



Alderman Jacobs Primary School (Academy Trust)

Full Governing Body

Wednesday 11th December 2019

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Andrew Pattison, Cathy Carlisle, Denise Burt, Elaine Crane, Jenny Johnson, Laura Holland, Lisa Hatfield, Nicky Baker, Laura Hemmaway

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

Meeting commenced at 5.19pm

1	<p>Welcome and Apologies Laura Holland (LHO) welcomed Trustees to the meeting. Apologies were received from Joel Combes.</p>	All to note
2	<p>Declaration of Pecuniary Interest Nicky Baker (NB) - daughter, Ruth Taylor is a teacher in school Laura Holland (LHO)- Trust member of Alderman Jacobs School (Academy Trust) Jenny Johnson (JJ) - Company secretary for fathers' business, runs an after school Art and Craft club in school.</p>	All to note
<p>3 Jenny Johnson Joined at 5.30pm. Mark left at 5.51pm.</p>	<p>Audited Accounts LHO welcomed Mark Jackson from Rawlinson's Chartered Accountants. The presentation, with opportunities for Trustee questions, included:</p> <ul style="list-style-type: none"> • Management Information for the year ended 31 August 2019 • Annual Report and Accounts for the year ended 31 August 2019 • Trustees' report and audited findings report for the year ended 31 August 2019 <p>Trustees' thanked Mark for the presentation and they expressed how happy they were with the position the school is currently in. The audited accounts were approved by the Governing body, proposed by Andrew Pattison (AP) and seconded by LHO.</p>	All to note
4	<p>Minutes of previous Meeting and AGM held on 10 July 2019 The minutes were agreed as an accurate record. Proposed by Denise</p>	All to note

	Burt (DB) and seconded by LHO.	
5	Agreed Actions Update All actions have been completed satisfactorily and closed.	All to note
6	Audit of Safeguarding Governors were told that this is an annual report that must be completed and returned to Cambridgeshire County Council. Proposed by JJ and seconded by Laura Hemmaway (LHE). The school will have an external Audit in January.	All to note
7	<p>Raising Standards</p> <p>i) Headteacher's Report All were given a copy of the Headteachers report prior to the meeting. Trustees asked if google classroom had been successful. Yes we feel that it has been, it had been discussed at the Parent Working Party, and we feel that children like engaging. Trustees challenged is it secure. Yes, school receive support from the Ict service and all information in encrypted. Is information still being sent out to parents about internet safety. Yes, and we also had the '2 Johns' in again this year, to speak with children, staff and parents.</p> <p>Oracy is a new subject role, this teacher has experience of this in a previous school she worked in and has been working on oracy for the last 12-18 months, school would like to have a bit more prominence in the curriculum, for the children to articulate their thoughts and improve their writing. Teachers have found that there is a resistance with maths with parents, it started off well but we find that parents don't want to go on and do it with their children, they much prefer the old system. Maths lead is going to send out a parent survey next term to get some feedback and parents views. Trustees asked if the early years open day was successful and are we expecting to be full. Yes it was very successful, well supported and feel that we will be near to capacity. Pre school is 96% full for this academic year and already 60% full for 2020-2021. School have found real benefits of having its own pre-school and can see a noticeable difference in the children that have attended AJS. Trustees are encouraged with how well Forest school is going and how much time the children are spending outdoors.</p> <p>*Confidential Minute*</p> <p>ii) School Improvement Plan Trustees were presented with the plan prior to the meeting, all were satisfied with where the school is at present and targets will be linked to Trustee visits.</p> <p>iii) Achievement Committee Minutes-25 September 2019 All Trustees were satisfied with the minutes.</p>	<p>All to note</p> <p>To action: Maths lead</p>
8	Resources to Support Learning	All to



	<p>i) Resources Committee minutes All Trustees were satisfied with the minutes.</p> <p>ii) Audit Committee Minutes All Trustees were satisfied with the minutes.</p> <p>iii) Management accounts All Trustees confirmed that these have been shared with them and are satisfied with them.</p>	note
9	<p>Policies to Review The following policies were agreed and adopted: Safeguarding and Child Protection- Proposed by LHE, seconded by AP. Risk Management - Proposed by LHO, seconded by JJ. TOIL - Proposed by LHO, seconded by JJ. Trustees Roles and Responsibilities - Proposed by JJ, seconded by LHE. Admission - Proposed by LHO, seconded by NB. Paternity - Proposed by AP, seconded by NB.</p>	All to note
10	<p>Governor Visits and Skills Audit The first part of next term trustee visits will be around the core subjects, Science, Geography and History and a learning walk in the second half term. Separate visits will be carried out for English, Maths, Safeguarding, SLT/SEN/PP. Trustees were informed that Nicola Patterson had resigned as a Parent Trustee. We are going to have a look at the skills audit that was completed recently, look at where we are lacking in skills and have a parent election in the new year.</p>	All to note
11	<p>School Resource Management Trustees were presented with a copy of the School Resources Management Self-Assessment Tool Checklist prior to the meeting, this is a DFE document that was completed by LHO and the Finance and Operations Manager.</p>	All to note

The meeting closed at 19.00pm

Signed as a true record: Date:

Laura Holland (Chair)