

**GREAT CHESTERFORD [CoE] PRIMARY ACADEMY
 LOCAL GOVERNING BODY
 Minutes of the meeting held on 12 November 2024**

Membership	Type	Office	Term
Andrew Pickering	Foundation		01/09/2026
Vacancy	Foundation	Incumbent	Ex-Officio
John Burwood	General Member		10/09/2028
Wazz Mughal	General Member	Chair	01/09/2026
Nick Patterson	General Member		01/09/2026
Rachel Thackray	General Member		18/09/2028
Ros Woodcock	General Member		16/09/2028
Jonathan Macdonald	Parent		29/10/2027
Joe Edwards	Parent		14/05/2025
Sarah Mitchell	Executive Headteacher		Ex-Officio
Amy Sargeant	Headteacher		Ex-Officio
Natalie Starbuck	Staff		21/02/2025
* <i>Signifies absence</i>			
Others in attendance			
Tom Bennett	Clerk		

59/24 Welcome and apologies for absence

The Chair welcomed Ros Woodcock and Rachel Thackray to their first LGB meeting since their appointments.
 The Chair reported Jonathan Macdonald had provided advance notification that he would be late due to family commitments.

60/24 Pecuniary Interests

It was noted all governors had submitted their annual pecuniary interest forms.

61/24 Vice-Chair

The Clerk reported he had not received any interest or nominations for the vacant position.
 It was **agreed** to carry filling the vacancy to the next meeting.

62/24 Notification of AoB

- Pay Review Panel
- Drop-in parent meetings
- Governor and staff social event

63/24 Notification of business interests

No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given any gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters for the Academy.

64/24 Headteacher’s Report

The meeting received and noted the HT’s termly report. The following points were highlighted:

Staffing

Action

**Chair/
Clerk**

As part of the senior leadership team restructure following Sarah Mitchell's separation of the Executive Headteacher role and Claire Witney's resignation, it was reported that Amanda Davies title had been changed to senior teacher.

The school was currently recruiting for a Teaching Assistant to fill a vacancy in Year 4.

Targets

The meeting noted the proposed KS2 targets for 2025-26.

Nick Patterson asked how the targets had been derived.

The Headteacher reported they were based on individual assessments of the current year 6 pupils, their starting points from previous assessments, educational needs and expected progress.

It was noted the targets set included a degree of "stretch" and challenge to encourage pupils to achieve better than expected.

It was **agreed** to approve the KS2 targets for 2025-26 as:

	Expected	Greater Depth
Reading	92%	42%
Writing	85%	15%
Maths	88%	42%
RWM Combined	81%	8%

PE and Sports Premium

The meeting noted the review of the outcomes and impact of the activities funded by the Sports Premium 2023-2024 [£17,730] had been uploaded onto the school's website.

Updated guidance had been issued by the Department for Education [DfE] setting out how the Sports Premium 2024-25 was calculated, paid and the sporting activities that the funding could and could not be used on together with new reporting requirements.

Pupil Premium

The meeting noted the 2020/21-2023/24 three-year cycle of objectives, activities and outcomes to improve the educational outcomes for disadvantaged pupils had now ended. Following a review of the key challenges facing disadvantaged pupils at GCPA, the leadership team had set the following objectives for the school's Pupil Premium Strategy Plan from 2024/25 to 2027/28:

- 1) To achieve and sustain improved attendance for all pupils, especially disadvantaged pupils.
- 2) To reduce barriers to learning and support SEMH needs to meet the well-being needs of all pupils but especially disadvantaged pupils.
- 3) To meet Specific Educational Needs across the curriculum with a particular focus on writing, language acquisition and basic mathematical fluency.
- 4) To continue to provide opportunities to raise attainment and aspirations through exposure to rich life-experiences

These would be published on the school's website by the end of December.

Safeguarding

The meeting noted there had been no safeguarding referrals, exclusions or suspensions since the start of the academic year.

One on-line filtering concern had been raised with HFL, the company providing the school IT support, and the parent of the child had been informed. Access to the particular webpage has now been restricted.

Performance Management

Nick Patterson asked whether the performance management objectives set for teaching staff were data driven.

The HT reported the objectives were set by reference to closing the “gap” between those achieving their expected targets and those underachieving in each year group.

Continuing Professional Development

Nick Patterson asked what “Restraint Training” was.

The Headteacher reported it was now called Positive Handling training and was provided to help staff handling pupils at risk of causing harm to themselves, other pupils and staff.

65/24 School Development Plan [SDP]

The meeting received and noted the actions taken during the Autumn term and the progress being made on the key priorities within the 2024-25 SDP.

[Jonathan Macdonald arrived]

Nick Patterson asked what the level of teaching was and understanding that pupils achieved when studying Modern Foreign Languages, within priority two.

The Headteacher reported the focus was on fewer topics and the expectation was children would revise and recall prior learning. There was evidence that children could recall key elements of subjects that they had previously been taught and could apply this to new learning.

It was noted under Key Priority 3, Early Years Foundation Stage [EYFS], the school did not rely only on the DFE assessed baseline assessments for each pupil in EYFS, but also teacher assessments.

Rachel Thackray asked whether each Key Priority benefited SEND children.

The Headteacher reported that each priority was targeted at all children and included provision for SEND pupils.

66/24 Risk Management

The meeting received the updated Risk Register following the review of the register by each committee and noted the following changes:

Operational Risk – Health and Safety – Further mitigation actions had been included following a fire drill to further strengthening fire drill procedures.

