

**GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY  
LOCAL GOVERNING BODY  
Minutes of the meeting held on 26 March 2019**

<b>Membership</b>		<b>Office</b>	<b>Term</b>
* Jennifer Fullerty	Foundation		21/02/2021
Alex Jeewan	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		21/02/2021
Adele Peters	Parent	Chair	21/02/2021
Nicholas Rowe	Parent	Vice - Chair	21/02/2021
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

**In Attendance**

Tom Bennett Clerk

\* indicates absence

*The Headteacher opened the meeting with a prayer*

**Action**

**33/18 Apologies for absence**

Apologies for absence were received and accepted from Jennifer Fullerty, the Rev. Alex Jeewan and Gary Benn.

Adele Peters had sent advance notification of her late arrival.

Nicholas Rowe chaired the meeting.

**34/18 Notification of AoB**

None.

**35/18 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 or be perceived to compromise their impartiality when dealing with matters for the Academy.

**MAIN BUSINESS**

**36/18 Headteacher's report**

The HT introduced her Spring Term report and highlighted the following points:

- Attendance levels were lower than normal for the time of year due to higher illness levels amongst children including an outbreak of chickenpox. The attendance levels should get back onto track with the target with lower sickness levels in the remainder of the Spring Term and the Summer Term. Unauthorised absence levels remained low.
- Secondary school allocations have been published all of the Academy's Year 6 pupils in catchment had achieved their first choice for secondary schools.
- Following the January assessment data, there has been an increase in the

number of children requiring additional school intervention and support plans. There are three SEND children with Educational Health and Care Plans [EHCP] and this has impacted on staffing levels and costs with the need for more staff time to deal with children with complex needs both in and outside class time. There are also three further pupils who the academy are preparing EHCP applications for. The Academy has recruited additional staff to support teachers and provide specific interventions. The Academy also received external advice and support from Eps and Behaviour Support Team. The proportion of SEND pupils was lower than the National Average but the EP had acknowledged that the school has a high number of more complex needs.

- There had been no safeguarding referrals or any permanent or fixed term exclusions since the last meeting. Two low-level racial comments have been logged and parents advised. The comments made were not made with any racial intent of malice but were more observational comments.
- The Academy had received an excellent Statutory Inspection of Anglican and Methodist Schools (SIAMS) report. The inspection had been carried out within a new framework that had a more theological underpinning. The inspectors had seen and reported exemplary Christian values and practice at the Academy. The staff had come together to effectively prepare for the inspection in the short-time, following the short notice of the inspection given. Next steps for the academy for RE and Worship are: to create an outside prayer space as part of the nature for nurture programme; to introduce Understanding Christianity to further develop the RE curriculum and to develop governor monitoring/evidence in this area.
- It was **agreed** to:
  - Advise all staff involved of the governors appreciation and thanks for the work done and the excellent report.
  - Draft a letter notifying parents of the result.
  - Post the report on the school's website.
  - Amend the governors monitoring visit report to include questions on the school's religious vision, values and impact.
- Interim Performance Management Reviews were currently being undertaken for all teaching staff which will include lesson observations, work scrutinies and data review to measure progress made against end of year targets
- The assessment data had been updated to include Teachers' pupil assessments carried out in January.
- Attached to the report was the Academy's Primary Inspection Data Summary Report maintained and used by Ofsted for monitoring Academies. The report provided information on the progress made in 2018 and relative standing in reading, writing and maths compared to national average levels over a three year period. These fed into the front sheet titled "Areas to investigate" that reported the school achieved above national averages in all areas. Headline data and information on the school's Early Years Foundation Stage pupils, KS1 and KS2 were maintained and published by Ofsted on separate reports that were attached to the HT's report. Amy Sargeant provided an overview of the reports, how to interpret the data, how the school used the data to plan and target and monitor interventions to improve the progress and attainment level of individual pupils, including pupils in vulnerable groups, whose performance fell below the national expected levels..

- It was noted Ofsted focused on the progress being made by vulnerable groups including pupil premium, service and looked after children. The school maintained a pupil premium plan for each pupil in a vulnerable group. Information on Pupil Premium funding and how the funding was being expended on individual intervention were set out in the HT's Report.

### **37/18 School Improvement Plan [SDP]**

The meeting discussed the updated SDP 2018-19 noting the progress made in the Spring Term.

The HT reported the Academy was on track to achieving all the key priorities on the SDP apart from the key priority on Computing that would need to be carried forward to 2019-20. The lack of progress was due to the Academy's current ICT infrastructure, software and hardware that needed to be updated in order to develop and deliver the new computing syllabus. The Academy had received some quotes to update the systems from a number of suppliers that were currently being reviewing with the help of the Academy's ICT support consultant.

A lot of progress had been made on developing and fitting out the new library. £2k had been raised from a sponsored readathon to help fund the fit-out.

### **38/18 Attendance / Behaviour**

*(Included in the Headteacher's report)*

### **39/18 Safeguarding**

*(Included in the Headteacher's report)*

### **40/18 Equality Objectives**

The HT provided an overview of the Academy's updated Equality Information and Objectives 2018-19

The primary objective was to ensure all children including those in vulnerable groups have the same access to learning and all other activities including extracurricular and sporting activities at the Academy.

