

**GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY**

Great Chesterford, Saffron Walden CB10 1NN

**Minutes of the meeting of the Governing Body held on 9<sup>th</sup> November 2016**

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<b>Membership</b>		<b>Office</b>	<b>Term</b>
Vacancy	Parent Governor		
Ms Adele Peters	Parent Governor		23/05/2020
<i>* Reverend Jeremy Parsons</i>	<i>Incumbent</i>		<i>Ex-Officio</i>
<i>* Mrs Natalie Starbuck</i>	<i>Co Opted Governor</i>		<i>21/09/2018</i>
Mr Andrew Taylor	PCC [Great Chesterford]	Chair	30/09/2019
Mrs Jennifer Fullerty	PCC [Littlebury ]		TBC
Mr Bob Rust	CDET** Governor		04/12/2019
Mr Gary Benn	CDET** Governor		31/12/2016
<i>* Mrs Fiona Keys</i>	<i>CDET** Governor</i>		<i>TBC</i>
Ms Janet Menell	CDET** Governor		11/06/2017
<i>* Mr David Boatman</i>	<i>PCC [Little Chesterford]</i>	<i>Vice-Chair</i>	<i>TBC</i>
Mrs Lisa Jeremy	Co Opted Governor		12/11/2017
Vacancy	Staff Governor		
Mrs Amy Sargeant	Staff Governor		22/03/2020
Mrs Sarah Mitchell	Principal	Headteacher	Ex-Officio
<b>In Attendance</b>			
Tom Bennett	Secretary	Clerk	
<i>* indicates absence</i>	<i>** Chelmsford Diocesan Education Trust</i>		

*Sarah Mitchell opened the meeting with a prayer***Action****78/16 Apologies for absence**

Apologies were received and accepted from Jeremy Parsons, Natalie Starbuck, Fiona Keys and David Boatman.

**79/16 Notification of AoB**

None

**80/16 Notification of business interests**

- a) Gary Benn highlighted a potential conflict of interest on an item to be discussed under the report from the Finance and Premises Committee. No other governor declared a potential conflict of interest with any items to be discussed at the meeting.
- b) No governor declared giving or receiving any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

**MAIN BUSINESS****81/16 Multi Academy Trust [MAT]**

The Chair provided an update on the arrangements to set up a MAT with Debden Primary School.

The deadline for the legal advisors to submit the legal documentation setting up

The legal documentation setting up the new MAT to the Department needed to be submitted to the Department for Education [DFE] by Friday 11<sup>th</sup> November 2016. The documentation would then be submitted to the Head Teachers Board on the 24<sup>th</sup> November 2016. The transfer of land had raised a number of issues that still needed to be resolved and included in the documentation by the legal advisors.

The new legal framework for the MAT was based on the standard DFE model that had been adapted to reflect the arrangement between the Academy and Debden School. Debden School have been included in appropriate stages.

The standard MAT model had been adapted to allow:

- A board of members comprising three members, a representative of the Diocesan Board, the Chair of Directors, a person nominated by the Diocesan Board to represent local Clergy.
- A Board of Directors/ Trustees of up to a maximum of 10.
- A local governing body for each school.
- Parent governors will sit on the local governing bodies.

The members will appoint a minimum of 50% of the Directors/ Trustee and the Directors/ Trustees can appoint the remainder.

In light of the short time to complete the process, an initial board of Directors/ Trustees had been drawn up that included three nominations from Debden Primary School and four from the Academy. The four nominations from the Academy were the Chair, Vice Chair, Lisa Jeremy and John Luke, a former governor and Chair of the Academy. John Luke has a lot of experience, not only from being a governor and Chair at the Academy, but also as a former member of the Saffron Walden Trust, the MAT that includes SWCHS.

It is important, particularly in light of the letter from Lord Nash, for the MAT to include governors with skills and experience covering finance, safeguarding, school improvements and IT. There is no need to fill the full ten places now but to allow time for the Board to identify and agree where skill gaps exist and to appoint Directors/ Trustees to strengthen the Board.

The MAT will have an Executive Headteacher who will be responsible for the running of both schools and will also be a member of the Directors/ Trustee Board.

