

**GREAT CHESTERFORD [CoE] PRIMARY ACADEMY  
LOCAL GOVERNING BODY  
Minutes meeting held on 27 September 2022**

<b>Membership</b>	<b>Type</b>	<b>Office</b>	<b>Term</b>
Andrew Farrimond	Foundation		01/09/2024
* Alex Jeewan	Foundation	Incumbent	Ex-Officio
* Gary Benn	General Member		21/02/2025
Jayne Greenwood	General Member		01/09/2024
Wazz Mughal	General Member		01/09/2026
Nick Patterson	General Member		01/09/2026
Andrew Pickering	General Member		01/09/2026
Laura Saunders	Parent		15/06/2023
Joe Edwards	Parent		14/05/2025
Sarah Mitchell	Co-Headteacher [Joint]	Executive Headteacher	Ex-Officio
Amy Sargeant	Co-Headteacher [Joint]	Headteacher	Ex-Officio
Natalie Starbuck	Staff		21/02/2025
* <i>Signifies absence</i>			
<b>Others in attendance</b>			
Tom Bennett	Clerk		

*Sarah Mitchell opened the meeting with a prayer.*

**40/22 Welcome and apologies for absence**

Andrew Farrimond welcomed the new governors to the meeting.

Apologies were received and accepted from the Rev. Alex Jeewan and Gary Benn.

**41/22 Chair**

It was noted the Board of Directors, in the absence of a nominations from the Local Governing Body [LGB], had been unable to appoint a Chair for the new academic year. The Board had agreed to ask Andrew Farrimond, the former Vice-Chair, to chair the first meeting of the LGB at which a new chair would be elected and nominated for appointment by the Board of Directors.

The meeting discussed the role and responsibilities of the Chair that included four elements:

- To lead the LGB meetings to ensure the LGB fulfilled its role and responsibilities.
- To work closely with the Headteacher to, “act as a sounding board”, advise and shape proposals to be discussed at LGB meetings.
- To be the point of contact for parents and staff and other key stakeholders in accordance with policy.
- As the request of the Headteacher, to take urgent action in between meetings, which are subsequently reported back at the next following meeting.

It was noted the Chair would be fully supported by the Headteacher and Executive Headteacher [EHT] as well as the Clerk in guiding them to meet their role and responsibilities.

**Action**

**All**

It was **agreed** that all governors should consider the role and if interested contact Sarah Mitchell or the Clerk by the 8<sup>th</sup> November 2022, to express their interest in chairing the remaining three LGB meetings of the current academic year.

#### 42/22 Vice-Chair

It was **agreed** to appoint a Vice-Chair at the next meeting.

Anybody wishing to be nominated should inform the Clerk before the next meeting. A secret ballot will be held if there is more than one nomination.

Clerk

#### 43/22 Notification of AoB

- Mid-year Admission
- Ofsted Report

#### 44/22 Notification of business interests

- **Governors and Staff Business Interest Register**

It was **agreed** that those governors who had not already completed and sent a Declaration of Pecuniary and Personal Interest 2022-23 Form should do so by the 2<sup>nd</sup> October 2022, in time for the audit of the Trust's governing and financial records and transactions.

- 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 hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

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#### 45/22 Governance

a) **Membership of the LGB**

The meeting noted the MAT Board of Directors had agreed, at their meeting on 17<sup>th</sup> July 2022, the membership of the LGB for 2022-23 and there were no vacancies.

b) **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 Local Governing Body and the Headteacher on the strategic direction and operation of the school.

c) **Code of Conduct**

The meeting received and noted the Trust's Code of Conduct for LGBs setting out the roles of the LGB and individual governors, the requirements of governors in fulfilling their role and responsibilities and how the LGB should conduct itself in meetings and the importance of confidentiality on all the matters discussed.

Governors were reminded of the importance of the Code and that it was based on best practice as set out by the National Governance Association.

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

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 delegation and the meetings when they would be dealt with.

