



Alameda Middle School

Inspire ▀ Achieve ▀ Excel

MINUTES of the Full Governing Body, Alameda Middle School on
Thursday 29th September 2022 at 19.00

PRESENT:

Simon Ratcliffe (SR) Chair, Community	Sarah Warrington (SW) Parent
Helen Moore (HM) Parent	Tony Barkell (TB) Parent
Nicolette Ford (NF) Parent, Vice Chair	Chloe Apicella (CA) Parent
Amanda Burt, (AB), Staff	Jo Freeman, Community
Anup Patel, (AP), Community	

IN ATTENDANCE: Dawn Marshall-Fannon (DM-F) (Clerk)
Jacqueline Ross, Headteacher

ITEM

ACTION FOR

1 WELCOME, INTRODUCTIONS, APOLOGIES, AGREE ANY OTHER BUSINESS
Apologies were received Helen McCord and prospective governor Claire Connor

Update on the MAT to be discussed under any other business.

2 DECLARATIONS OF INTEREST

No declarations of interest were declared

3 ELECTIONS – CHAIR AND VICE CHAIR

CA nominated SR as chair which was seconded by HM. There being no other nominations SR was duly appointed as Chair of the Board for the 2022/2023 year. NF was nominated as VC by SW and seconded by HM. There being no other nominations NF was duly appointed as Vice Chair of the Board for the 2022/2023 year.

4 NOMINATION OF PROSPECTIVE NEW GOVERNOR – CLAIRE CONNOR

SR informed the meeting that he had discussed with Claire Connor and she was happy to be proposed as a new governor in her absence. The board unanimously agreed the appointment of CC as a new community governor, subject to relevant checks.

5 REVIEW OF RHYTHM OF BUSINESS

The meeting reviewed the rhythm of business. The meeting discussed whether the policies are being reviewed by the Senior Leadership Team. Two policies were agreed by the board that should move from SLT approval to committee

DF to amend rhythm of business.

ITEM	ACTION FOR
approval these were Antibullying and behaviour which should move to FGB and Homework which should move to Curriculum and Standards. The Headteacher's performance management is for setting objectives. HM and HMc to investigate refresher training. There is a performance management panel. TB had reviewed independently and queried where certain items were currently noted as opposed to where they were actually sited.	DF to update terms of reference.
6 COMMITTEE ORGANISATION AND TERMS OF REFERENCE	
The terms of reference were approved and need the date attached updated. The meeting discussed the appointment of additional staff governors, ideally there should be three on the board.	
SR confirmed that the SDC is made up of the Chairs of the Committees and the Chair and Vice Chair of the Board.	
Claire Connor will join the Resources Committee and Jo Freeman will move to Curriculum and Standards. There is still the need to recruit more governors to the Resources committee.	
An excel spreadsheet has been created to compile the planned visits for the year. DM-F explained that exact dates can be confirmed but it would be beneficial to map proposed visits for as far as possible for the coming school year.	
7 GOVERNOR LINK ROLES AND VISIT PLANNING	
The meeting reviewed and agreed the governor links on Governor Hub and DM-F updated them on the website as they were agreed.	
Core Function 1: Ensuring clarity of vision, ethos, and strategic direction	
8 UPDATE FROM HEADTEACHER	
JR gave a verbal update on her first 18 days as headteacher. She identified a number of key areas where she felt change was needed.	
She informed the board that she had made herself a visual presence around the school. JR informed the board she is having weekly meetings with the SLT and has good support from them.	
JR informed the meeting she wanted to create increased communication with parents. There will be a fortnightly newsletter from the school and there will be a parents forum on October 12th between 6-7pm.	
Bells have been re-introduced in the school to give the school a unified approach to lesson endings and beginnings.	
A recommended reading list will be created. There will be a teaching and learning handbook and awards evenings. Initial priorities identified are:	

ITEM	ACTION FOR
Behaviour – there is increased staff supervision during breaks and lunchtimes. The Restorative Practice Policy has not proved popular and it is being reviewed as to how best to implement this. A consistent table of sanctions is being created for staff and pupil awareness. There will be a sanction ladder. The aim is to implement earlier interventions for SEND pupils. Homework – too many systems are currently being used for homework. Trips and visits. JR has discussed the ‘cancelled’ visit with staff and discovered that there was no visit planned, however pupils and parents had the expectation of one due to what had happened in previous years. The aim is to create a timetable for the school for the next 3 years. Food needs to be improved – on the 2nd November caterers will be visiting the school to make presentations. Three companies will be tendering. A change in staff culture to encourage lunch clubs and foster the expectation of lunch duties. The school is preparing for an Ofsted visit which may take place any time after half term.	
9 DISCUSSION ON APPROACH AND TIMETABLE FOR ESTABLISHING SCHOOL DEVELOPMENT PLAN AND STRATEGY FOR 2022/2023	
Meeting date for the first SDC meeting to be confirmed – SR and JR to liaise and confirm. 31st October was discussed as potential date.	
10 CBC REQUEST FOR SUPPORT FOR SEMH FREE SCHOOL APPLICATION	SR to write letter of support.
The board discussed the letter received and agreed they were in favour of the proposal.	
11 POLICIES	
None were reviewed BOARD’S ORGANISATIONAL EFFICIENCY AND EFFECTIVENESS, FIT FOR PURPOSE	
12 MINUTES OF LAST MEETING – 14th JULY 2022 The minutes of the previous meeting were APPROVED as an accurate record.	
13 TRAINING AND DEVELOPMENT SAFEGUARDING AND GDPR	
All Governors to complete declarations and confirm they have read Keeping Children Safe in Education.	
14 FUTURE MEETING DATES AND ITEMS FOR NEXT AGENDA The meeting reviewed the meeting dates for the rest of the year.	
15 GOVERNMENT RECRUITMENT UPDATE	

ITEM	ACTION FOR
The board discussed the recruitment of further governors and SR informed the meeting he would forward details of a governor recruitment site .	SR to forward details regarding governor recruitment site.
16 ANY OTHER BUSINESS	
The Chair informed the meeting there was no further info on the MAT. A Redborne pyramid meeting is scheduled for 13 th October 2022. NF and SR will attend. There is currently no date for the next 'FARM meeting.	
December FGB will include the signing off of accounts.	
17 There being no further business the meeting closed at 9.32pm DATE AND TIME OF NEXT FULL GOVERNING BOARD: TUESDAY 13th DECEMBER 2022, 7PM	

Signed Date

CHAIR