



FULL GOVERNING BOARD MEETING
Monday 6th November 7.30pm
Minutes

FGB MEETING

Present:

Linda Crawley (LC), CoG	Gordon Baisley (GB)
Janet Goddard (JG), HT	Janice Graham (JG)
Chris Ashcroft (CA)	Aimee Novell (AN)
Cathy Carter (CC)	Richard Rickwood (RR)
Kate Leahy (KL)	Ben Wicks (BW)
Paul Karim (PK)	Lara Jubb (LJ)

In attendance:

Rebecca Harvey - HfLClerk

Absent

Sandra Ison (SI),

		Action
1.	To declare any conflict of interest that may arise during the meeting <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i> <ul style="list-style-type: none"> • Pecuniary interest forms were signed by all present at the meeting. • The Chair welcomed new governor Lara Jubb 	
2.	Apologies and consent for absence <ul style="list-style-type: none"> • Apologies were received and accepted from Sandra Ison. 	
3.	Notification of any other urgent business (item 13) <ul style="list-style-type: none"> • There was none. 	
Procedural:		
4.	Membership update <ul style="list-style-type: none"> • The membership has been adjusted to 4 Trustees. The process for new members will also be applied to new governors. 	
5.	Approval of Minutes from last FGB meeting of 26th June 2017 and EGB of 25th September 2017 convened to ratify the appointment of the Co-Head and agree recommended pay increases for staff (previously circulated) & any matters arising (not otherwise on the agenda) <ul style="list-style-type: none"> • All actions covered. • The minutes were approved. 	

6.	<p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> The Chair, Linda Crawley and Vice Chair, Kate Leahy agreed to continue in role and both were unanimously re-elected. 	
To receive the following reports:		
7.	<p>Questions on the Headteacher's Report (previously circulated)</p> <ul style="list-style-type: none"> The Chair asked for questions on the Head's report: <i>Q – Quality of teaching - initial observations have been carried out of new staff but what about TAs? A – Whilst observing teachers in class, lesson observations include TAs and also how teachers manage their support staff. Phase leaders also carry out monitoring visits.</i> <i>Q - What are the challenges in term of behaviour as children move up through the school? A - All behaviour codes and expectations are age appropriate. Schools face the increasing challenge in managing the behaviour of older children where they are bringing things into school which wouldn't be an issue with younger children, for example inappropriate video viewing which impacts their behaviour.</i> <i>Q – Quality of teaching - analysis of progress and targets set for year groups, what are the targets that have been set in order to assess? A - Reports show pupil progress each term and generally the target is a step per term for every child dependent on their ability. Targets also link to the SDP. The data report also includes targets information.</i> <i>Q - 9 new members of staff – was there a shared induction process? A – A whole school induction for all staff takes place on the first day of term to ensure consistency / reinforcement of messages such as Safeguarding, E-Safety etc.</i> <i>RR arrived 8pm</i> <i>Q – Do you ask for feedback from staff? A - Not formally, but one new member said it was a very good induction compared to other schools they had worked in and also commented on the robustness of the pupil progress process.</i> <i>Q – How is the ethos of the school explained to supply teachers? A – It is dependent on where they are supplied from i.e. agency not so easy, but if on payroll, they are invited to staff training/inset days. This is how the new RE curriculum was delivered for example.</i> <i>Q – What is Champions of Excellence? A – This is a programme run by HFL and is all about good schools becoming outstanding schools. LC, JG and Cathy attended 3 training days over the school year. Schools choose a project relevant to themselves and work on the project with support. Alban City chose to look at Leadership throughout the school and included subject leaders, SLT and governance to ensure robust job descriptions were in place, as well as a monitoring schedule for subject leaders and training. Some of course was very good and some not so good, however, the project work was excellent. The course is now finished but the project is on-going and children are now being included in the process.</i> <i>Q - Music lessons - are these paid for by parents i.e. piano, clarinet etc.? A - Yes, but in addition all pupils in Y3 learn an instrument i.e. recorder.</i> <i>Q – Surprised at the number of EAL in the school, with 32 languages being spoken, is there any way the school could utilise these languages in class? A – We include an international week annually but rely on parental support, which may provide an opportunity to incorporate some of the languages. There is also have a bi-lingual group that meets once a month for coffee.</i> 	
8.	<p>Report on Pupil Achievement meeting</p> <ul style="list-style-type: none"> Colour coded expected progress tracking reports were presented to all at the meeting. The report is based on the HfL report but has been adjusted to suit the requirements of the school. <i>Q – How secure are teachers in completing the reports? A – Inset day training took place and SLT also ensure staff are comfortable with the process It is key as it also links to moderation. This is an on-going report to ensure pupils are making expected progress.</i> <i>Q – Is there any year group that has 2 new teachers this year who have not used</i> 	