It was **agreed** the Chairs of the Finance and Premises Committee [F&P] and Teaching and Learning Committee [T&L] should note the timing/ meetings of the business to be

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Chairs F&P,  
T&L

discussed by the LGB and try to align their own programme of business to feed into the relevant LGB meetings.

**e) Membership of the committees**

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

It was **agreed**:

- Wazz Mughal would join the F&P Committee
- Nick Patterson and Andrew Pickering would join the T&L Committee
- The Co-Headteachers will be attending the following committees this year: Sarah Mitchell F&P and Amy Sargeant T&L.

**f) Governor responsibilities**

The meeting received and noted the draft governor monitoring responsibilities.

It was **agreed** to amend the responsibilities to include the following:

- Jayne Greenwood – History and Geography
- Laura Saunders – Music
- Wazz Mughal - Maths and Computing
- Nick Patterson – Modern Foreign Languages [MFL]
- Andrew Pickering – Safeguarding and Child Protection and Personal, Social, Health and Economic (PSHE)

Roles may need to be reviewed once a Chair of the LGB has been appointed.

**g) Committees' Terms of Reference**

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

Chairs F&P,  
T&L

**46/22 Policies**

**a) Schedule of Policies**

The meeting received and noted the list of policies for review in 2022-23.

**b) Child Protection Policy September 2022**

Sarah Mitchell advised the policy had been updated to reflect the changes to the statutory guidance Keeping Children Safe in Education September 2022.

The school used guidance from Essex LA to ensure it was compliant and followed best practice.

It was **agreed** to adopt the Child Protection Policy September 2022.

**c) Equality Information & Objectives 2022**

Sarah Mitchell reminded that the school was required to review the equality statement and objectives for the forthcoming academic year. The four equality objectives:

- Disadvantaged pupils make progress in line with or better than their peers.
- All pupils within school continue to have equal access to learning.
- All pupils within school have equal access to extra – curricular opportunities.
- To audit our resources for positive imagery and raising awareness of the protected groups

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It was **agreed** to circulate the objectives following the meeting for governor to review. Any comments need to be emailed to the Clerk and if no objections are received, to approve the objectives.

**d) Admissions Policy 2024-2025**

The admissions policy for the 2024-25 intake of pupils was reviewed. The Headteachers requested the review at this meeting to ensure sufficient time for consultation should the governors wish to consider changes to the current policy. Governors were reminded of the recent change to the Supplementary Information Form relating to the pandemic and access to church.

The meeting discussed the potential impact on admissions of the new residential housing developments in progress and the governors will continue to monitor the range of criteria the pupils are admitted under. The admissions cycle included children who lived outside the catchment area.

During discussion for new governors, it was noted there was a statutory maximum limit of 30 pupils in for Reception and Key Stage 1 [KS1] years unless a school was ordered to take a child following an appeal decision but there was no legal limit on Key Stage 2 [KS2] year sizes.

It was felt there was no need for any changes, and it was **agreed** to adopt the Admissions Policy for 2024-2025.

**e) First Aid Policy 2022**

Sarah Mitchell reported the First Aid policy needed to be reviewed and approved each year. Only minor highlighted changes had been made covering roles and responsibilities, and first aid equipment.

It was noted that the First Aid Policy fell within the T&L Committee's remit.

It was **agreed** to approve the First Aid Policy 2022.

**f) Supporting Pupils with Medical Needs Policy 2022**

The Headteacher reported that all staff needed to know the condition of those pupils with medical needs. The policy had been updated to record the statutory change in that it was the parents' responsibility to ensure that medicine prescribed to their children was not out of date.

It was **agreed** to approve the Supporting Pupils with Medical Needs Policy 2022.

**Trust policies**

**g) Complaints Policy 2022**

The meeting received and noted the updated Complaints Policy 2022 that had been approved by the Board of Directors at their meeting held on 12<sup>th</sup> September 2022.