It was **agreed** to create a separate Operational Risk – Health and Safety for the risks associated to the high noise readings in the hall at lunch time.

Other changes to the Risk Register included re-allocating some of the risks listed to new “owners”.

67/24 Policies

The meeting received and noted the Gender Identify Policy.

Jonathan Macdonald asked whether it included gender equality provisions for staff.

It was noted the purpose of the policy was to provide an overview of the whole school approach in ensuring that children who are questioning their gender were supported and fully included within the school community.

HT

HT

It was **agreed** to approve the policy, subject to amending the title to the “Gender Questioning Policy”, to make it clearer that the focus was on pupils.

The meeting received and noted the following policies that had been reviewed and updated where necessary by the Teaching and Learning Committee and **agreed** to adopt them.

- Art & Design
- Assessment and Recording Policy
- Design and Technology Policy
- Education Visits Policy
- EYFS Policy
- Phonics Policy
- Presentation Policy
- PSHE Policy
- SMSC Policy]
- Worship Policy

68/24 Safeguarding

Andrew Pickering, the governor responsible for Safeguarding, outlined the termly procedures for monitoring safeguarding including regular meetings with the headteacher to review all aspects of safeguarding, attendance, school trip assessments, bullying and behaviour logs and the safeguarding lessons learnt from the recent fire drill. He noted how well the Single Central Record was completed in regard to the safeguarding checks for pre-employment.

69/24 Chair’s action

The Chair reported he had approved the quote to repair the front perimeter wall. He had not taken any other urgent action on behalf of the governors since the last meeting.

70/24 Minutes of the previous meetings

The minutes of the previous meetings held on 24 September 2024 were approved as an accurate and true record of the meeting.

71/24 Matters arising

It was **agreed** to follow up the following actions from the previous minutes not covered by the agenda:

Minute 45(c)/24 LGB Policies - It was **agreed** to review and report back on whether inclusion was included within the Trust’s Equal Opportunities and Accessibility Policy reviewed in September 2023.

Minute 56/24 Governor Training - It was **agreed** to re-circulate details of the NGA training courses for governors.

72/24 Minutes/reports of committees

Finance and Premises Committee [F&P]

a) Terms of reference

The meeting received and **approved** the F&P’s terms of reference that had been updated to include the monitoring of technology hardware and infrastructure and reviewing of contracts and services provided by third Parties within the committee’s responsibilities.

b) Minutes of the last F&P committee meeting

The meeting received and noted the minutes of the F&P committee meeting held on 7th November 2024.

HT

SM

SM

Committee
Chair

Jonathan Macdonald, the committee Chair, provided an overview of the items discussed at the meeting.

The Committee had spent considerable time discussing a programme of repairs and improvement works that had not been budgeted for. It was agreed identify those works that were priority and to carry out a reforecast of the budget 2024-25 once the audit and October accounts had been completed.

Teaching and Learning Committee [T&L]

c) Terms of reference

The meeting received and **noted** the updated T&L Committee terms of reference.

Nick Paterson, the committee Chair, reported the committee had updated the terms of reference and the provisions for the absence of the Chair to align them the F&P Committee's terms of reference.

The committee had made some minor changes including changing the name of the Relationship and Sex Education Policy to PSHEE Policy

It was **agreed** to approve the amended T&L Committee terms of reference.

d) The minutes of the last T&L meeting

It was **agreed** to circulate the minutes following the meeting.

Nick Patterson reported the committee had highlighted the successes in school sports and the range of extra-curricular activities and events.

**Committee
Chair**

73/24 Governor visits

The meeting noted the following governors had carried out monitoring visits.

- Ros Woodcock – SEND
- Nick Patterson – EYFS
- Wazz Mughal – Maths
- Wazz Mughal – Computing, including starting the ITC Infrastructure 5-year Plan
- John Burwood – Financial management

The following monitoring visits were planned:

- Ros Woodcock – SEND
- Nick Patterson – Phonics/ Writing/ English
- Rachel Thackray – Science
- Andrew Pickering –Religious Education

74/24 Governor training

The Link Governor reported she had not received any confirmations, certificates of governor courses completed.

The Chair reported he had completed an online update on GDPR.

The Link Governor said she would provide details on how governors could access online governor training courses provided by the NGA.

SM

75/24 Any other business

• Pay Review Panel

The HT reported she had received an application from a teacher to be considered to progress onto the Teachers' Upper Pay Scale [UPS] and needed governors to join the Pay Review Panel to review whether the application met the criteria required.

The Wazz Mughal and Andrew Pickering offered to join the panel.

• Drop-in parent meetings

The Chair reported the school would be holding drop-in parent meetings and asked for any governors who could volunteer to meet and talk to parents as well as help in offering tea and coffee.

- **Fire Drill**

The Chair reported the fire drill had been tested in the worst-case scenario that had highlighted a couple of areas that needed to be addressed, and the fire policy updated. There was universal agreement by the governing body that it was prudent to test worst-case scenarios during a safe time so as to test the policies and procedures to minimise unforeseen situations should a live situation ever occur.

- **Governor and staff social event**

The Chair reported he had reached out to the Chair of Governors at Debden Primary Academy who had expressed an interest in holding a joint governor and staff social event early in the new year.

76/24 Date/time of future meetings

- Tuesday 18/03/2025
- Tuesday 24/06/2025

LGB meetings to start 18:30 hrs

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