



Alderman Jacobs Primary School (Academy Trust)

FULL GOVERNING BODY MEETING

Wednesday 11 July 2018

Members Present: Abi Shepherd, Elaine Crane, Nicky Baker, Andrew Pattison, Cathy Carlisle (Head), Eamonn Dorling, Laura Holland (Chair), Joel Combes, Trevor Goakes, Lisa Hatfield, Jenny Johnson, Micheala Southwell, Nicola Patterson, Denise Burt

In attendance: Jocelyn Sumner (Clerk), Sarah Woods (Clerk from September 2018)

Meeting commenced at 5.26 pm.

1	<p>Welcome and Apologies Laura Holland (LH) welcomed all to the meeting. No apologies were received.</p>	All to note
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> • Eamonn Dorling (ED) -Councillor: Whittlesey Town Council, Independent Financial Advisor, member of Whittlesey Business Forum • Jenny Johnson (JJ): Company Secretary - Opal Consulting (father's business) and Shareholder - Rhythm Network Ltd (husband's business). 	All to note
3	<p>Minutes of Previous Meeting 21 March 2018 The minutes of the previous meeting were agreed as an accurate record. Proposed by Laura Hemmaway (LHe) and seconded by Jenny Johnson (JJ).</p>	All to note
4	<p>Agree Actions Update All governors have completed the required safeguarding and child protection training. Cathy Carlisle will update Whittlesey Town Council of schools plans to open a Pre-school in September 2018.</p>	All to note
5	<p>New Governors Committee Membership</p> <ul style="list-style-type: none"> • Michaela Southwell - Resources Committee • Nicola Patterson - Achievement Committee • Lisa Hatfield - requested to attend the Committee meetings in the Autumn term to inform her decision 	All to note

