

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 6 June 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
Nicholas Rowe	Parent		21/02/2021
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

In Attendance

Tom Bennett	Secretary	Clerk
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** indicates absence**The Headteacher opened the meeting with a prayer***Action****36/17 Apologies for absence**

Apologies were received and accepted from Fiona Keys.

37/17 Notification of urgent AoB

None.

38/17 Declaration 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 for the planned school building works 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 receiving or giving a gift or hospitality that could compromise their judgment when dealing with matters of the Academy.

MAIN BUSINESS**39/17 The Headteacher's Report**

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

- There had been an interest in mid- year applications following the decision to close Walden School. The current Reception Class was under the Published Admission Number (PAN) and the Academy was waiting to hear from Essex CC on the re-allocation of pupils from Walden School.
- The Reception Class for September 2017 was full and there were 5 children on the waiting list to join the class, should a vacancy arise.
- Home visits by the HT, Mrs Davies and Mrs Howes are planned to take place in June. Visiting the parents and children joining the school in their home setting is

beneficial in helping children to make a positive start to their primary school education.

- The Academy is focussing on maintaining the level of pupil attendance ensuring that it does not drop below 97%. More parents are taking children out of schools for holidays that can be disruptive to the teaching of other pupils. Pupil attendance levels are taken account of by Ofsted when assessing the leadership and management performance of schools.
- Pupil Premium Expenditure for 2016/2017 on all the planned activities to support those qualifying for Pupil Premium is on track.
- Mrs Butler has been trained on moderating teachers' marking and assessments that will help ensure marking is consistent across the school.
- All teaching staff have had their Interim performance management meetings in May to review their progress and identify any potential issues. Final performance management review meetings will take place at the end of the term when a full set of assessment data is available. Governors will be informed of the outcomes of the review and agreed actions at their Autumn Term meeting.
- After many years, Alison Daltry, the Business Manager, will be leaving the Academy to join another academy. Alison has spent a lot of time recently providing support to and re-organising the financial accounting systems at Debden Primary Academy [DPA]. The Chair asked the HT to pass on his and all the governors' thanks and appreciation for all the work Alison has done at the Academy over the many years and at DPA recently.
- The Academy was currently reviewing the Business Manager's role and responsibilities and was considering splitting it into two to provide more management and strategic support to the HT and MAT.
- Following discussions with staff, plans have been agreed to change and rotate teaching staff so they teach different classes from September 2017. This will help maintain teachers' interest in teaching and provide CPD opportunities.

Jennifer Fullerty asked how much time was the HT's spending overseeing and supporting the DPA HT and staff.

The HT reported she spent on average half a school day a week at DPA, but this did not affect her time managing and teaching at the Academy. She spent more time at DPA outside school time attending meetings.

The Chair reported the Academy had not advised parents of the changes following the formation of the MAT with DPA. It had been decided to announce the changes once the MAT had been established and there is data/ evidence to show the improvements being made at DPA and no effect to the results and achievements at GCPA.

The teachers at both the schools have enjoyed the opportunities of sharing and learning different ways to teaching and there is a positive attitude of teachers at DPA who now see that the MAT and EHT are there to support them and improve.

The HT reported the Academy was committed to and will continue to pay external sports coaches to provide a wide range of sporting activities to pupils.

The meeting discussed the current way of circulating the school newsletter to parents and governors and whether to use a link on the email to direct readers to the website. Some parents had asked whether it could be sent to their phones via an App. Governors should inform the HT if they were not receiving the school newsletter.

All

40/17 School Development Plan/ Self Evaluation

a) School Development/ Improvement Plan for 2016-17

The HT introduced and provided an update on the progress being made to implement the School Development/Improvement Plan [SDP] for 2016-17 and highlighted the following points:

- A lot of work had been carried out on marking and providing feedback to pupils, following the removal of levels. This work has resulted in a new policy and regular monitoring to ensure the feedback in books provides the pupils with the information required to move their learning on. Positive feedback has been received from the school's external advisor on marking and feedback across the whole school. Previous concerns had been the balancing of teacher workloads whilst ensuring that the feedback had impact on progress.
- The writing project was coming to an end and the focus next year will be on reading and comprehension.
- The English project had been a great success and is now embedded practice throughout the whole school.
- The emphasis of the Academy's work over the year had been on maintaining the current teaching and learning standards and implementing the new assessment framework. A full review of pupil standards and assessments will be shared in the September Headteacher's Report.
- The Academy had a broad and balanced curriculum including sport activities funded by Sports Premium that paid for Sports coaches.
- The half termly theme weeks had ensured that pupils had a broad and balanced curriculum. These weeks provided children with a chance to experience / explore in - depth a wide range of subject areas.

It was **agreed** to update and circulate the 2016-17 SDP, highlighting any planned activities and priorities that would be carried forward into the 2017-18 SDP

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b) School Development/ Improvement Plan for 2017-18

The HT set out the key priorities that would form the basis of the SDP 2017-18, including:

- A focus on school community values, having a positive ethos and rewarding good behaviour.
- Engendering a pupil learning growth mindset by working with parents to help pupils become enthusiastic learners when they leave in Year 7.
- Embedding shared working and learning within the MAT.
- The building works and increasing the space and capacity at GCPA.

41/17 Risk Management

The Chair reported the current risks facing the Academy were the current and future financial position of the Academy and the successful completion of the new building works. These were being closely monitored by the Finance and Premises Committee.

42/17 Pupil Premium

Covered under the HT's Report

43/17 Safeguarding children

Jan Menell, the governor responsible for Safeguarding introduced her previously

circulated annual safeguarding report and reported all the safeguarding policies and procedures were up-to-date, were being properly followed and that she was confident the school was meeting all its safeguarding requirements.

