

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 25 June 2018

Membership		Office	Term
Jennifer Fullerty	Foundation		21/02/2021
Vacancy	Foundation	Incumbent	Ex-Officio
Bob Rust	Foundation		21/02/2021
Gary Benn	General Member		21/02/2021
Fiona Keys	General Member		21/02/2021
Jan Menell	General Member		21/02/2021
Sarah Mitchell	General Member	Headteacher	Ex-Officio
Andrew Taylor	General Member	Chair	21/02/2021
Adele Peters	Parent	Vice-Chair	21/02/2021
Nicholas Rowe	Parent		21/02/2021
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

In Attendance

Tom Bennett

Clerk

* indicates absence

The HT opened the meeting with a prayer**Action****22/18 Apologies for absence**

None.

23/18 Notification of urgent AoB

None.

24/18 Declaration of business interests

- a) Gary Benn reported he worked for Ingleton Wood who had been appointed by the Academy to provide building consultancy and project management services and that his wife worked for the school.
- b) No other governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had given or received any gifts or hospitality that could be perceived to compromise their impartiality when dealing with the matters for the Academy.

MAIN BUSINESS**25/18 MAT**

The Chair provided a verbal update on the development of the MAT and made the following points:

- The Board had noted the LGB's concerns on the development of the MAT and its impact on the Academy and the need to keep the LGBs at both Academies informed of future plans so any action can be taken to avoid any adverse impacts.
- The Chair had circulated a report after the last meeting on the Board's discussions and progress in developing the MAT.

- Lisa Jeremy had decided to step down as a Director due to work and other commitments. The Board had agreed not to appoint another director immediately but to keep the vacancy(ies) unfilled to allow new schools joining the MAT a position on the Board.
- There had been no further discussions with other schools on joining the MAT since the last meeting.

26/18 The Headteacher's Report

The Headteacher introduced her report and highlighted the following points:

- The Academy had been awarded the National SMSC Quality Mark recognising Spiritual, Moral, Social and Cultural development at the Academy. The Academy will publicise its achievement in the local press. The Governors commended the HT and staff for the excellent result.
- The Academy had received a large number of mid-year applications from pupils attending other local schools and there is still a very large waiting list for some year groups.
- To facilitate the transition for new reception aged children, the teacher for the reception class has visited their pre-school settings and the teacher and HT will visit all the parents and children in their home setting to help each child make a positive start to their primary school education.
- Attendance needs to be monitored as there has been an increase in the number of families taking their children out of school for family holidays. There has also been a small drop in the attendance of children qualifying for free school meals and Pupil Premium funding.
- The employment of a qualified tutor to offer 1:1 tuition to meet specific needs of children qualifying for Pupil Premium had had a positive impact in closing the attainment gap with other pupils.
- The Academy's Year 6 SATs results were expected soon. A full review of pupil standards and assessments will be shared before the next meeting.
- Mrs June Howes is retiring at the end of the Summer Term after over 18 years at the school. The Governors expressed their thanks to Mrs Howes for her dedication and commitment to the school over the many years.
- The Academy had undertaken a review of the provision of SEND at the school. The number of children with emotional and mental needs was increasing and the school's SenCO had recently completed Mental First Aid training. It was proposed to award her with Teaching & Learning Responsibility [TLR] payments to reflect her additional responsibilities in meeting the needs of these vulnerable pupils. It was also proposed to provide additional SenCO support from a teaching assistant with experience of SEN support. Following a proposal from Jennifer Fullerty, seconded by Fiona Keys, the governors approved the HT's request for additional SEND support.
- With the HT spending time to support Debden Primary Academy, the HT had put in a plan to increase the leadership capacity at Great Chesterford by reducing the Deputy Head's teaching time by half a day a week to take on more of the leadership and management roles. The cost of replacing the teaching time would be met by Debden's contribution to the MAT centralised services.
- The Government was currently pushing schools to provide children swimming lessons.

The meeting considered the expenditure of the PE and sports grant and the provision of a shed at the sports field to provide storage for PE equipment. It was noted funding may be available from the Jane Bradbury's Educational Foundation.