6	<p>Raising Standards</p> <p>i) Headteacher's Report - Governors received End of year data for Yr 2 and Yr6 before the meeting which is above national average. Whole school data was tabled. Yr 5 writing data is holding back the combined data and therefore interventions have been planned. However, the current Yr 5 cohort is in a better position than the current Yr cohort were at the same time last year. CC confirmed to Governors questions that the current Year 6 teachers will teach Year 6 in 2018-19. Governors asked if Pixl has played a significant part in the successful data. It was confirmed that it is helpful to measure progress against other schools, for tips and resources, but one of a number of tools used. School's Education Advisor confirmed that the data is indicative of being Outstanding. School is able to assume that the progress scores will be strong too. Governors passed their congratulations to all involved. Governors asked if the Leaders Training will continue. CC confirmed that school will continue by developing foundation subject middle leaders and staff have shown an interest in beginning or continuing the training. Governors asked what plans are in place to maintain the recent positive Phonics results. An Early Years baseline has been completed and informed of those who will require focused support which will be underpinned by good quality teaching from the beginning of the 2018-19 academic year. Speech and Language interventions will continue as required. Governors challenged the creative re-deployment undertaken. CC confirmed that a highly experienced member of staff has been employed, initially for the Autumn term. The Resources Committee agreed, in May 2018, for the release of unallocated funds if required to maintain teaching standards. CC confirmed to Governors that all staff due to leave at the end of term had been offered exit interviews. CC confirmed her satisfaction with the staff structure for the coming academic year. Governors asked if there will be implications to the budget as the planned handover period for the Finance and Operations was not possible. It was confirmed that some necessary training has taken place which was not planned for in the budget. Governors requested Safeguarding training dates as soon as they become available. DB confirmed that they will be informed of the training dates which will be in September 2018. LHo highlighted the importance of attending the initial training dates to ensure that the mandatory training is completed in September and that Governors commit to the requirements of their role.</p>	All to note
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	<p>Governors expressed their appreciation of the option to complete the Prevent training online. <i>Governors asked for clarification of the situation surrounding missing SATS papers in the schools return of completed papers.</i> CC confirmed that school carried out an internal investigation and explained that school carries out a robust procedure (which was moderated last year) to return completed papers. CC was able to confirm with confidence that all completed papers had been sent by school. The missing papers were located but 2 sets had 2 pages missing within them which will require the process to pro rata the papers scores to determine if the results are at expected or not. However, the papers will not be included in the progress measure. In September CC will receive a statement to document the situation and CC will make contact again regarding table checking. <i>Governors asked what the implications will be to the children involved.</i> School will be required to explain why they do not have scaled scores to their next school. Parents will still be informed of their attainment.</p> <p>ii) Achievement Committee Minutes - <i>Governors asked for an update on the financial barriers to extending pupils science experiences.</i> CC explained that discussion took place at the Trust meeting regarding the potential to ring fence funds in order to enable school to fund some opportunities for pupils.</p> <p>iii) Governor Monitoring Visits - remaining visit reports will be distributed to all governors. It was confirmed that all subject leaders will continue in the role. Governors will conduct two rounds of monitoring visits again in 2018-19.</p> <p>iv) LSCB Annual Monitoring Report 2018 - Governors appreciated the report which was proposed by LHo and seconded by JJ.</p> <p>v) GDPR Policy - Governors were not able to ratify the policy and requested that it was revisited with the ICT service as the Data Protection Officer. The policy will be taken to the Resources Committee meeting in the Autumn Term 2018.</p> <p>vi) End of year data - discussed during the Headteacher's Report agenda item.</p> <p>vii) Review of School Improvement Plan 2017-18 - CC confirmed that Amber items have been worked towards but it has been decided to continue working on them to truly embed</p>	<p>Action: Cathy Carlisle</p>
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	<p>the impact. It was explained to Governors that reduced budgets and maternity leave will be a continued risk to the plan and consistently analysed to meet plan objectives. DB confirmed that school goes over and above expectations by ensuring that a Safeguarding audit is regularly conducted and that Sarah Rogers will oversee the internal audit planned. <i>Governors thanked school for the positive way that a recent maternity leave was covered when taken earlier than expected ensuring that there was not a negative impact on pupils.</i></p> <p>viii) School Improvement Priorities 2018-19 - School's Education Advisor provided input to the priorities to identify priorities to carry over and embed. A Teaching, Learning and Assessment objective focussed on GDS in 2017-18 and will continue to ensure consistent focus on closing the gap for disadvantaged pupils. Governors agreed the priorities presented to them.</p> <p>ix) Parent/Staff survey - as part of Governance Self Evaluation surveys were distributed to Parents and to Staff. Overall results were positive. To improve the results from Staff, Governors will ask Subject Leaders to provide feedback from School Monitoring Visits to teachers, particularly those whose books are used during the visits and continuing to make minutes available to staff on the school website. Staff can contact Governors through the clerk@ email address. To improve the results from Parents, new governor profiles will continue to be included in school newsletters, be present on the Governor board in school and on the school website. Governors have previously had a presence at parent's evenings. Governors will use the school newsletter to remind parents that Pupil Premium funding and impact is available on the school website along with all minutes. Governors agreed that the surveys should be conducted annually.</p>	
7	<p>Resources to Support Learning</p> <p>i) Resources Committee minutes - there were no questions.</p> <p>ii) Budget 2018-19 - it was agreed that future planning should further consider if other income lines should remain static or rise in line with inflation as costs to run some income generation can increase. Current focus has been on providing cost effective and competitive services. It was explained that UFSM income could increase through the new, improved catering provision. There will now be a cold meal option which could encourage those eligible for UFSM who bring a packed lunch from home. Governors questioned the deficit in Year 4 and Year 5. It was</p>	



	<p>explained that it had been considered and discussion had taken place regarding reduction to expenditure if required. Awareness will continue and further, timely discussion will take place to manage a potential deficit through effective budgeting. It was explained that staff costs are automatically calculated in the budgeting tool which is designed specifically for Education. The Resources Committee will be updated on potential school improvement and investment projects discussed at the Trust meeting in June 2018. The Resources Committee will continue to monitor the budget throughout the year with consideration to moving unallocated funds to new budget lines to deliver any agreed projects. Governors were informed that the budget has been cautiously planned. Governors ratified the budget for 2018-19, proposed by ED and seconded by DB.</p>	
8	<p>Training The Autumn Term programme for training will be circulated when available.</p>	All to note
9	<p>School Improvement Actions and Outcomes from meeting</p> <ul style="list-style-type: none"> • Governors were presented with positive data • Governors agreed School Improvement Priorities for 2018-19 • The School Improvement Plan 2017-18 was reviewed • Governors ratified the Budget 2018-19 	All to note
10	<p>Any Other Business Draft meeting dates for 2018-19 were circulated and a final copy will be sent to all Governors and Trust Members via email.</p>	All to note

The meeting closed at 6.39 pm.

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