Three issues had been identified that the Academy was currently addressing:

- A potential risk of injury from an external door to the main hall that could result in a pupil injuring a limb from the gap between the door and doorframe when left opened.
- Installing roof tile guards
- Updating the Child Protection Policy with a recent update issued by Essex CC.

The meeting approved the inclusion of the Essex CC update in the previously approved Child Protection Policy.

44/17 SEND

Jennifer Fullerty, the governor responsible for SEND, introduced the previously circulated annual SEND report and reported she was able to confirm that the school was meeting all its requirements for SEND.

45/17 Academy Policy Review

The meeting received and discussed the previously circulated draft Homework Policy and noted the type and amount of homework had changed in response to a questionnaire sent to parents and pupils. The new policy was based on increasing homework on a steady progression throughout a pupil's time at the school with homework becoming more rigorous in the upper stages of KS2. This is a reduction on what was previously set in lower Key Stage 2 but there has been little change for Years 5 and 6 as the school wants to maintain the excellent preparation for secondary school – this is an area that the school often receives positive feedback on.

Reading and parent involvement in helping their children read was a key area of the new policy.

Homework diaries would be revamped in September to provide a better link on reading both in terms of frequency and when carried out with adults. The draft policy had received positive feedback from parents and children and provided time for families to pursue their own extra - curricular interests.

The meeting approved the new Homework Policy.

ROUTINE BUSINESS

46/17 Membership

The Chair reported the MAT's Board of Directors would be considering the appointment of the LGBs' Chairpersons at their meeting on the 10 July 2017 and had asked each LGB to recommend and nominate a governor for the position.

The Chair reported he would remain a governor on the LGB but would be standing down as Chair as he was the Chair of the Board of Directors and it was important to maintain the independence of each body.

Governors were asked to let Andrew know if they wished to be nominated as the new Chair, preferably by 10th July 2017.

The Chair felt the LGB could do with another governor with a financial background/ expertise who would also be a member of the F&P committee.

ALL

47/17 Chairman's action

None.

48/17 Minutes of the previous meeting

The minutes of the previous meeting held on 27 March 2017 were approved as a true record of the meeting.

49/17 Matters arising

All matters arising from the last meeting had either been completed or included for discussion at the meeting.

50/17 Correspondence

The Chair reported on a letter received from the Great Chesterford Parish Council on parents parking to drop off and pick up their children from the school. A few parents had parked on corners and dangerous points on the road and the Parish Council has asked whether the school could provide staff to monitor the dropping off and picking up their children. The Academy had replied that it did not have sufficient staff resources to monitor parents outside the school grounds.

The matter had been exacerbated with the decision to withdraw subsidised school transport from Littlebury and from more children attending the school who lived outside the catchment area.

The meeting considered whether this was a school matter.

It was agreed the responsibility lay with Essex Highways in putting in the necessary parking restrictions and the police in enforcing them. It was also noted parents are responsible for their children before and after the school day set times.

The Academy had raised the issue of dangerous and illegal parking with parents and had encouraged them not to use cars, but to walk their children to the school. Parents had also been encouraged to use the car park at the Crown and Thistle pub.

It was **agreed** to send letters to parents asking them to park legally, use the Crown and Thistle car park and ideally walk their children to the school

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It was also **agreed** the Chair would advise the PC of the Academy's support in principle although not to take an active approach to monitoring outside the school grounds and outside school core hours.

Chair

51/17 Minutes/reports of committees

a) Finance and Premises Committee

Bob Rust circulated and introduced a report on the building works that had been prepared following the recent F&P Committee meeting.

The meeting noted work had already started in the Library and the Academy needed to appoint a contractor for the next Phase due to start on the 24th July with a completion date in January 2018.

The F&P committee had reviewed three tenders and had recommended the tender from Woods Construction Ltd of Ely, at a reduced sum of £270,199.12, should be accepted. Woods Construction Ltd of Ely were carrying out the work on the Library,

The meeting noted there had been an ongoing issue with transfer of the financial records to the new Sage accounting software that had prevented the preparation of financial reports for presentation to Committee, who were unable to confirm the Academy's current financial position.

The meeting felt it was could not approve the recommended tender until the current financial position was confirmed and it was **agreed** the Finance and Premises Committee would review the financial information available and subject to confirming the financial position, approve the tender.

Chair F&P

b) Teaching and Learning Committee

Natalie Starbuck, the Chair of the Teaching and Learning Committee, highlighted the main points of the minutes of the committee's meeting held on 22 May 2017.

The meeting had received an update on Years 2 and 6, considered the timetable and activities for World Religion Week, reviewed the progress being made against the current year's SDP, reviewed the English Writing Project, Maths and Homework policy, and assessed the risks for the areas covered by the committee.

52/17 Governor visits

Jan Menell, Jenifer Fullerton, Bob Rust, Gary Benn, Adele Peters and Andrew Taylor had visited the Academy since the last meeting.

Governors were reminded to inform Natalie of the dates of any visits and complete a visit report when carrying out a monitoring visit covering their area of responsibility.

53/17 Governor training

a) Link Governor Report

No report was received.

b) Feedback from courses attended by governors since the last meeting of the Governing Body

None.

54/17 Any other business

None

55/17 Date/time of future meetings

It was **agreed** the Chair would circulate some provisional dates for the meetings in the new academic year after the meeting.

**Clerk/
Chair**

Signed Adele Peters [Vice-Chair] on 26th September 2017