The Directors/ Trustee Board will delegate areas of its responsibilities to the local governing bodies.

A new audit committee will be set up to oversee and monitor the financial running of the MAT. The committee of five members will include two external to the MAT to provide a neutral perspective.

The Headteacher provided an update on the work being undertaken between the staff at the Academy and Debden Primary School and reported both schools were making positive steps in forming a positive relationship with the support of the DFE. The next step is for the Deputy- Headteachers to work together to help build relations between the schools and provide a role model for other staff to follow. Three joint staff training activities have been planned. The Year 1 teacher

from Debden Primary School has already visited the Academy to observe how the Academy teaches writing in Year 1.

The Chair reported that the next steps would be to hold an EGM to review and formally approve the documentation required for setting up the MAT.

The Headteacher acknowledged and thanked the Chair for the time and help he had given in setting up the new MAT.

## **82/16 Headteacher's report**

The Headteacher introduced her report that had been circulated prior to the meeting. The following points were highlighted:

### **Admissions and Roll**

There were still vacancies in the current Reception year. There had been a lot of interest for places in Reception for the next academic year. The school has planned 6 half-day open days throughout the academic year. The November sessions will be advertised at local pre-schools and in the local press.

### **Attendance**

Attendance is good at 97.07%

### **Profile of Identified Groups within school**

Expenditure on Pupil Premium children was in line with previous year. The current year's Pupil Premium funding is being used to provide individual music lessons at KS2, educational trips for both KS1 and KS2, extracurricular activities, PE kit and uniform costs, booster groups in English and Maths and one-to-one tuition for Pupil Premium students.

### **Pupil progress and standards - Summer 2016**

Early Years Foundation Stage Pupils had achieved an overall score of 83% compared to the national average of 69%.

With the introduction of the new national assessment standards and in the absence of any prior year data or guidance, the Academy had set very high targets for both KS1 and KS2. For KS1 a target of 83% had been set for achieving the standard in combined Reading, Writing and Maths against which 80% of pupils had achieved the standard compared to the national average of 60%. 20% had exceeded the standard [working at greater depth] compared to the national average of 9%.

For KS2, a target of 88% had been set for achieving the standard in combined Reading, Writing and Maths against which 76% of pupils had achieved the standard compared to the national average of 53%. 0% exceeded the standard in all areas [working at greater depth] compared to the national average of 5%. It was noted that every single pupil had achieved the standard in at least one area.

Pupil writing results had been externally moderated for EYFS, KS1 and KS2.

### **Targets for 2017-18**

The meeting noted the proposed targets for Reading, Writing and Maths and combined.

The focus for 2017-18 would be on raising the current percentage of KS1 students meeting the greater depth standard for Maths [20%] to the target of 30%.

The 2 statemented pupils in Year 6 will not be assessed the Year 6 tests due to their specific needs but will have to be included on the Academy's overall results.

Lisa Jeremy asked whether the Academy had the necessary resources to meet the high targets set.

The Headteacher reported the targets were set to be aspirational and to stretch the more able pupils

It was **agreed** to adopt the proposed pupil performance targets for 2017-18.

### **RaiseOnline**

The unvalidated data for RaiseOnline has recently been released and will be reviewed fully at the next Curriculum Committee meeting. With the introduction of the new style of assessments, the reports on RaiseOnline had changed and the Senior Management Team [SMT] would be assessing the reports and providing summary information on the Academy's performance. The Academy has met the required floor standards and there were notable highlights in the reading outcomes for both KS1 and KS2 pupils working at greater depth. The Academy had received letters from both Essex CC and the Dioceses, congratulating it on its achievements.

**SM**

Lisa Jeremy asked if governors could be provided with summaries of the RaiseOnline data.

It was **agreed** to provide summaries of the RaiseOnline data would be provided following the assessment by the SMT and in depth review by the Curriculum Committee.

### **Leadership and Management**

**SM**

The caretaker has left and has been replaced by Joe Aveston who is being supported in her caretaker role by a cleaning company that provided 2 hours of cleaning per day.

### **Performance management of staff**

Most teaching staff have had their performance management meetings and had met their performance targets from 2015-2016. Those entitled to move up the National Teaching Pay scales were recommended to do so.

