



**Minutes of a meeting of the Full Governing Body
Monday 13 Oct 2014, 7.30pm at the school**

MINUTES

Present: Jennie Burton (JB), Linda Crawley (LC), Chair, Jo Garcia (JoG), Janet Goddard (JG), Cathy Burke (CB), Janice Graham (JGr), Fiona Higgins (FH), Hilary Isham (HI), Lara Jubb (LJ), Richard Rickwood (RR).

In attendance: Minaxi Patel (MP), Pat Simmons (PS), Clerk

Procedural

1. **Conflict of Interest**

As a Chair of Governors was to be appointed at this meeting, the Clerk gave a reminder of the need to declare any conflict of interest arising during the course of the meeting.

Jo Garcia declared that she will provide some supply teaching to the school this term. No other declarations were made at this point.

Governors signed the Annual Register of Pecuniary Interests.

2. **Election of Chair**

Linda Crawley had indicated she was willing to stand as Chair and was appointed unanimously by a show of hands.

Linda then took the Chair.

3. **Election of Vice Chair**

Ben Wicks was overseas and had sent apologies for this meeting. He had indicated that he was willing to stand as Vice Chair and was appointed unanimously, by a show of hands.

4. **Apologies were received from and approved for Ben Wicks and Kate Leahy.**

5. **Appointment of Co-opted Governor**

LC proposed the appointment of Paul Karim as a Co-opted governor of ACS. Paul would bring finance and legal expertise to the GB.

The Governors gave unanimous approval to the co-option of Paul Karim. **Action: LC to notify Paul.**

6.. **Items for AOB**

- Headteacher's Performance Management –LC
- Tarmac update – JG
- Changes to SEND Code – JG
- School Vision - LJ

7. **Minutes of the last meeting** of 30 June 2104 and Action Points were considered.

Parking Permits: JG reported that, following a visit by council representatives to the school, ACS had negotiated with St Albans Council to receive a number of parking permits. Richard Rickwood was thanked for taking this forward. JG

reported that three different types of permit had been provided, all for one year and JG had allocated them to parents on a needs basis. Those parents were very pleased to receive this assistance.
All other Action points had been completed.

There were no further comments and the Minutes were approved and signed.

8. There were no other Matters Arising, not on the agenda.

9. **Headteacher's Report**

JG took governors through her previously circulated report. Highlighted from discussion and questions:

- EAL pupil numbers were 52.
- Food technology room was ready for use.
- SEND changes will be raised under AOB.
- Behaviour & Safety: One Child Protection referral had been made since the start of term. Attendance has been consistent
- RR asked about the impact of free school meals on Pupil Premium numbers. JG replied that every effort was made to encourage parents to register so that ACS would receive the PP funding. Parents had been offered a free school sweatshirt in return for registering.
- SI asked about Safeguarding training. JG had refreshed her DSG training, Cathy Burke and Louise Hind had also completed DSG training.
- JB asked if staff had settled into ACS, as the school became larger. JG reported the situation was very positive. Staff had settled in well and more staff have allowed a better distribution of workload, for example, in the sharing of assemblies. Staff felt well supported. A number of governors observed that the school remained just as friendly.

There were no further questions and Janet was thanked for her report.

10. **Data Review Visit**

The full report of a half-day visit by the SIP, Carol Evans, had been circulated to all governors before the meeting and will be considered in more detail by Pupil Achievement at its' November meeting.

Points from the report highlighted and discussed:

- Girls made better progress than boys at EYFS
- The vast majority of pupils had achieved their expected levels
- Physical Development (PD) was identified as an area for further investigation. JG thought that a number of children were weaker on entry to school in their motor skills functions such as cutting and drawing and this will be looked into further.
- Year 1 Phonics attainment was higher than the county and national average
- 100% of pupils had reached at least age-related attainment
- The progress of a small number of higher ability pupils had been identified
- Pupil Premium statistics applied to only 2 children
- 41% of the Early Years cohort are born between March and August. The school would expect to see the gap closing as they progress through the school and mature.

Governors felt the report was very positive and validated the judgements of the Head and members of staff.

11. **Report on Resources Committee Meeting of**

RR had been elected Chair and highlighted from the minutes circulated:

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- ACS is in a financially healthy position. Surplus funds are earmarked for the playground and Year 6 classrooms.
- No progress made on the lease. Efforts were continuing.
- Gas and electricity contracts will be reviewed to negotiate better value deals
- The Food Technology room was now completed, at a total cost of £12k.
- The Committee had reviewed and approved its' Terms of Reference, and SofD (Schedule of Financial Delegation).
- JB will set up a test scenario to check the Business Continuity Plan.
- Further work was needed to the E-Safety Policy before it could be formally approved. Governor comments via email were invited.
- The Responsible Officer's detailed report was received and considered.
- Accounts will be audited on 20 October. JB will attend the final Audit report meeting on 17 November. Resources will formally approve the annual accounts at a meeting on 1 December, prior to submission to the EFA.

