

# Alexandra School

## Minutes of a Full Local Governing Body Meeting

Held on Wednesday 29<sup>th</sup> June 2016 at 7.00pm

### Parent Governors

+Mark Elmer  
\*Karen Rockett  
+Tokie Yasuda

### Teacher Representative

+Elena Burns  
\*Hannah Lawrence

### Head of School

\*Perdy Buchanan-Barrow

### Community Governors

\*Mrs Sue Stalley (SS) Chair  
\*Mr Barry Nolan (BN)  
\*Peter Horne (PH)  
\*Temple Rogers (TR)  
Vice Chair

### Non-Teaching Representative

\*Mrs Karen Stanton (KS)

### Clerk

\*Zareena Ullah (Clerk)

### In attendance:

\*Ivan Talbott

### LEA Representative

\*Mr Graham Henson (GH)

\* denotes present

+ denotes absent with apologies received and accepted

- denotes absent no apologies received or accepted

## 1. Declaration of interest – None

SS informed the governors that TY had stepped down from her role as parent governor. She thanked TY for her services.

SS asked each governor if they were willing to continue in their post for a further year. All governors said they were. ME had expressed his interest to continue to PBB.

SS said we will try to recruit another parent and possibly another non-teaching governor in September.

PBB said she will send information to non-teaching staff and to parents in the Autumn term to ask if they would like to join the governing body.

KR informed the governors that Allie Brice has said she would consider becoming a parent governor again. KS said that Sophia Gordon was interested in becoming a non-teaching governor.

SS went through her Chairs Report and thanked all the governors for their hard work and commitment. She congratulated PBB, IT, CH and the governors and staff on achieving Ofsted Outstanding.

PBB

## 2. Minutes of Previous Meeting and Matters Arising – The minutes were agreed and ratified.

3. **Feedback from BOD** – BN said that the only update he had was regarding the LSA Consultation. **These Minutes are confidential.**

4. **Minutes of the Operations Committee** – TR informed the governors that Local Government Pensions Schemes are under review. The next review is due this year and as a result, employer's contributions may go up or down.

PH said they are unlikely to go down but we cannot plan for the unknown. He informed the governors that the Operations Committee are aware of the Pensions Review and they will look out for it.

The minutes of the Operations Committee were agreed and ratified.

**Teaching & Learning Committee** – PBB informed the governors that there had not been a meeting of the Committee this term because Catherine Holdsworth was on maternity leave, however she had written a report for the governors which was available on Fronter.

SS thanked Catherine for her hard work in producing the report. The next Teaching and Learning Committee meeting will be held early next term.

5. **Risk Register** – PBB went through the Risk Register. Large parts of it remain the same including Health & Safety and Safeguarding. PBB informed the governors that IT will be the Safeguarding lead in the absence of Catherine. Finance - the predicted intake of 75 for September 2016 is higher than last year. Asset Management remains the same. The LSA Consultation has been added to the register.

6. **Head of Schools Report**

**Item 1 – School Development Plan (SDP).** The SDP was ragged for the 3<sup>rd</sup> time in March. Nine targets remain green indicating good progress. Wellbeing was rated as dark green meaning the target for this year has been achieved. The Communication target was rated as orange because it was an area of development suggested by Ofsted. The SDP will be ragged for the final time at the end of this term.

**Item 2 – Pupils.** We currently have 78 pupils on roll. At the end of term, 19 Year 6 pupils will be leaving; the majority will be going to Shaftesbury, 3 to mainstream schools and 1 to Pentland Field.

We have 75 pupils for September within nine classes. We have spaces for 3 more pupils within this class structure. If we go to 80 pupils, we will need to open a tenth class in year 1-2.

**Item 3 – Staffing.** All classes are currently well staffed. We have recruited 3 new LSA's, Zainab, Phil and Siham. Two teachers are leaving at the end of term, Suzy Lea and Clare Slack. They will both be a significant loss to the school as they have been valued and highly experienced members of the teaching team. We have recruited one new teacher for September, Deborah who will teach in Yr6.

Two teachers have announced they are pregnant, Amelia Gledhill and Camille Cole. They will be going on maternity leave in November and December. Supply teachers will fill in until Gemma and Elena return from maternity leave in December.

PBB distributed the class list for 2016-17.

**Item 4 – Assessment Summary.** Catherine completed her detailed assessment report for 2015-16 before going on maternity leave. PBB asked the governors to review it over the summer and it will be discussed in detail by the T&L Committee at the start of the new term.

ALL

**Item 5 – End of Year Report.** Teachers with a subject lead role or other significant responsibility have been asked to write a report for LMT and governors. These reports will be uploaded onto Fronter by the end of term and will be discussed at the next committee of LGB meeting in the Autumn.

**Item 6 – Dates:-**

Mon 11th July 2016 – whole school camping.

Fri 15<sup>th</sup> July – Year 6 Leavers Assembly. Governors welcome

Tues 19<sup>th</sup> July – End of year BBQ & prize giving. Governors welcome.

7. **Safeguarding** – IT went through the Safeguarding Report which had been put together by CH.

8. **Any Other Business** – SS stated the Alexandra Website still has the previous Ofsted. PBB informed the governors that the website is going to be updated with the new Ofsted and also updated photos of the children.

KS gave feedback on France. She said it was a successful and the children had a brilliant time. PBB said she was grateful to the all the staff who went and helped organise and the France trip.

PH said he will drop off leaflets for Turtles Swimming.

PH

TR informed the governors that he went to a computer fair with Adam Slatter (IT technician) to look at Google matrix. TR said that there were some things which were relevant to special schools. Google matrix is free, there is no cost for the server or networks, it is all cloud based. It uses Google search engines which make it easy for remote access and working from home. TR said he was very impressed with Google martix and it may be a direction the Academy may wish to take in the future. BN said that technology moves so fast that Strategy Groups need to be continuously looking forward.

KS said that on behalf of the LSA's she wanted it to be noted that deciding not to do camp this year was not a decision they took lightly.

Meeting closed at 8.30pm

**Date of next meetings** – Wednesday 5<sup>th</sup> October 2016 at 7.00pm.

Wednesday 14<sup>th</sup> Dec 2016 at 7.00pm (provisional date)

Signed... *Juanita Stalley* ..... Chair of Governors

Dated... *5th October 2016* .....