The update was based on the model policy from the Department for Education. In addition, suggested content from Essex LA was also included relating to confidentiality and the involvement of the Local Authority.

**h) Whistleblowing Policy 2021**

The meeting received and noted the Whistleblowing Policy 2021, which now clarifies who to raise a whistleblowing concern to at governor or director level.

**47/22 Headteachers' Report**

Amy Sargeant provided a verbal report on the start of the new academic year and highlighted the following:

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- The pupils, including the new children in Reception, had settled well after the summer holidays.
- The requirement for Zoom to be used for worships is currently now longer required and was welcomed by all staff and pupils. The Harvest festival took place in the All Saints' Church and was a super occasion to unite all stakeholders.
- A continued challenge for the school was covering long term staff absence. The absence has been temporarily filled by two part-time supply teachers.
- Another challenge had been supporting two children with very high educational and health care needs that had taken a lot of staff time in both providing support and in seeking advice and support from other agencies. In addition, there are a number of children who may require a needs assessment for an Education and Health Care Plan [EHCP]. One of these is being prepared and if approved, would provide additional funding to the school to help part resource the support needed.

The Chair asked whether the governors could do anything to help. The Headteacher felt that the governors needed to be aware that the high demand on staff time in supporting SEND and behaviour may lead to a level of dissatisfaction with parents on the provision of education to their child and it was also impacting on staff morale in case governor involvement/support was needed.

Jayne Greenwood asked whether a replacement for the Art Therapist had been appointed.

The Headteacher reported a new person had been appointed who provided a wider range of therapy support. In addition, the school has timetabled further learning mentor provision.

#### **48/22 Assessment**

*[The final assessment data for 2021-22 was included on the updated School Development Plan 2022-23]*

#### **49/22 Risk Register**

Sarah Mitchell shared the latest risk register for information. The risk register identifies the major risks facing the Academy and the measures put in place or planned to mitigate the likelihood and impact of them occurring.

The risk register would need to be reviewed by each committee before the next LGB meeting.

#### **50/22 School Development Plan**

The meeting received and reviewed the new School Development Plan [SDP] for the new academic year.

The SDP included the final pupil attainment and progress data for the 2021-22 and the previous three years for comparison purposes.

Amy Sargeant reported the data for 2020 and 2021 highlighted the impact on pupil attainment for all cohorts of pupils experienced by all schools closing due to Covid. The attainment levels for writing for Key Stage 1 [KS1] had been particularly impacted.

The Academy had been an "early adopter" of the Early Years Foundations Stage [EYFS] framework in 2019, a year before all schools were required to implement the new framework.

The attainment levels for Key Stage 2 [KS2] pupils, including the data for three children with EHCPs, was significantly higher than provisional national averages.

National data for 2021-22 had yet to be validated and was expected later this term.

**Committee  
Chairs**

The SDP set out the five key priorities for the Academy for 2022-23. An additional feature this year links the Ofsted framework to the priorities.

#### **51/22 Finance and Premises**

##### **a) Budget 2022-23**

The meeting received and noted the 2022-23 Budget that had been approved by the Directors at their meeting on 17<sup>th</sup> July 2022.

The Chair reported that F&P Committee had spent a lot of time discussing the draft budget prior to recommending it to the Board of Directors for approval. The Committee had agreed to set a balanced budget that had been achieved by reducing a lot of costs to match the lower budgeted income totals and to ensure the school could offer teachers the School Teachers' Review Body (STRB) recommended salary increase award.

The budget will require very close monitoring given the challenging year.

##### **b) Trust Charges and Remissions Policy 2022**

The meeting received and noted the Trust Charges and Remissions Policy 2022 that had been updated and approved by the Board of Directors.

Sarah Mitchell reported the policy had been reviewed and updated.

It was noted staff had been asked to review all school trips and events to ensure they provided a high level of "value for money".