The meeting discussed whether the shed be extended to provide toilet facilities for staff and pupils. Local authority funding may be available for the meeting basic school needs and it was **agreed** to follow this up after the meeting.

The building works on the classrooms had been completed and were being used. There had been a lot of positive feedback from pupils, staff and parents.

Janet Menell asked if the Academy's connection to the local church was included in the SMSC inspection.

The Headteacher reported it was discussed as part of the review of the school's Personal, Social and Health Education [PSHE] provision and the Academy is due a Statutory Inspection of Anglican and Methodist Schools [SIAMS] in the Spring of next year that will be carried out using a new evaluation framework.

Adele Peters asked if the Academy provided talks to pupils on mental health and wellbeing.

The Headteacher reported it was covered under PSHE. Due to the difficulty for young children being able to understand the terminology used for mental health issues, the pupils followed proactive programmes followed by discussions on the issues they had observed.

The Headteacher speaks to parents and children of all ages when concerns are identified. The school has also provided external therapists both privately and through charities to meet the needs of individual pupils. The school also has four members of staff who are trained as Learning Mentors to provide on-going support to pupils in school.

27/18 Academy Development Plan/ Self Evaluation

a) Academy's Development Plan for 2017-18

The meeting received the updated 2017-18 SDP and noted a lot of work had been carried out on the new pupil attainment assessment material to ensure any external assessment materials being used were providing reliable data.

The new assessment material complimented the school's "Monitoring made easy" and, improved marking and feedback practices.

a) Academy's Development Plan for 2018-19

The Headteacher reported the main areas for the Academy development/ improvement plan for 2018-19 will be:

- Assessment – reviewing and updating school processes
- Computing – digital literacy, including a review of how it is taught, e-safety and hardware
- School environment - including outdoor learning and the new library.
- Health, wellbeing and citizenship, including the teaching of British values, the relationships with the church, preparing for SIAMS and enhanced healthy schools.
- MAT – monitoring, structure and future development

28/18 Risk Management

The Chair reported each committee reviewed the risks and the actions in place or

planned to mitigate their likelihood and impact on the running of the school in their areas of responsibility.

29/18 Pupil Premium and PE and sports grant

The meeting noted the analysis on how the Academy expended both Pupil Premium funding and the PE and Sports Grant provided in the Headteacher's Summer Report and the impact for 2017-2018.

30/18 Safeguarding children

Jan Menell introduced her annual Safeguarding Report and reported the Behaviour Policy was being updated. She reported she had not identified any issues in the implementation of safeguarding by the staff.

It was **agreed** that all the governors should complete the NGA online Safeguarding course by the end of the Summer term.

The Headteacher reported there would be a joint staff safeguarding training session with Thomas More and all governors were invited to update their safeguarding knowledge. It was **agreed** to circulate details of the training session after the meeting.

All

SM/All

31/18 SEND

Jenifer Fullerty, the governor responsible for SEND, presented her annual report on the provision of SEND at the Academy that she had prepared with the help of the Headteacher and reported she had not found any issues on the implementation of the Academy's SEND provision.

The Headteacher **agreed** to circulate a financial and impact report on the provision of SEND at the Academy with the minutes.

SM

32/18 General Data Protection Regulations [GDPR]

The Headteacher **agreed** to share the MAT's new GDPR policies on the collection, processing and storage of personal data with governors after the meeting.

SM

All governors were invited to attend a staff training session on the implementation of the new policies.

It was noted the Finance and Premises Committee will be responsible for monitoring the implementation of the new policies.

ROUTINE BUSINESS

33/18 Membership

The Chair reported that The Rev Alex Jeewan will be officially appointed as the new team vicar on Wednesday, 25th July at 7.30 pm and will fill the vacant incumbent position on the governing body.

The Chair reported this meeting would be his last meeting as the Chair of the governing body but that he would remain on it as a governor.

Bob Rust reported he was aware of a person, a past parent, who was interested in becoming a governor. He has also been the Chair of governors of a pre-school and It was **agreed** the Headteacher would contact him.