	<p><i>this report? A – Yes, but they are from another St Albans school and already familiar with the system.</i></p> <ul style="list-style-type: none"> <i>Q – Could this be shared with parents? A – Suggest this would be too much data for parents however they do get curriculum information each term.</i> <i>Data review visit (previous distributed to all) attended by HIP and CoG. Chair advised all data was reviewed in detail at the meeting. Overall achievement at the end is key as it gives independent verification. The report also shows targets and agreed actions going forward.</i> <i>Q - Reception baseline data says most pupils are below when they join the school, however the onsite private nursery that most of the intake join from is outstanding, therefore why are children below expected baselines? A - Each year our reception pupils make outstanding progress at Alban City. We work with nursery school but notice there are gaps in their teaching of the core curriculum. Part of this may be due to a change in how data is presented which has impacted levels. The benefits of the Little Robins nursery onsite, is that PSED is good which often impacts pupil's ability to learn in other areas. Maths is also good at Little Robins.</i> <i>Q – Compared to other schools, is our progress consistent? A – We are in line or better than our neighbouring schools. A low baseline is a common issue in many schools. We are also looking to support nurseries in terms of assessment and they send staff to observe teaching at Alban Academy.</i> <i>We carry out lots of interventions in reception to fill in any gaps in learning.</i> <i>The key is to ensure progress of pupils whilst at Alban Academy and the school has demonstrated robustness in assessment to ensure all children make good progress.</i> <i>Q – Progress is different in each class? A – There has been high mobility in classes e.g. in Y4, 25 children have joined since reception and 28 have left and such movement in a class can make a big difference. Also all cohorts are individual and depend on their make up, i.e. they may have a large number of SEN PPG pupils and/or other factors which could restrict progress.</i> <i>Q – Early years, literacy lowest for those at or above, but at highest for those exceeding? A – This is based on individual children and therefore this just means there is a big gap between highest and lowest achievers in that cohort. This is a combined score and writing is slightly lower than reading</i> <i>5 policies were discussed and agreed. See item 12.</i> <i>Q - How is the school covered in terms of complaints or if it were sued? A – The school has adopted the Herts model HR policies and also has a clear complaints process.</i> 	
9.	<p>Report on Resources Committee</p> <ul style="list-style-type: none"> Committee has not met this term. Solar panels action – no further progress at present on-going, however, the school does need planning permission for panels. Lighting – LED lights action, review tender document for replacement lighting. Pending responses for next FGB add to next agenda. ACTION Clerk. Co-Heads contracts to go to resources. ACTION Chair 	Clerk Chair
10.	<p>Safeguarding update</p> <ul style="list-style-type: none"> 2 things – report to all safeguarding audit, carried out audit of SCR, Child Protection system and documentation, policies and procedures and H&S. rigorous check. All areas achieved and no issues. The Child protection policy needs to be updated to the recommended Herts Model Policy. The main change is that staff can make a referral if a DSP is not in school or for example if children were out of school at football tournament. Policy APPROVED and signed by the chair. 	
Governor Items		
11.	<p>Admission arrangements</p> <ul style="list-style-type: none"> No changes agreed for 2019/20 Alban Academy admissions, however Herts are 	

	considering on whether to consult on admission rule 5 – to become nearest school or academy and no longer specify the type of school.	
12.	<p>Policy updates</p> <p>The following polices were reviewed at Pupil Achievement and ratified by the board:</p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Conditions • Code of conduct • Behaviour • Whistleblowing • Reducing and Managing allegations against staff • Child Protection 	
13.	<p>Governor Visit Reports – previously distributed</p> <ul style="list-style-type: none"> • An SEN visit report was completed by the Chair in September who was very impressed with interventions carried out in school for SEN pupils and liaison with outside agencies. <i>Q – Does the school share programmes with parents to support home learning with educational apps? A – Yes, some things are shared but not everything as some activities are group based interventions with the TA and others also require a license. The School does share a list on the website. Q – Other school use Mathletics for example to enable practice at home, would the school consider this? A - If there was an appetite for it we would research the programme and the maths co-coordinator would be involved. ACTION LJ look at licences and school will research suitable apps.</i> • BW will carry out an E-Safety visit, specifically to look at mobile phone usage. ACTION BW • Governor visit reports should be reviewed with whomever the governor met with in school and once all content is agreed, reports should then be circulated to all governors. ACTION ALL • Chair to create a list of visits with Cathy to cover priorities. See SDP key priorities document which highlights specific areas for governors. ACTION Chair. • Governors should make at least one visit during the school year. ACTION ALL 	<p>LJ</p> <p>BW</p> <p>ALL</p> <p>Chair ALL</p>
14.	<p>Governor Training Update</p> <ul style="list-style-type: none"> • Courses attended since September - Champions for Excellence Chair 27th September. • Lara to attend Induction. • Reviewing Data course in January; suggest 2 governors attend. • Chair attending Governors Conference on November 11th. • Clerk advised of change in training package and that the school now has 2 in house sessions. 	
Considerations/Decisions		
15.	<p>2017/18 SDP – Key priorities for Staff and Governors – tabled at the meeting</p> <ul style="list-style-type: none"> • Working document for all, governors should bring to all meetings and use as link for visits. ACTION ALL 	ALL
16.	<p>Any Other Business (AOB)</p> <ul style="list-style-type: none"> • There was none. 	
17.	<p>Dates of future FGB meetings all meetings at 7.30pm for 7.45pm</p> <ul style="list-style-type: none"> • 14th March 2018 • Resources meeting 22nd November. • 25th June 2018 	

Meeting closed: 9.25pm

Actions

Item	Action	By Whom
9	LED replacement lighting contract add to next agenda	Clerk
9	Co-Heads contract to go to resources committee	Chair
13	Look at licences for suitable apps for use out of school	Lara
13	Carry out E-Safety visit specifically looking at mobile phone usage	BW
13	Governors should send visit reports to whomever they met with in school for review prior to distribution	ALL
13	Chair to create list of priorities for visits	Chair
13	Governors should ensure make at least one visit per year	ALL
15	Governors to ensure bring SDP document to meetings and use for governor visits	ALL