

## GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

### Minutes of the meeting of the Local Governing Body held on 7 November 2017

| 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 |
| * <i>Nicholas Rowe</i> | <i>Parent</i>  |             | 21/02/2021 |
| Amy Sargeant           | Staff          |             | 21/02/2021 |
| Natalie Starbuck       | Staff          |             | 21/02/2021 |

#### In Attendance

Ali Mansfield Clerk

\* *indicates absence*

*The HT opened the meeting with a prayer*

#### Actions

#### 16/17 Apologies for absence

Apologies were received from Nick Rower and Fiona Keys had sent advance notification of late arrival.

#### 17/17 Notification of AoB

No governors declared any items for discussion under AoB.

#### 18/17 Notification of business interests

- 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.
- 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.

#### 19/17 Governance

The meeting referred to the discussion on the membership of the governing body at the last meeting and the points raised:

- Whether the LGB had sufficient governors to allow it to carry out its responsibilities effectively?
- Did the number of staff governors restrict the Board's ability to effectively monitor all of the Academy's activities?
- With the change in the role of the Chair, following the setting up of the MAT, would a job description help in the recruiting a governor to take on the role of chair?
- As all governors' terms of office ended on 21 February 2021, how should the MAT manage the [re]appointment of new governors to ensure there is no loss of

continuity and any disruption.

Bob Rust, a member of the PPC, provided an update on the appointment of a new incumbent and reported it was planned to hold interviews in February 2018 with a new incumbent being appointed and in place after the Summer holidays.

Governors were reminded to provide as much notice as possible if they were considering standing down as a governor.

Jan Menell reported that she was aware of somebody who may be interested in becoming a governor and **agreed** to follow it up. JM

It was **agreed** to keep the membership under review and to make a recommendation to the MAT's Board of Directors if there was a justifiable need. Chair

## 20/17 Policies

### Admissions Policy

The Headteacher tabled a copy of the Academy's Admissions Policy that had been updated to bring it into line with Essex CC's admission criteria. There were no changes to the Academy's admission criteria and thus no need to carry out a consultation process.

The amended policy included a general provision to allow the Academy to continue staggering the entry dates for new pupils joining Reception, following discussions and agreement with their parents.

The Governors discussed and reviewed the provisions on deferred entry, twins and triplets, midyear allocations in the amended policy.

The meeting considered the supplementary information provided with the admission policy and **agreed** the references to the "Church" should be clarified and refer to Church of England Schools, falling in the Ecclesiastical parishes both within and outside the current catchment area. HT

It was **agreed** to adopt the new Admissions Policy, subject to the agreed changes being made. HT

## 21/17 Headteacher's Report

The Headteacher highlighted the main points of her termly report.

- Fiona Keys attended an admission's appeal meeting with the Headteacher as a representative of the governing body. The Headteacher felt the appeal panel had given the Academy a fair hearing, noting the issues the Academy would face if had to take on an extra pupil in Class three that already has 31 pupils. The Academy was still waiting for the decision.
- Pupil attendance levels were high at 97.9%, with only 1.99% of authorised absences and 0.15% of unauthorised absences.
- Adele Peters asked if the level of unauthorised absences arose from a few parents persistently taking their children out of school and what was being done about it. The Headteacher reported a few parents take their children out of school for holidays in term times and the Academy follows agreed procedures for dealing with un-authorised absences.
- The meeting noted there were eight students who qualified for Pupil Premium funding and how the funding received was being used on providing additional activities for those students.
- The Academy had recently received the national averages for pupil attainment and progress that highlighted how well the Academy and its pupils have done in the exams in exceeding the national averages in all areas.

- The Headteacher highlighted the proposed targets for KS1 pupils and KS2 targets for 2018 and 2019. These were based on tracking individual pupil's progress and results and including an uplift for stretch. The Academy has a precedent in setting aspirational targets. It was **agreed** to adopt proposed targets for 2018 and 2019.
- The meeting noted the past and upcoming staff changes and the need to recruit more Mid-Day Assistants [MDAs] to help out during lunchtimes. There has been a high turnover of MDAs and it has been difficult to recruit new ones.
- Jan Menell, the governor responsible for Safeguarding has been involved with one referral and two fixed term exclusions.
- An automatic fire detection system plus a lockdown button has been installed together with new fire doors and various glass panels that now meet new fire safety standards.
- Bob Rust reported the building works on extending Reception and Class One were going well and should be completed in January 2018. Work has also started on the extension of Class 6 extension with the foundations being laid. There has been some disruption to the Reception Class with the loss of adult time in taking children to the temporary toilets. All governors were invited to visit the school to see the progress being made on the building works.

The meeting thanked Bob for all the time and work he has put into monitoring and managing the building works on behalf of the Academy.

- Governors noted and all were all invited to attend the upcoming events listed in the report.

The Chair thanked Sarah for her report.