### **Safeguarding, behaviour and safety**

The Headteacher has delivered Safeguarding and Child Protection training to teachers, teaching assistants, the breakfast club staff and to Mid-Day Assistants [MDAs].

The Chair thanked the Headteacher for her report.

## **83/16 School Development Plan/SEF**

The meeting noted the updated SDP that had been circulated before the meeting which detailed the progress being made on implementing the Academy's key

priorities.

It was noted the SDP provided the data and key information which would support any governor during an Ofsted inspection visit. The SDP should also be used by governors with link responsibilities to provide guidance on the areas and questions to focus on when carrying out a visit.

It was noted Ofsted placed a greater emphasis on Leadership and Management including governance and it was **agreed** to provide training on Ofsted Inspections to any governors (Adele Peters).

**SM**

#### **84/16 School performance**

##### **a) SATs results of KS1, KS2**

Covered in the Headteacher's Report.

##### **b) Pupil performance targets for 2017 end of school year**

Covered in the Headteacher's Report.

#### **85/16 Safeguarding**

The Headteacher reported the only safeguarding issue had been a child climbing on the walls after school. A request was put into the parent newsletter asking parents to supervise their children more carefully in the playground after collection at the end of the day.

### **ROUTINE BUSINESS**

#### **86/16 Membership**

##### **Parent Governor vacancy**

The Chair reported Nick Rowe had been appointed as a Parent Governor following an election of three parents. Nick has a legal and finance background that will help strengthen the skills and expertise of the FGB and the Finance and Premises Committee. He lives in Littlebury and has a child in Reception.

The other candidates have received a letter thanking them for putting their names forward. They have all expressed a continued interest in supporting the school in the future.

##### **Staff Governor vacancy**

The Headteacher reported that one member of staff had expressed an interest in becoming a staff governor but it had been decided to review the vacancy in January because of personal circumstances.

#### **87/16 Chairman's action**

No urgent action had been taken by the Chair or (Vice) Chair since the last meeting.

#### **88/16 Minutes of the previous meetings**

The minutes of the previous meetings held on 16 September 2016 were approved as a true and accurate record of the meeting.

It was **agreed** to provide copies of the minutes for the current academic year that had been approved to Alison Daltrey for publication on the Academy's website.

## **89/16 Matters arising**

### **Minute 57/16 - Declaration of business interests**

It was **agreed** to forward a Business Interest Form to Nick Rowe.

## **90/16 Minutes/reports of committees**

### **a) Finance and Premises Committee**

The Chair provided a verbal report of the committee's meeting held on Monday 7 November 2017 and made the following points:

- A review of the current expenditure totals against budget had been carried out and additional unbudgeted expenditure had been agreed.
- The committee had requested that the current financial reports be reformatted to provide information on the expected year end forecasts with notes providing reasons for variances between the year-end forecast totals and budgeted totals.
- A review of accounting system for the new MAT had been carried out and it had been agreed to use new Sage accounting software.
- The Committee had reviewed its terms of reference and had agreed not to make any recommendations to amend them.
- The Financial Regulations for 2016/17 had been reviewed and it had been agreed not to make any recommendations to amend them.
- The draft Audited Annual Report and Accounts for the year ended 31 August 2016 were not available for review at the meeting. A meeting had been arranged with the Auditors and Adele Peters to review the first draft. The final draft would be presented to the Extraordinary Meeting of the FGB.

*Gary Benn left the meeting*

- The Chair provided an update on the plans to extend and alter the buildings to extend and improve teaching and learning areas. Plans had been submitted to Uttlesford District Council Planning for planning and listed building consent. Detailed plans were available at the meeting.
- The Academy needed to appoint a contractor to (i), submit a Conditions Improvement Funding [CIF] application to the Education Funding Agency [EFA] before the end of December and (ii) to project manage the building works if planning consent is granted.
- The Academy had tendered three firms, of which one was Ingleton Wood LLP that Gary Benn works for.
- Ingleton Wood had provided a very competitive tender, had a good track record of providing building consultancy and project management services and was the right size of organisation for the project.
- It was noted Gary is not one of the Partners and would not benefit directly from the Academy appointing Ingleton Wood.
- The Academy had sought legal advice on whether a potential conflict of interest could arise if it appointed Ingleton Wood.
- The Academy had been advised there would be no conflict of interest if Ingleton Wood appointed a nominated member of the senior team,

other than Gary, to manage the project

- It was **agreed** to appoint Ingleton Wood on the basis of the legal advice received.