SM

34/18 Chairman's action

None

35/18 Minutes of the previous meeting

The minutes of the meeting held on 27 March 2018 were approved as an accurate and

true record of the meeting.

36/18 Matters arising

All the matters arising from the previous meeting had been completed or had been included on the agenda.

37/18 Correspondence

None

38/18 Minutes/reports of committees

a) Finance and Premises Committee

Adele Peters, the Chair, highlighted the following points of the last committee meeting:

- The committee had reviewed and decided to increase the meal prices served at the school from September 2018.
- Bob Rust had provided an overview of the new version of the Academies Financial Handbook and had confirmed the Academy was compliant with the handbook.
- The committee requested that the management accounts should be sent to the Chair on a quarterly basis.
- The committee had reviewed the draft 2018-19 Annual Budget and noted staffing costs had increased reflecting the level of support given to the MAT and strengthening of special needs support. The premises budget has also increased to deal with much needed maintenance work. The committee agreed to recommend the draft 2018-19 Annual Budget to the LGB meeting for approval prior to being presented at the next MAT Board of Directors meeting.
- The meeting discussed the next phase of the building works including the relocation of the office and entrance and work to enclose the link corridor.
- Tenders have been sent out and work on the office has begun and it due to be completed by August.
- The Academy has appealed the ESFA's decision not to provide grant funding from the Conditional Fund for the replacement of the windows in the listed building and replacement of the steel windows and doors in the flat roofed part of the building and the decision will be known by the end of term.
- The Committee agreed to add GDPR the risk register reviewed annually in September and at other times if there are issues to be addressed.

It was **agreed** to recommend the 2018-19 Budget to the MAT's Board of Directors for consideration and approval.

b) Learning and Teaching Committee

Fiona Keys, the Committee Chair, summarised the main points of the meeting held prior to the LGB meeting and made the following points.

- The committee reviewed the risks on the risk register relating to Teaching and Learning.
- A safeguarding update was given.
- The committee reviewed the emotional and mental support provided to pupils.

	<ul style="list-style-type: none"> • A review of the assessment updates was carried out. • The committee received a report on the successful exchange visit to Ireland and the plan to continue this positive partnership. • This summer Year 6 pupils have worked with the pupils at Debden in Science Week, with sports and are going on a joint residential trip to West Runton at the end of term. All activities completed so far had received positive feedback. 	
39/18	Governor visits <p>Gary Benn, Bob Rust and Jan Menell attended a training meeting held by Price Bailey.</p> <p>Fiona Keys visited to monitor the teaching of English and Reading for years 4, 5 and 6.</p> <p>Jenifer Fullerty visited the school to monitor the provision of SEND.</p> <p>Jan Menell visited the school to monitor safeguarding.</p> <p>Bob Rust visited school to support building works.</p> <p>Andrew Taylor visited school to meet with Headteacher.</p>	
40/18	Governor training <p>a) Link Governor Report</p> <p>Governors were reminded to forward details and certificates of courses they have undertaken to Fiona Keys, the Link Governor for Governor induction and training.</p> <p>It was agreed that all governors should complete the NGA online Safeguarding course by the end of the Summer Term.</p> <p>It was agreed to provide details of a joint Safeguarding training session with St Thomas More Catholic Primary School to all governors.</p> <p>All governors were invited to a staff training session on the implementation of the new GDPR policies being held on 10 July 2018.</p> <p>b) Courses attended by governors since the last meeting of the Governing Body</p> <p>The Chair said it was important that some governors should complete the Safer Recruitment training course to allow them to join a recruitment panel set up to recruit new members of the Senior Leadership Team.</p> <p>Adele Peters agreed to take the course.</p>	<p>All</p> <p>SM</p> <p>All</p>
41/18	Any other business <p>None.</p>	
42/18	Date/time of future meetings <p>It was agreed to circulate a list of provision meeting dates after the meeting.</p>	Clerk

Signed by Adele Peters [Chair] on 18th September 2018