

ALDRYNGTON PRIMARY SCHOOL
Minutes of the Full Governing Body meeting
held on 10 July 2018 at 7pm
at Aldryngton Primary School



Present: Ian Head (Chair) (IH) Elaine Stewart (Head)(ES)
Ruth Evans (RE) Ganna Sivachuk (GS)
Karen Phillipson (KP) Ann Mckie (AM)
Terri Gregory (TG) Mike Mackenzie (MM)
Jason Sutton (JS) Stephen Lea (SL)
 Pat Holloway (PH)

In attendance: Lucy Perrin (Clerk)(LP)

Item			Action
2017/18	35	<p>Apologies</p> <p>Apologies were received and accepted from Fran Roberts (FR) and Suling Zhai (SZ).</p>	
2017/18	36	<p>Declaration of interests</p> <p>AM declared that her son works for Caterlink which supply school meals.</p>	
2017/18	37	<p>Minutes of the meeting held on 8 May 2018</p> <p>The Minutes of the meeting held on 8 May 2018 and were signed as a correct record by the Chairman.</p>	
2017/18	38	<p>Matters arising</p> <p>Item 40 - Governors email addresses - ES reported that Governors need to have dedicated email addresses to meet GDP regulations. Simon Windisch (SW) will be ensuring this is in place for next year.</p> <p>All other items had been completed or covered as separate items</p>	<p>SW check govts have school email addresses</p>
2017/18	39	<p>Head Teacher Report</p> <p>The head teachers report had been distributed to governors prior to the meeting. ES gave a summary of her report which included updates on admissions, attendance, staff structure, training, safeguarding, the school development plan, health and safety, pupil outcomes and PPG. TG noted that three long term members of staff will be taking early retirement at the end of term. This is a national trend to improve the work/life balance. ES reported that SEN remains at the same level. EHCP applications are going well. The travel plan co-ordinator is visiting the school on the 20/9/18. In foundation stage teaching has been judged as good/outstanding this year and 80% of pupils have achieved a Good Level of Development (GLD). TG reported that year 6 SATs results were very good. 100% of pupils reached the expected level in maths, 100% of pupils reached the expected level in reading and 98% of pupils reached the expected level in spelling, punctuation and grammar.</p> <p>Governors thanked staff for their efforts.</p>	

2017/18	40	<p>Committee reports</p> <p>a) Curriculum, Community and Safeguarding - 26/6/18 The minutes from the 26/6/18 had been distributed prior to the meeting. KP reported that H & S was in good order. The NSPCC self-assessment tool had shown that appropriate safeguarding procedures were in place - with the exception of two newer requirements that are in the process of being implemented. The committee discussed parents signing in for big events at school and how this could be managed. Enquiries are being made in to how other schools manage big event security. KS1 reading attainment is lower than previous years. Julie Culham is reviewing how reading is delivered in school. PPG progress is good and 1:1 support for PPG children is having a positive impact.</p> <p>b) Finance - 18/6/18 The minutes from the 18/6/18 had been distributed to governors prior to the meeting. GS reported that the meeting on the 18/6/18 had shown that the finances in line with the budget, although it is still early in the year. The main costs which could differ from the budget are teaching and water. PPG, SEN and LAC income is still to be confirmed although they should be similar to last year. Holiday club income for May half-term was £794.82. Party lettings started well and more parties have been booked. Elaine Stewart and Julia Franks (JF) are looking into running before school clubs in the ICT suite to generate extra income. JF was investigating an increase in energy costs. ES reported that the solar panels are not as efficient as they were and are generating less income. The hot water boiler is being replaced in the summer break. The committee reviewed the charges and remissions policy and made some minor changes. The policy now states that any charges incurred for processing payments will be passed on to parents.</p> <p>b) ICT - 3/7/18 ES reported that the school now has two sets of i-pads and plan to purchase a third set. Members of staff have been trained to use them and Katie Riglar will go in class to help/train where necessary. Apple TV coverage is to be increased. The committee expect the i-pads to have a life of between 3 to 5 years and are looking at setting up a rolling plan for replacing ICT items. The committee feel that in the future the curriculum may be able to be taught on i-pads alone making the ICT suite redundant. The reconfiguration of the ICT suite was discussed. SW is looking into office 365 and storing information in the cloud. Twenty parents attended the online safety briefing. Parent feedback said that it was too theoretical and they would like more practical advice. SW is planning a more hands on session for the autumn term.</p>	
2017/18	41	<p>Becoming an academy update</p> <p>ES summarised the recent meeting with the Berkshire schools trust (BST). The main next steps include: BST is to provide a definitive list of what is covered by the 5% top slice, Julia Franks to be given the opportunity to meet with the SBM at New Christchurch (the most recent addition to the Trust), APS's budget to be modelled up in accordance with the academy structure for finance and for some collaborative working to take place with a focus on maths.</p> <p>Governors felt that the meeting had been useful but it had raised a number of questions that needed to be answered. Governors questioned how long discussions should continue before a</p>	

		decision is made on whether or not to proceed any further down this line of enquiry. Governors agreed that the financial modelling and some collaborative working should have taken place by the FGB meeting on the 18 December, at which point a new goal can be set. GS is to arrange a finance meeting.	GS to arrange finance meeting
2017/18	42	<p>Reports from Governors- Governor training update</p> <p>JS reported that he has not completed the governor skills review but plans to work on it over the summer break. JS reported that two governors attended the 'academies and free schools finances' meeting. AM reported that she did not think that the meeting addressed the title very well. JS reported that Geoff Marshall was presenting a questions and answers meeting on academisation at Alfred Sutton school on the 19 July. Governors should let ES or IH know if they want to attend. The governors' conference 'Creativity in education' is on the 17 September.</p>	
2017/18	43	<p>Parent Governor Election</p> <p>Governors approved the parent governor election letter to be sent out in September. Governors asked if the elections could be advertised before the summer break. ES reported that they would be mentioned in the newsletter.</p> <p>IH reported that Linda Chambers had stood down from her role as an associate governor.</p>	
2017/18	44	<p>Rainbow plan review update</p> <p>ES reported that there is a review meeting tomorrow which will present the risk criteria. The risk assessments, risk matrix and lockdown were cover at the first meeting. Governors asked how the lockdown drill went. ES reported that the children coped very well. Governors asked if visitors know what to do if there is a lockdown whilst they are on site. ES reported that the paperwork is being reviewed for regular visitors. Governors asked how often lock down will be practiced. ES reported that it will be yearly.</p>	
2017/18	45	<p>Proposed meeting dates 2018/19</p> <p>It was agreed that Governor day would be on Wednesday in 2019. TG wanted to move the Curriculum and Safeguarding meeting to later in the term. TG to give preferred dates to LP. LP distribute final list of meeting dates. Governors agreed the other proposed meeting dates.</p> <p>IH thanked governors for their efforts over the last year.</p>	<p>TG to give LP CCS meeting dates</p> <p>LP distribute list</p>
2017/18	46	<p>Date of Next Meeting</p> <p>Tuesday 25 September 2018 at 7:00pm.</p>	

Meeting ended 8:30pm