**SM**

*Gary Benn re-joined the meeting*

- The meeting considered CIF bids and noted that the bid would be for extending and altering the buildings rather than improving the conditions of the current building.
- Plans had been produced and the next step was to obtain outline costings for the CIF bid and to assess what the Academy could afford should the bid be partially or not successful.
- The Academy has reserves invested in interest earning deposit accounts that is only providing a low return and it may be better to invest some of the reserves in the Academy's infrastructure. The Academy needs to maintain a level of reserves for unexpected changes in income and expenditure levels but did have surplus reserves to invest in the Academy's buildings. Consideration should also be given to raise additional funds from fundraising activities.

#### **b) Curriculum Committee**

The meeting noted the previously circulated minutes of the last meeting of the Curriculum Committee.

In the absence of the committee's chair, Amy Sargeant highlighted the following points from the minutes:

- The committee had reviewed the area of the risk register relating to its area of responsibility and had identified as a key risk, the number of SEND pupils in years 2 and 6 and the impact on Academy's results in those years
- Training had been provided to staff and guidance offered to parents on "E-Safety" and how to deal with issues arising from pupils using computers, mobile devices and the internet. Children in Years 5 and 6 had also attended an E-Safety workshop at JFAN.
- The committee had reviewed its terms of reference and had not recommended any changes to the previously agreed terms.

#### **c) Personnel and Admissions**

The meeting received the previously circulated minutes of the last meeting of the Personnel and Admission Committee and noted the following points:

- The committee had reviewed its terms of reference and had not recommended any changes to the previously agreed terms.
- All required policies were reviewed and the Committee had recommended no changes to the previously agreed: Admissions Policy, Behaviour Policy, Capability of Staff, Register of pupils admission, Register of pupils attendance, Snow & bad weather policy, Staff Discipline procedure, Statement of procedures for dealing with allegations of abuse against staff and Teacher appraisal.
- The committee had considered and agreed to a proposal to implement the 1% National Teachers pay award across all teaching staff at the

#### Academy

- The committee had considered staff morale and noted that due to the work in setting up the new MAT, the Headteacher had not spent as much time as she would have liked to in supporting staff at the Academy, but would address this.
- It was noted the Academy could apply to the Dame Bradbury Trust for a grant of up to £500 to fund a project that added educational value to the school. The Headteacher would like to make a bid to help fund the use of a potential Forest School.

#### **91/16 Governor visits**

Jan Menell had visited Reception and Year 5 and had also attended a 'Social, Moral & Cultural Values' training workshop for governors.

Lisa Jeremy had visited Year 2 to see how Maths was being taught.

Jeremy Parsons had attended a Years 5 and 6 'i-Sing Pop' trial. A week-long project is taking place as part of MADD week that will finish with two concerts in January and February 2017, dates to be confirmed.

Natalie Starbuck had visited Year 3 to see how the Writing Project was being implemented.

Jennifer Fullerty will visit Class 1 to see the current curriculum in practice.

Governors were reminded to complete and forward visit reports to Natalie to record on the visit log.

#### **92/16 Governor training**

There was no report from the Link Governor.

Adele Peters had registered and completed a GEL online course on "Understanding School Finance" and was booked on a new governor induction course.

The Academy was looking into providing training on MATs to all governors.

Staff and governors at Debden School had been invited the Academy's Joint governor/ staff meeting on the 24<sup>th</sup> January 2017.

#### **93/16 Date/time of future meetings**

All meetings commence at 19:45

Tuesday 24th January 2017 [Joint governor/ staff meeting (TBC)]

It was **agreed** to change the date of the meeting from Tuesday 21st March 2017 to **14<sup>th</sup> March 2017**.

Tuesday 6th June 2017

*Committees to organise their meetings to feed into these meetings*

**All**

#### **94/16 Any other business**

None

**Signed by Andrew Taylor [the Chair] on 21 February 2017**