Governor Items

12.. Governor Roles

.The following were agreed:

1. Headteacher's Performance Management panel had been previously agreed as Linda, Hilary and Janice
2. Resources Committee: Richard (Chair), Jennie, Hilary, Ben, Paul Karim
3. PA. Sandra (Chair), Kate, Fiona, Janice, Jo. Head and Chair are ex-officio members of both committees.
4. Members are welcome to attend all meetings. **Action: Lara to be included in all reports and emails.**

Staff Governor: JG reported that no member of the teaching and support staff had come forward when nominations were requested at the Inset day.

Parent Governors: ACS' Articles of Association permit appointing up to 4 Parent Governors. Governors had noted new DfE guidance to focus on skills when considering governor appointments. HR and H&S had been identified as skills gaps during the recent GB review. It was further noted that a number of governors had been appointed in 2012 and will end their terms of office in 2016. **Action agreed: To appoint one Parent Governor now and another in 2015 to stagger the terms of office. JG to initiate the election process with a letter to parents stating that all parents are welcome to put themselves forward and that the GB was particularly seeking expertise in HR and H&S.**

13. Governor Visits & Training

13.1 JGr reported on her recent Safeguarding Visit:

- JGr and the Head had reviewed the Child Protection Policy, which will be updated in line with the new HfL Policy issued on 7.9.14.
- JGr had received a report on staff Safeguarding training. All new staff receive training as part of their induction.
- The Head was the DSP (Designated Senior Person), with Cathy Burke as Deputy. Louise Hind had also completed DSP training.
- All school volunteers are expected to go through the Disclosure and Barring procedure (formerly CRB), paid for by the school, £13 per individual.
- The Head had briefed JGr on the Child Protection referral made.
- All governors are expected to attend Safeguarding training.

13.2 Training

- JG keeps the training log. Governors are requested to keep her updated on training completed.
- FH asked if governors had completed additional IT training for the new Curriculum and recommended that governors and staff look at these websites: code.org and learnscratch.org
- Governors had requested training in Maths problem solving.
Action: JG to investigate with HfL.

14. **Governor Recruitment** had been covered earlier.

CONSIDERATIONS/DECISIONS

15. 2014/2015 SDP

JG tabled copies of the SDP at the meeting. **Action: Governors to read through. The Plan to be considered in detail at the November Pupil Achievement meeting.**

16. School Policies Schedule

JG tabled a list of policies based on the latest DfE guidance issued September 2014. All DfE statutory were in place at ACS, with the exception of a new policy on Supporting Children with a Medical Condition. **Action agreed: A new policy to be considered for adoption at the November PA meeting.**

JG confirmed that DfE requirements for specific policies to be available on the school website had been checked and ACS was fully compliant with guidance.

17. AOB

17.1 LC reported the Headteacher's Performance Management Appraisal had been completed by Linda, Janice and Hilary with the SIP. They agreed that JG had met targets and had provided JG with written confirmation.

17.2 JG reported significant changes to the SEN/D Code of Practice.
Action agreed: SENCO Claire Lord will update governors before the next FGB on 2 March, from 7 to 7.30pm.

17.3 School Vision: LJ had circulated the final draft after governor feedback. JG had shared it with staff and sent it to parents.

17.4 School Newsletter: JG will email to those governors who are not parents. JG was seeking quotes to tarmac the small garden area to allow improved access. Governors gave approval for JG to proceed with the work if a reasonable quote came in.

17.5 SI raised the issue of some Little Robins parents requesting a buggy park on the school site. After some discussion, governors agreed not to pursue this on the grounds that outside space is already at a premium and it would not be fair on pupils to reduce this further.

18. Date of the next FGB will be Monday 2 March 2014

Other Meeting dates

Monday 17 November 2014, 7.30pm Pupil Achievement

Monday 1 December 2014 Resources Committee

2015

Monday 29 June 2015, Summer Term FGB

The Chair closed the meeting at 9.05pm

ACTION POINTS FOR COMPLETION		
Agenda Item	Action	By Whom
5	Contact Paul Karim	LC
10.5	Circulate mission statement feedback	LJ
12	Lara to receive all committee reports	All
12	Progress Parent Governor election	JG
13.2	Seek Maths problem solving training for governors	JG
15	SDP on the PA Committee November agenda	SI/JG
16	Discuss adoption of policy : Supporting Children with Medical Needs	Pupil Achievement
17.2	Invite SENCo Claire Lord to the March FGB	JG