#### **52/22 Minutes of the previous meetings**

The minutes of the meetings held on 14<sup>th</sup> June 2022 and 4<sup>th</sup> July 2022 were approved as an accurate and true record of each meeting.

#### **53/22 Matters arising**

##### **Minute 23/22 - PE and Sports Premium**

Sarah Mitchell reported that the external agency, Kick, who had been requested to provide a coach one day a week to help deliver the PE curriculum and to provide one-to-one mentoring for pupils had delayed starting their work due to their own recruitment problems. The school had decided not to proceed with this venture this year.

##### **Minute 38/22 – see confidential item**

All other matters arising had either been completed or were included on the agenda for discussion at the meeting.

#### **54/22 Safeguarding**

##### **a) Safeguarding issues arising since the last meeting**

Remedial work to prevent access to an area behind a row of bushes in the playground was in hand.

##### **b) Keeping Children Safe in Education (KCSIE) 2022**

The meeting received and noted the updated government statutory guidance on Keeping Children Safe in Education September 2022.

It was **agreed** that all governors should complete and return the declaration confirming that they had reviewed the updated guidance by the 30<sup>th</sup> September 2022.

#### **55/22 Governor visits**

All governors were advised that they were welcome to visit the school to attend and view any school events such as collective worship or during theme weeks. When visiting such events or to meet staff, governors should complete a short visit form to record their visit.

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Governors should complete a longer visit form when carrying out a visit to monitor their allocated subject or area of responsibility.

Governors carrying out subject monitoring visits should endeavour to carry out at least two visits during the academic year. The first to meet the subject leader to discuss and understand the subject being monitored and a second classroom visit to see and discuss the subject being taught with the subject leader, teachers, and pupils.

It was **agreed** to send governors:

- a) The contact details for subject leaders
- b) A timetable of themes and when to visit
- c) Blank forms for both types of visit forms

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## 56/22 Governor training

Sarah Mitchell advised that the academy used the National Governance Association [NGA] to provide governor online training and she would provide the necessary information to allow governors to register for the training and would also highlight the priority training models that governors should complete.

Safeguarding training had been provided to all governors and staff across the Trust at the beginning of the month.

It was **agreed**:

- a) Those governors who had not attended the training should inform Sarah Mitchell who would send them a link to the video of the training.
- b) All governors should complete and return the declaration that they had attended or viewed the safeguarding training provided.

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## 57/22 Any other business

### Admission Case

Sarah Mitchell reported the Academy had received an application from a Ukrainian refugee family to admit a child into Year 5 that was already full with 30 pupils.

The admissions policy allowed the Academy to accept pupils over and above 30 children in exceptional circumstances.

The governors had reviewed the application and family's circumstances and on the bases that there were no other local schools who could admit the pupil and the family had very limited transport facilities, felt the circumstances were exceptional.

The meeting **agreed** the circumstances were exceptional and that the school should admit the child into Year 5.

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### Ofsted

The Chair, on behalf of all the governors, thanked the staff for all their hard work in preparing for the recent Ofsted inspection and during the inspection.

The inspection had come at a challenging time with a large proportion of the staff body being ill and during the penultimate week before the summer holidays.

The inspectors had been effusive during their visit on the good behaviour and attitudes of the pupils, the high levels of pupil attainment and progress and the leadership. However, many of the positives from the inspection had not been reflected in the draft Ofsted report, which have a low word count.

A high proportion of parents had responded and provided positive feedback to the inspectors.

The inspectors had published a draft report that assessed the school as “good”.

A point to be noted for the governing body is that during an Ofsted inspection, governors are expected to be able to refer to the inspection framework during their discussion about any aspect of the school.

The school had provided feedback regarding the draft report but had decided to proceed with a formal complaint.

**58/22 Date/time of future meetings**

- Tuesday 15/11/2022
- Tuesday 21/03/2023
- Tuesday 27/06/2023

***LGB meetings to start 18:30 hrs***

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

**Approved by the Board on 15 November 2022**