### **41/18 Policies**

#### **Behaviour Policy and Anti-Bullying Policy**

The Behaviour and Anti-Bullying policies had been reviewed and updated together with the Religious Education and Online Safety policies.

The updated Behaviour Policy set out the school's expectations on behaviour and included standard processes and procedures to ensure a consistent approach was used by all when dealing with behaviour that fell below expected levels. Managing children's pupils outside class time, when children "let-off steam", was particularly challenging and required good observation and communication skills. The policy includes the range of positive behaviour strategies that have recently been implemented.

The Academy used the Education People's model Anti-Bullying Policy, adapted to the school's setting, culture and values, for its own Anti-Bullying Policy. The School Council were also involved in producing the Behaviour and Ant-Bullying policies.

### **42/18 Non-Pupil Days for 2018/19**

The Non-Pupil Days for 2019/20 had been approved by the LGB at its November meeting and it was **agreed** to amend the LGB's Annual Programme of Business to record this.

**Clerk**

**ROUTINE BUSINESS**

**43/18 Membership**

It was felt the Board could be strengthened to include additional governors to help share the workload and raise the Board’s level of finance and other skills.

The Board of Directors planned to discuss succession planning for each LGB to ensure each had sufficient parent governors and governors with the necessary experience and skills to meet the needs of each Academy. With the terms of office of the current governors ending on the same date, the succession plans would need to ensure the appointment of new governors was staggered to ensure there was no risk to the continuity of the LGB’s work.

It was noted the constitution, membership and proceedings of the LGBs were determined by the MAT’s Board of Directors who could increase the number of governors on each LGB, where necessary.

Jan Menell reported she was considering standing down as a governor at the end of the Summer Term but would be happy to continue until a replacement was found.

It was **agreed to:**

- a) Ask the Board of Directors to increase the number of governors by two to strengthen the LGB’s financial and other skills.
- b) To review the current skills and experience on the Board and agree what areas needed strengthening including safeguarding
- c) Draft a new governor pack including job description, person specification highlighting the key skills required;
- d) Advertise, following publication of the 2019-20 Pupils Admissions, for a new parent and non-parent governors with the necessary skills.

**Chair**

**Chair/**

**HT**

**HT**

**HT**

**44/18 Minutes of the previous meetings**

The minutes of the previous meetings held on 6 November 2018 were approved as a true record of the meeting.

**45/18 Matters arising**

No matters arising from the previous matter were raised. Other matters arising had been included on the agenda for discussion.

**46/18 MAT Update**

The HT, in her role as the MAT’s Executive Headteacher has been supporting the Deputy HT and staff at Debden Primary Academy during the DPA’s HT’s absence on sick leave.

A new Head of School has been appointed following the DPA’s HT’s decision to resign at the end of the Summer Term.

**47/18 Committee Reports**

**a) Finance and Premises Committee**

Adele Peters, the Committee’s Chair, reported the committee had reviewed the latest monthly financial reports that showed the Academy year end outturn was still forecast to be in surplus.

The Academy had submitted bids for capital funding from the Education and Skills Fund Agency’s [ESFA] Conditions Improvement Fund [CIF]. The results of the applications would be known later in the week. If the Academy was unsuccessful, it would need to

consider using some of its reserves to carry out improvements to the Academy's buildings such as installing new low cost LED lighting, upgrading the main Hall and investing in new ICT infrastructure and laptops.  
Discussion on providing sports changing facilities and toilets at the Academy's playing field were in progress with parents.  
The Academy could receive S106 funding from local developers to fund the building of a new multi-teaching facility. Invitations for tenders had been sent out and were due back in April and would be reviewed at the next meeting of the committee.  
The HT reported Essex CC currently had decided to stop providing staff sickness insurance. The Academy had received a quote from an alternative provided for £7,491 that was slightly higher than the premium charged by Essex CC but covered more staff and covered staff on sick leave after 3 days.  
It was **agreed** to proceed with the new provider.

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

The meeting received and noted the minutes of the meeting of the Learning and Teaching Committee held on 4<sup>th</sup> March 2019.

HT

#### **48/18 Governor visits**

Fiona Keys reported she had carried out a monitoring visit during Maths and Computing week. She had observed some children being involved in maths games, a demonstration on a 'Raspberry Pi, 6th Form students from SWCHS, JFAN and Hills Road engaging with children. The group activities and outside speakers were particularly well received.

Governors were reminded to send their monitoring visit reports to Natalie Starbuck to keep the visits record up to date.

All

It was noted the Governor Monitoring Visit Report would be updated to include links to the Academy's vision, values and impact.

It was noted that in the past, each committee committed to carry out a termly visit on a specific area. It was **agreed** the HT and Teaching and Learning Committee would highlight theme weeks or subject areas that needed monitoring.

HT/  
Chair  
T&L

#### **49/18 Governor training**

It was **agreed** that all governors should complete the NGA's updated Safeguarding online training model.

All

#### **50/18 Any other business**

None.

#### **51/18 Date/time of future meetings**

2<sup>rd</sup> July 2019

All meetings commence at 19:45

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

**Signed by Adele Peters [Chair] on 2 July 2019**