

**GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY  
LOCAL GOVERNING BODY**

**Minutes of the video-conference meeting held on 29 September 2020**

<b>Membership</b>		<b>Office</b>	<b>Term</b>
Andrew Farrimond	Foundation		01/09/2024
* Alex Jeewan	Foundation	Incumbent	Ex-Officio
Bob Rust	Foundation		21/02/2021
Gary Benn	General Member		21/02/2021
Jayne Greenwood	General Member		01/09/2024
* Jan Menell	General Member		21/02/2021
Sarah Mitchell	Headteacher		Ex-Officio
Rachel Thackery	General Member		15/06/2023
Adele Peters	General Member	Chair	21/02/2021
Nicholas Rowe	Parent		21/02/2021
Laura Saunders	Parent		15/06/2023
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

*Sarah Mitchell opened the meeting with a prayer*

**41/20 Welcome and apologies for absence**

Adele Peters welcomed Jayne Greenwood and Andrew Farrimond to their first meeting LGB meeting.

Apologies were received and accepted from the Rev Alex Jeewan. Laura Saunders had provided advance notice of her late arrival.

**42/20 Chair**

The meeting noted the Board of Directors agreed, at the meeting on 16 July 2020, to re-appoint Adele Peters as the Chair of the LGB for a further year

**43/20 Vice-Chair**

The Chair thanked Nick Rowe who had stood down as the Vice-Chair at the end of the last academic year.

Nobody had notified the Clerk of their interest in being considered for the position as Vice-Chair and it was **agreed** to consider the appointment at a future meeting.

**44/20 Notification of AoB**

None

**45/20 Notification of business interests**

- a) It was **agreed** to update the governors and staff business interest register by sending a completed declaration of pecuniary and personal interest 2020-21 form to the Clerk by 9<sup>th</sup> October 2020
- b) Gary Benn declared that his wife worked for the Academy and he worked for Eddisons that provided services to the Academy. Rachel Thackray declared she was a member of the Great Chesterford Parish Council. No other governor declared any potential conflicts of interest with any of the items to be discussed at the meeting or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

**Action**

**Clerk/Chair**

**All**

## 46/20 Governance

### a) Membership of the LGB

The meeting noted the MAT Board of Directors had agreed, at their meeting on 16<sup>th</sup> July 2020, the membership of the LGB for 2020-21 and there were no vacancies.

### b) Code of Conduct

The meeting received and approved the new LGB's Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors to fulfil their role and responsibilities and how the LGB would conduct itself in meetings and the importance of confidentiality on the matters discussed.

It was **agreed** to adopt the Code of Conduct.

### c) Scheme of delegation for the LGB

The meeting received and noted the MAT's Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the Head of School on the running of the school. The only change to the previous year's was the inclusion on the decision to furlough staff.

### d) Annual programme of business

The meeting received the LGB's annual programme of business setting out the LGB's responsibilities as detailed in the Scheme of delegations and the meetings when they would be dealt with.

### e) Membership of the committees

The meeting reviewed and amended a draft schedule setting out the proposed membership of each committee.

It was noted Bob Rust would be stepping down as a governor. The Headteacher expressed her thanks on behalf of the LGB and the school for all the time, effort and commitment he had contributed during his time as a governor.

The Chair reported the LGB needed to elect a Vice-Chair of LGB, and each committee also needed to elect a Chair from the by non-teaching governors. Governors interested in filling these roles should contact either the Chair or Headteacher.

### f) Governor responsibilities

The Chair stressed the importance for each governor to have a clear role and responsibilities within the governing body. She had circulated a proposed schedule detailing the monitoring subjects and other roles for each governor.

The Headteacher agreed to take on the role as the link governor for governor training.

### g) Committees' Terms of Reference

It was **agreed** to ask each committee to review its terms of reference at its first meeting and forward any recommendations to amend them to the Chair prior to the next meeting of the LGB

## 47/20 Policies

### a) LGB policies

The meeting noted the policies that the MAT Board were responsible for and those that the LGB were responsible for and those policies that were due for review in 2020-21.

