



**Minutes of a meeting of the Full Governing Body
Monday 29 June 2015, 7.45pm at the school**

MINUTES

Present: Linda Crawley (LC), Chair, Jo Garcia (JoG), Janet Goddard (JG), Janice Graham (JGr), Hilary Isham (HI), Lara Jubb (LJ), Paul Karim (PK), Richard Rickwood (RR), Liz Tomlinson (LT).

In attendance: Pat Simmons (PS), Clerk

Procedural

1 Conflict of Interest

Governors signed the register of pecuniary interests and there were no verbal declarations of interest.

2 Apologies were received from and approved for Fiona Higgins, Hilary Isham and Kate Leahy.

3 There were no Items of AOB.

4 Minutes of the last meeting of 2 March 2015 and Action Points were reviewed:
Item 8: Richard Rickwood to send the last 2 RO reports to all governors.

All other Action Points had been completed and there were no Matters Arising not on the Agenda. The minutes were approved and signed.

5 Headteacher's Report

From her report previously circulated, JG highlighted:

1. **Staffing:** the school will be fully staffed in September. Two additional Teaching Assistants had been appointed.

2. **Achievement data:**

- EYFS reports had been circulated to governors. An in-depth evaluation will be made when the national data becomes available

- phonics results were awaited. It was hoped these would again be very good.

- Year 2 assessment data had just been submitted, which provided evidence of a very good level of achievement. HCC had recently completed a monitoring visit to look at Year R and Year 2 data.

3. **FH had sent in a question asking what percentage of inclusion pupils are also EAL.**

JG thought it was a very low proportion. The school has a range of languages and, while a very small number of children arrive in the early stages of English, many others are completely bilingual. EAL children are making steady progress. Not many EAL children are PP.

4. **JB was asked if FSM for KS1 pupils had affected Pupil Premium income.**

JG reported no effect on Pupil Premium funding, which was based on the

number of applications made for FSM. The school makes every effort to encourage eligible parents to apply and has offered incentives such as a free school T-shirt.

5. **SI asked about the Nurture Support Group.**

CB explained that this is a diverse group of children who are identified by staff as having some issues or lacking in confidence. They meet for an hour a week with Miss Lord for a range of inclusive activities which encourage social interaction and skills. The group is very popular with the pupils.

6. **Quality of teaching**

The SIP had visited and had completed a learning walk. In addition, ACS had completed some moderation work with Garden Fields School.

7. **Behaviour and safety**

- attendance had reached a target figure of 96.16%.

- In the Year 2 Parents' Survey, JG had asked opinions on a variety of issues including continuing with free fruit, homework, playtimes. JG will collate the responses this week and feedback to parents and governors.

8. **JB asked about information for parents on transition from Infants to Juniors.**

JG confirmed that a transition programme had been planned to inform parents and to prepare the children.

There were no other questions or comments and Janet was thanked for her report.

6 **Annual Safeguarding Report to Governors** Noted from the discussion:

- JG reported on the extensive safeguarding related training completed by staff. As there is a requirement to renew Safeguarding training every 3 years, staff will renew theirs in September 2015.. Governors will also need to renew the training.

Action agreed: JG to investigate Safeguarding cluster training for March 2016.

JG also confirmed that all parent volunteers receive some Safeguarding training and a Safeguarding leaflet is given to all visitors to the school.

- Safeguarding Governor JGr makes regular visits to the school to meet with JG to look at safeguarding procedures
- JG reported on the number of referrals, which are followed up in line with guidance and procedures. ACS numbers did not indicate a Safeguarding issue.
- Governors were satisfied that ACS was compliant with Safeguarding requirements and that appropriate procedures were in place. JG will submit the report to HCC's Child Protection Schools Liaison Service.

7 **Report on Pupil Achievement meeting of 18.5.15**

SI took governors through minutes previously circulated. From the discussion:

- A staff dress policy had been agreed. While this had not been an issue at ACS, it had been raised at other schools and governors felt it was appropriate to have a policy in place.
- JG outlined for governors how the school covers the DfE requirement to Promote British Values.
- Governors discussed the responses to the pupil questionnaire and had been very impressed with the insightful responses received.
- The school had undergone a HCC H&S Audit, with no significant issues identified. JB has worked with Mrs Stapleton on an internal audit.

- Road Safety Concerns.
As agreed at the last FGB, LT had followed this up and was invited to report on actions and progress.

After the March FGB meeting, LT had written to MP Ann Main and Chris White, County Councillor for St Albans Central. They met on 2 April and Chris White made an informal visit to the school, when he expressed a preference for a flashing 'School' sign.

At a meeting on 8 June with County Highways Officer, Ian Hollingdrake, JG and LT had reiterated governor concerns about safety and that the lack of a sign means the school is not immediately visible to traffic. They discussed options available such as a School sign, Go Slow signs, zig-zag lines.

Governors had noted that other schools in the area had a range of safety signs in place. Loreto has zig-zag lines and Go Slow signs and Aboyne Lodge and Fleetville Infants have traffic wardens and Fleetville also has barriers outside the school.

Governors welcomed Chris White's involvement but were concerned at the length of time it was taking to resolve the issue and agreed to continue to make every effort to resolve the continuing safety concerns.