## **22/17 Assessment Update**

Amy Sargeant provided a presentation on the Academy's 2016-17 assessment data.

Data on pupil attainment and progress is collected by the Academy using the Family Fisher Trust [FFT] Aspire, a computer application programme used by a lot of schools. The programme allows the Senior Management Team to identify and track trends on attainment and progress over a number of years and compare it with the results of a number of selected local schools as well as national averages. Trends that need to be addressed are included in the Academy's School Development Plan [SDP]

The meeting noted the Academy's results for 2016-17 are on an upward trend and are significantly higher than both local and national data in almost all subject areas.

Adele Peters asked the HT if there were any areas that she had concerns on.

The HT reported the Academy had focused a lot of time on the government's changes to way attainment and progress was assessed, making moderation more consistent and getting pupils working at greater depth in writing.

The Chair thanked Amy for her presentation.

## **23/17 School Development Plan**

The Headteacher highlighted the progress being made against each of the key priorities in the 2017-18 School Development Plan. The following points were made:

- The Academy has been awarded a Gold Sports Mark again to reflect the

Academy's broad range of sporting activities and the academy is investigating applying for a Arts Mark

- The new building working work and the opening of the new classes will provide the Academy an opportunity to promote the school in the local press and community.
- It was **agreed** to circulate the dates of the School Council meetings after the meeting

HT

#### **24/17 Safeguarding**

This was covered in the HT Report. Jan Menell reported there were no other safeguarding matters to report.

### **ROUTINE BUSINESS**

#### **25/17 Chairman's action**

No urgent action had been taken by the Chair or (Vice) Chair since the last meeting. The Chair had received a letter from a parent that he was currently dealing with.

#### **26/17 Minutes of the previous meetings**

The minutes of the previous meetings held on 26 September 2017 were approved as an accurate and true record of the meeting.

#### **27/17 Matters arising**

All the matters arising from the previous meeting had either been completed or were covered by the agenda.

#### **28/17 Minutes/reports of committees**

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

Adele Peters, the Committee Chair reported the Committee has agreed to hold a further meeting on the 27<sup>th</sup> November 2017 to review the committee's terms of reference, the three year budget predictions and the review of the current financial position. The Academy was still experiencing problems with the new Sage accounting system and the ability to provide financial management information.

The HT reported a new Sage reporting software is being installed that should overcome the current problems and allow the SMT and F&P Committee to receive the financial information to monitor the Academy's financial position.

##### **b) Teaching and Learning Committee**

Natalie Starbuck highlighted the main items of the committee's meeting on 3 October 2017 and reported she has stood down as the Committee Chair as she felt her appointment as the class teacher for Class 6 could impede the committee's ability to properly scrutinise the provision of teaching and learning at the Academy.

The Committee agreed to appoint Fiona Keys to take on the position as Chair.

The meeting reviewed it terms of reference and agreed they should be adopted by the LGB without amendment.

The Committee reviewed the KS1 and KS2 results and the progress being made on meeting the target results for 2018.

The Committee reviewed and agreed the target results for years 6, 5 and 2.

The committee agreed to monitor the funding, expenditure, activities and progress be made by all Pupil Premium, SEN and EAL children at each meeting.

The Academy has joined a community transport scheme that should provide a more

affordable mode of transport to take smaller groups of pupils and staff to sports events. This should cut down on the administration time and cost on school transport that is becoming increasingly difficult to manage.

### **29/17 Governor visits**

The following governors had carried out governors visits

- Bob Rust – Building works
- Adele Peters – Finance
- Jan Menell – Safeguarding
- Jennifer Fullerty – Maths
- Fiona Keys – Admissions Appeal.
- Andrew Taylor – Parents open school morning

Governors were reminded visits to the Academy allowed governors to observe and gain a valuable insight of what was going on at the school that would help them in fulfilling their roles as governors. Visits provided an opportunity to find out from teachers and pupils on what was working well and where improvements could be made and gain an understanding that would help inform their decision making.

**All**

The HT reported staff regarded governor visits as valuable and helpful.

It was also important that parents were able to see governors involved in school life and at events with parents to provide an opportunity for them to speak to governors. This would be helped if governors attending the school and events made themselves identifiable by wearing governor lanyards.

**All**

### **30/17 Governor training**

#### a) Link Governor Report

Fiona Keys reported she had circulated an email of upcoming governor training courses and encouraged all governors to complete one.

There provision of GEL online courses has changed and it was **agreed** to review and advise all governors on any changes to access them.

**FK**

### **31/17 Any other business**

None

### **32/17 Date/time of future meetings**

27<sup>th</sup> March 2018

3<sup>rd</sup> July 2018

*LGB meetings to start at 7:45 pm*

*Committees to arrange their meetings at least two weeks before the LGB meeting to allow for minutes and reports to be circulated prior to the meeting.*

**Signed by Adele Peters [Vice Chair] on 27<sup>th</sup> March 2018**