### b) Admissions Policy for 2022-23

All

Committee  
Chairs

The meeting noted the Admission Policy was amended last year to include a new criteria for the children of members of staff member and to clarify the criteria on attendance at named churches following a full consultation process during which no objections had been made. The Diocese has since asked Church schools to amend the supplementary form to reflect the non-attendance at church due to Covid-19. This consultation was coordinated by Chelmsford Diocese and completed in July 2020. It was **agreed** to adopt the policy for 2022-23 – no changes to be made.

HT

#### c) Child Protection Policy 2020

The HT reported the policy had been amended to reflect the updated statutory guidance for schools and colleges, Keeping Children Safe in Education, issued in September 2020

HT

It was **agreed** to adopt the policy.

#### 48/20 Covid 19

The HT highlighted the changes made to Covid-19 Risk Assessment to provide a safe learning environment for staff and pupils returning to school. These included amended entrance and exit points for children being dropped out and picked up by parents. Other changes included the need for catering and duty staff to wear face masks in the dinner hall.

The school had sent out several reminders to parents, pupils and staff asking them to adhere to the published guidelines and measures. It was important to maintain a high profile of the guidelines.

The number of children returning to school in September had been very positive.

The school bus was running with set places to allow social distancing and the after-school clubs were running.

Staff were under a lot of pressure due to being responsible for additional health and safety measures, managing home learning for those pupils isolating whilst teaching full time. These pressures and missing out on the opportunities to socialise in the staff room as a collective was having an impact on staff moral that needed to be monitored by the LGB.

The meeting discussed whether parents should always wear face masks when on the school site.

There was also a concern that parents were congregating off-site, many without face masks. It was noted that wearing a face mask was primarily to protect others including teaching staff.

The meeting discussed whether the wearing of face masks on the school should be an expectation or rule. It was felt wearing face masks was becoming the norm in other settings

It was **agreed** parent should be advised that the school expected all parents to wear face masks when on the school site and face masks would be made available for those without a face mask.

HT

The Headteacher outlined the steps should it be necessary to close the school due to an outbreak of Covid-19.

Schools were required to contact the Department for Education [DfE] should a pupil test positive for Covid-19, who would advise and work with the school on complying with further testing and tracing. The school would also work with the local health services. Pupils in the same contact group, “bubble” would be sent home to quarantine for fourteen days.

Should more than one pupil contract the virus, the Senior Management Team [SMT] would need to review the overall situation and close the school if necessary. Governors would be informed throughout the process. Schools could not close without first liaising with the DfE.

Members of staff testing positive for Covid-19 or showing symptoms would need to quarantine and the SMT would review whether there was sufficient staff to keep the school open safely.

The SMT were currently reviewing the provision of home learning should a “bubble” or larger proportion of the school have to close to quarantine. The school was investing in home learning tools and software to provide a blended approach to home learning including some face-to-face learning, recorded teaching sessions and other activities.

Staff had drawn up plans to provide two-weeks of home learning, if necessary for any small groups of pupils isolating in any individual year group..

It was noted that home learning for some families was difficult either due to not having enough internet enabled IT devices or having other children at home or with parents working from home. A survey of parents had revealed that 15% of families did not have sufficient devices for children to access home learning and 9% did not have reliable Wi-Fi.

The Academy needed to consider how to ensure all children had access to education.

It was **agreed** to provide a paper at the next meeting on the SMT’s plans to provide home learning education to children.

AS

#### 49/20 Headteacher’s Report

##### a) Headteacher’s Report

The Headteacher highlighted the following points of her Headteacher’s Report:

- **Admissions and roll**

There had been some movement with children leaving and joining the school at the end of the last academic year and at the start of this term. Some pupils had left the school due to relocation [2] or to join other schools [3].

- **Identified Groups**

The SMT would monitor the number of children eligible for Free School Meals as it was likely it could rise due to the impact of the pandemic on the economy and employment.

A full report of children in the identified groups would be provided at the first meeting of the Teaching and Learning Committee.

- **Achievement and standards**

No national data on attainment and progress was available as none of the statutory assessments had taken place in summer 2020 due to Covid-19. The school continues to track pupils’ attainment and progress levels.

Andrew Farrimond asked whether there were Essex CC pupil attainment data available. The HT reported the attainment and progress of pupils at the school had always been significantly higher than county results. It was **agreed** to provide Essex CC attainment and progress data for the next meeting.

