

ALDRYNGTON PRIMARY SCHOOL
Minutes of the Full Governing Body meeting
held on 25 September 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)
Oliver O'Mara (OO) Pat Holloway (PH)
Fran Roberts (FR)

In attendance: Lucy Perrin (Clerk)(LP)

Item			Action
2018/19	1	<p>Apologies and welcome new governors</p> <p>Apologies were received and accepted from Stuart Duffield (SD).</p> <p>LP reported that, following the parent governor election, Stuart Duffield, Oliver O'Mara and Ruth Evans had been elected as a parent Governors for a period of 4 years.</p> <p>LP welcomed the new governors.</p>	
2018/19	2	<p>Appoint LA governor</p> <p>LP reported that the Local Authority (LA) had approved Mike Mackenzie's nomination as LA governor. Governors formally appointed Mike Mackenzie (MM) as the Local Authority governor for a period of 4 years.</p>	
2018/19	3	<p>Election of Chair and Vice-chair</p> <p>Pat Holloway nominated Ian Head for the position of Chair. This was seconded by Fran Roberts. Ian Head was duly elected as Chair for a period of 12 months.</p> <p>Fran Roberts nominated Ann Mckie for the position of Vice-Chair. This was seconded by Jason Sutton. Ann Mckie was duly elected as Vice-Chair for a period of 12 months.</p> <p>MM joined the meeting.</p>	
2018/19	4	<p>Declaration of interests</p> <p>AM declared that her son works for Caterlink which supply school meals.</p>	
2018/19	5	<p>Minutes of the meeting held on 10 July 2018</p> <p>The Minutes of the meeting held on 10 July 2018 and were signed as a correct record by the Chairman.</p>	
2018/19	6	<p>Matters arising</p> <p>Item 40 - Governors email addresses - ES reported that SW had confirmed that all governors have a school email address.</p>	

		<p>Governors reported that they did not have the details to access their email accounts. ES to ask SW to distribute email addresses and logins. Governors asked if SW could provide advice on whether it is possible to setup notifications for when mail has been received.</p> <p>All other items had been completed or covered as separate items</p>	SW to send gobs email details/advice
2018/19	7	<p>Governor positions for 2017/18</p> <p>a) Committee membership</p> <p>Governors agreed who would stand on each committee and perform individual governor roles. See appendix 1 for details.</p> <p>b) Election of Chair and Vice-Chair for committees</p> <ul style="list-style-type: none"> • Finance Committee Fran Roberts nominated Ganna Sivachuk for the position of Chair. This was seconded by Ann McKie. Ganna Sivachuk was duly elected as Chair for a period of 12 months. Ganna Sivachuk nominated Fran Roberts for the position of Vice-Chair. This was seconded by Pat Holloway. Fran Roberts was duly elected as Vice-Chair for a period of 12 months. • Curriculum, Community and Safeguarding Committee Stephen Lea nominated Karen Phillipson for the position of Chair. This was seconded by Terri Gregory. Karen Phillipson was duly elected as Chair for a period of 12 months. Karen Phillipson nominated Ruth Evans for the position of Vice-Chair. This was seconded by Ann McKie. Ruth Evans was duly elected as Vice-Chair for a period of 12 months. • Staffing Committee Pat Holloway nominated Ann McKie for the position of Chair. This was seconded by Fran Roberts. Ann McKie was duly elected as Chair for a period of 12 months. Jason Sutton nominated Karen Phillipson for the position of Vice-Chair. This was seconded by Mike Mackenzie. Karen Phillipson was duly elected as Vice-Chair for a period of 12 months. <p>c) Agree Policy readers for all committees (Finance, C, C & S and Staffing)</p> <p>Governors agreed the policy readers would be as follows: Finance - Rota Staffing - Jason Sutton Curriculum, Community and Safeguarding - Ruth Evans (Curriculum) and Ann McKie (Safeguarding)</p>	
2018/19	8	<p>Committee reports</p> <p>a) Staffing - 10/7/18</p> <p>PH asked governors if they had read the minutes of the last staffing meeting and whether they had any questions. Governors confirmed that they had read the minutes and there were no questions.</p>	

