Governors were informed that due to personal health reasons Abi Shepherd will be absent from school for the next five or six months. <i>Governors asked how the school would manage without her.</i> Assistant heads and Deputy Heads will share the responsibility of covering the different areas. We do have 2 other members of staff that have SENCO qualification, who are available should we need any advice. The Local Authority are aware that we don't currently have a SEN on site. <i>Governors asked whether the school should get a temporary SEN to cover in Abi's absence.</i> It was explained that current</p>	<p><b>All to note</b></p>



school staff are in a better position as they know the school procedures, children and families. **Governors challenged that this would be an added pressure on extra workload for the staff covering.** Yes this will be extra work but the school will move back extra projects (that aren't a necessity) while we concentrate on the necessary workload. Other schools are willing to help and we are very aware of our children in school. Governors expressed how pleased they were with the positive results on the staff survey with 'Headteacher having a clear vision' being the highest.

**Governors asked what it meant for the school when 3 members of staff were interviewed to become specialist leaders of Education for Discovery Teaching school. It's an accreditation and have been recognised for their work, they could be asked to do work with other schools which will also give us an opportunity to look at what other schools are doing.**

**Finance-** It was explained to Governors that the school has had different companies in to give demonstrations and information on new finance systems and to explore the different options and what SLAs we would like to prioritise in upgrading, have looked at other companies which offer a great package and support but more expensive. Governors were told that a report has been received from the Government stating that there was going to be an increase in teachers pensions which government have only agreed to fund for the first year. This makes budgeting for the school very difficult.

**The school are currently sourcing quotes for improvements to the building (boilers/pipework). Governors asked how many quotes school are getting.** School will be using one company who will tender for them. **Governors expressed their excitement about one member of staff having a Forest School Leader qualification.** It is a significant qualification and an action plan will be completed on how we can develop, a bid has been put in for resources.

**Following on from the recent Resources meeting, contact was made to a local solicitor regarding access to trust funds, governors were very happy to hear that we had been offered £3000.**

Governors asked what 'additional access arrangements' means with regards to SATs. Year 6 children have been registered to take their SATs and some children are eligible for extra time which has also been applied for.

ii) Strategic Plan

Governors asked how Year 6 Mock SATs went. Everything went really smoothly, children were really calm and we now know where we are at and what we need to improve. Children are taught tests from Year 5 to better prepare them for Year 6. **Mock results were 67% combined**

7.13pm  
NP Joined

All to note

	<p>which is a really good indication on last year's mock to cohort. We have been using PIXL, growth mindset and wellbeing strategies to keep stress to a minimum for the children.</p> <p>Governors congratulated the year 6 team and specialist teachers who have been working so hard with the children.</p> <p>Governors were presented with a copy of the strategic plan before the meeting, it was explained that there has been a percentage increase on last year targets which are highlighted.</p> <p>The strategic plan will be used for Governor visits which will be booked in after Easter.</p> <p><b>iii) Achievement Committee Minutes-16 January 2019</b></p> <p>All Governors were satisfied with the minutes.</p>	
7	<p><b>Resources Committee minutes- 27 February 2019</b></p> <p>All Governors were satisfied with the minutes.</p>	All to note
10	<p><b>Staff Training</b></p> <p>NP, MS, JC, JJ, ED attended annual Child Protection training.</p>	All to note
11	<p><b>Summary of meeting</b></p> <ul style="list-style-type: none"> <li>• Increase PAN in Year 3</li> <li>• Reviewed Policies</li> <li>• Agreed Debt Policy</li> <li>• New member welcomed to the Achievement Committee</li> </ul>	All to note

The meeting closed at 7.36pm

Signed as a true record: ..... Date: .....

Laura Holland (Chair)

(Please note that due to some Governor's not being able to join until later in the meeting, the order of the agenda was changed.)