The next action agreed: LJ and LT will liaise about speaking to St Peters ward councillor Alun Davies and will keep the GB updated.

Chris White also mentioned that he would welcome parents writing to him about the increased cost of Bricket Road parking.

- PA recommended not to continue with the Gifted & Talented Register as all children have a talent and the school's ethos was to encourage every child to achieve their potential. The FGB supported this move.
- Governors asked about SATs results. CP reported these had gone very smoothly and children had coped well.
- JB suggested undertaking a wide-ranging review of school policies in the next academic year, as the school has grown since its opening.

There were no further questions or comments and Sandra was thanked.

8 Report on Resources Committee Meeting of 2.6.15

RR took governors through minutes previously circulated:

- Resources governors were pleased to report a budget surplus. However the committee had produced its' first 5-year forecast, based on no increase in income, which identified a deficit for year 5. This was not a concern at the moment and spending will continue to be closely monitored, particularly in view of capital projects planned.
- Electricity renewal had been delegated to the SBM and costs were expected to be more efficient.
- JG will obtain quotes for architects to draw up plans for Year 6 classrooms.
- The Responsible Officer had produced a June report, which identified some minor issues but no concerns. PK and JB had identified areas for the RO to focus on in future reports, such as the Risk Register.
- The Pay Policy had been reviewed and approved.
- RR confirmed that the E-Safety policy had been approved. Parents and

staff are expected to sign that they accept the terms of the policy. Action agreed: **RR to finalise e-safety policy and send to JG to be put on school website.**

Governor Items

9 Governor Emails and Profiles

LC reported that Mrs Stapleton had set up school email addresses to be used for all GB communication from now. **Action agreed: RR to check if the system provides governors with an alert to their current email address of incoming GB.**

New DfE requirements ask that profiles of all governors are available on the school website. **Actions agreed: The Clerk to send a list of requirements to LC. All governors to provide a photograph as soon as possible.**

10 Governor Visit Reports

1. JB reported on a very enjoyable visit on 8 June to Scarlett on Sky to look at Maths and English. To focus on looking at how IT equipment is used and how classrooms are resourced to deliver outstanding teaching. JB observed classroom learning activities and found pupils very engaged in both Maths and English lessons with very good behaviour. JB had also been impressed to see learning taking place in snack time. JB asked JG how often reading books are changed and how children who do not read at home are supported. JG responded that books are changed as often as the pupil needs and children identified as not reading at home are given extra time in school to read.
2. LC had visited 15 May and with the SIP, Cathy Burke and the SENDCo had looked at books of pupils in different ability ranges to assess progress and standard reached against new curriculum expectations. They identified excellent progress for all pupils and the SIP had been very pleased. Literacy, in particular, had made very significant progress and the SIP had been impressed with the rich and varied vocabulary used by year 1 and Year 2 children and was a great strength of the school.

On behalf of governors LC wished to pass on high praise to staff for the very high standard achieved and the evidence of good progress.

11 Governor Training

JG asked governors to update the training log and, as previously agreed, JG will look into Safeguarding training for spring 2016.

12 Clerking arrangements from September

PS was retiring and was pleased to report that Carole Connelly will act as Clerk from September.

Linda thanked Pat for her work as Clerk at ACS, since its' opening.

CONSIDERATIONS/DECISIONS

13 2015/16 SDP: Key Priorities

LC had circulated a draft of GB Priorities for 2015/16.

Action agreed: To add succession planning as a priority. Rotating governor roles to be an agenda item at the autumn term FGB meeting. LC will email governors to ask if anyone would like to change and to request any further comments on the Key Priorities.

14 **Annual Approval of Admissions Policy**

The Admissions Policy had been circulated to governors for its' annual formal approval. Governors agreed that the rules should be unchanged and to retain the Founders Rule.

The Admissions Policy for 2016/17 was approved unanimously.

15 No items of AOB.

16. **Dates of the meetings agreed for 2015/16**

Autumn Term

Pupil Achievement Tuesday 6 October 7.30pm

FGB Monday 12 October 7.45pm

Resources Wednesday 18 November 7.45pm

Spring Term 2016

PA Tuesday 23 February 7.30pm

Resources Monday 7 March 7.45pm

FGB Monday 14 March 7.45pm

Summer Term

PA Tuesday 7 June 7.30pm

FGB Monday 27 June 7 45

Action agreed: LC/JB to liaise with Mrs Stapleton on the Resources date, as the AGM will take place at the same time. PS will notify Carole Connelly of dates.

For the next academic year, the GB agreed to look into repeating the skills audit and holding another evening strategy evening or a teambuilding evening.

The Chair closed the meeting at 9.20pm

ACTION POINTS FOR COMPLETION		
Agenda Item	Action	By Whom
6	Investigate Safeguarding training for spring 2016	JG
7	Contact Alun Davies	LT/LJ
8	Finalise E-Safety policy & send to JG to put on website	RR
9	Check on email alerts for new system	RR
9	Send website requirements to LC	PatS
13	Follow up on SDP GB Key Priorities	LC
16	Liaise with the SBM on date of summer Resources & AGM	LC/JB
16	Notify the new Clerk of FGB dates	PatS