2018/19	9	<p>Review / approval of works to convert the ICT suite to create an open space for the breakfast club</p> <p>ES reported that she wanted to start the next stage of turning the ICT suite into a multi-use area. Some minor work had been carried out and the room was now ready for the benching to be moved and all associated electrical works completed. ES tabled quotes to carry out the works from Inspired ICT and Waterman Solutions LTD. ES reported that Inspired ICT provided a good service and were SW's preferred option. Governors asked if there was enough money to do the work. ES reported that in this instance money needed to be invested in the project to generate income. Governors asked if the club would help enrich the school or be a babysitting service. ES reported that it would not negatively affect any of the enrichment activities that take place before school. Governors asked if the space would be used for other activities during the day when it is not being used for ICT. ES reported that it would be made full use of. Governors agreed to use Inspired ICT. ES is to explore the booking options and report back to governors.</p>	ES explore booking options
2018/19	10	<p>Agree term dates for 2019-2020</p> <p>ES tabled the proposed inset days for 2019/2020 which were 3/9/19, 25/10/19, 22/5/20, 20/7/20 and 21/7/20. Governors approved the dates.</p>	ES to arrange for the dates to be uploaded to the school website
2018/19	11	<p>Becoming an academy update</p> <p>GS summarised the recent meeting with the Berkshire schools trust (BST) finance representative. The main questions asked were: could BST provide a definitive list of what is covered by the 5% top slice, can Julia Franks to be given the opportunity to meet with the SBM at New Christchurch (the most recent addition to the Trust) and could APS's budget to be modelled up in accordance with the academy structure for finance. GS reported that BST had been slow to respond on these points but a meeting has been arranged for early October. Governors asked if BST had seen Aldryngton's finances. GS reported that they had not.</p> <p>IH asked AM to report on the academy presentation she had attended at Alfred Sutton school with JS. AM reported that an external company which specialised in setting up academies gave the presentation. The company summarised how they support schools that are setting up their own academies from scratch. Their first step is to approach DFE on behalf of the school to ascertain whether DFE will allow the school to start the academy process. If step 1 is successful, the company continue the start-up process on behalf of the school and receive the £25K start up grant in return. AM reported that the company emphasized the need to find a partner that is trustworthy and shares your core values. AM reported that Alfred Sutton were still looking for a suitable partner. Governors agreed to continue enquires with BST and that IH would initiate talks with Alfred Sutton to ascertain compatibility and whether they would be interested in considering a partnership with Aldryngton.</p>	IH talk to Alfred Sutton
2018/19	12	<p>Date of Next Meeting</p> <p>Tuesday 11 December 2018 at 7:00pm.</p>	

Appendix 1.
**ALDRYNGTON PRIMARY SCHOOL
 GOVERNING BODY**



List of Committees and membership 2018-2019

Finance Committee	Julia Franks (Business Manager)	Fran Roberts (Vice-chair)
	Ian Head	Elaine Stewart
	Pat Holloway	Ann McKie
	Mike Mackenzie	Oliver O'Mara
	Ganna Sivachuk (Chair)	
Curriculum & Safeguarding Committee	Terri Gregory	Stephen Lea
	Karen Phillipson (Chair)	Ruth Evans (Vice chair)
	Mike Mackenzie (Advisor)	Ann Mckie
	Ganna Sivachuk	
	Stuart Duffield	
Staffing Committee	Ian Head	Pat Holloway
	Jason Sutton	Fran Roberts
	Karen Phillipson (Vice-chair)	Ann McKie (Chair)
	Elaine Stewart	
ICT Strategy Group	Julia Franks (Business Manager)	Elaine Stewart
	Ruth Evans	Simon Windisch (ICT Manager)
	Jason Sutton	Katie Riglar (Staff)
	Stuart Duffield	
Communication Group	Pat Holloway	Ruth Evans
	Jason Sutton	Julia Franks
SEN/Safeguarding/PPG Governor	Ann McKie (SEN)/ Ann McKie (Safeguarding)/ Ann McKie (PPG) Karen Phillipson (shadowing)	
LAC Governor	Ann Mckie	
Grounds Development	Julia Franks (Business Manager)	Elaine Stewart
	Pat Holloway	Ann McKie
	Ian Head	Fiona Grant
	George Bridge	Milva Martinovic-Janosevic
Development Governor	Jason Sutton	
Equality Governor	Karen Phillipson	
Health and Safety Governor	Mike Mackenzie	
Wellbeing Governor	Pat Holloway	
Communications Governor	Jason Sutton	

E-safety Governor	Ruth Evans
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Clerk to Governors	Lucy Perrin
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