HT

- **Safeguarding guidelines for staff and governors**

IT was noted all governors should be familiar with the safeguarding guidelines that were summarised in the report.

- **Calendar of events for Autumn Term 2020**

The SMT would monitor possible parent feedback following the Harvest Festival Service, held on 24 September via Zoom.

- **Covid 19**

There were some outstanding areas to resolve including the use of the Nature Space that could not be used by a class until after a period of 72 hours following the use of it by other classes.

Children were also not allowed to use playground equipment and climbing frames as they were very difficult to clean.

Governors were asked to consider and provide any suggestions on how these issues could be resolved.

- b) Term dates 2021-2022**

The meeting **agreed** the proposed term dates for the 2021-22 academic year.

## **50/20 School Development Plan [SDP]**

The meeting received and noted the 2020-21 SDP.

The HT highlighted the progress being made since the start of the academic year in September 2020.

Under the priority of leadership, the school's external education advisor, Craig Duncan, was working with subject leaders to raise their awareness of leadership qualities and criteria to move a subject on.

The Deputy HT was currently studying for The National Professional Qualification for Headship (NPQH), designed for current and aspiring headteachers working in education settings. As part of the course, the Deputy HT would be leading on a whole school change project aimed at improving outcomes for children or young people in an education setting. This would involve talking to governors about the school's vision and making a presentation to governors on the Teaching and Learning Committee on a plan to strengthen subject leadership at the school.

## **51/20 Finance and Premises**

The meeting noted the Board of Directors approved the 2020-21 Budget.

Bob Rust highlighted the following points of his Buildings Report, circulated before the meeting:

- The new Multi-Purpose Teaching Space/STEM hub was taken over from the contractor on 28 August 2020 and has been a great asset for the school. The standard of craftsmanship and work was to be commended.
- Several contractors had visited the school to advise on and provide tenders for laying artificial grass and installing play equipment in the "Tyre" area. The Friends of the school have agreed to contribute towards the cost.
- The two bids to the ESFA's Conditional Improvement Fund [CIF] to fund the replacement of two boilers and repairs to the listed building have been approved and specifications were being drawn up prior to going out to tender. The decision to recommend the go ahead on the replacement of the hot water and heating boiler and the play equipment area would be considered by the Finance and Premises Committee by email.

The Headteacher reported the audit of the annual accounts for the year ended 31 August 2020 was well under way and no issues had arisen so far.

The Academy's draft financial surplus for the year was better than had been previously forecast and however will be subject to any amendments made by the auditors.

**52/20 Minutes of the previous meetings**

The minutes of the meeting 7 July 2020 were approved as a true and accurate record of the meeting.

**53/20 Matters arising**

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

**54/20 Safeguarding**

Covered in the HT's report.

**55/20 Governor visits**

It was **agreed** each committee should draw up a program of monitoring visits.

**56/20 Governor training**

It was **agreed** all governors should return the Confirmation of Safeguarding and Child Protection documents received and confirming they had read the following documents:

- Keeping Children Safe in Education 2020 Part 1 includes Annex A – please see the school website [www.greatchesterfordprimary.co.uk](http://www.greatchesterfordprimary.co.uk)
- School Child Protection Policy including the safeguarding response to children who go missing from education – please see school website [www.greatchesterfordprimary.co.uk](http://www.greatchesterfordprimary.co.uk)
- School Behaviour Policy – please see school website [www.greatchesterfordprimary.co.uk](http://www.greatchesterfordprimary.co.uk)
- Procedures and guidelines for volunteers – please see the school website [www.greatchesterfordprimary.co.uk](http://www.greatchesterfordprimary.co.uk)
- Fire procedure
- Lock down procedure
- Covid-19 Risk Assessment

**57/20 Any other business**

None

**58/20 Date/time of future meetings**

- Tuesday 17/11/2020
- Tuesday 23/03/2021
- Tuesday 29/06/2021

The Chair **agreed** to consult with all governors on the start time for LGB meetings.

*Committees to arrange dates for meetings allowing sufficient time for the minutes to be prepared and circulated to the following LGB meetings*

**Committee  
Chairs**

**All**

**AP**

**Approved by the LGB on the 17<sup>th</sup> November 2020**