

**GREAT CHESTERFORD [CoE] PRIMARY ACADEMY
LOCAL GOVERNING BODY
Minutes of the meeting held on 14 November 2023**

Membership	Type	Office	Term
Andrew Farrimond	Foundation		01/09/2024
Vacancy	Foundation	Incumbent	Ex-Officio
Laura Saunders	General Member		15/06/2027
Jayne Greenwood	General Member	Chair	01/09/2024
Wazz Mughal	General Member	Vice Chair	01/09/2026
Nick Patterson	General Member		01/09/2026
Andrew Pickering	General Member		01/09/2026
Johnathan Macdonald	Parent		29/10/2027
* Joe Edwards	Parent		14/05/2025
Sarah Mitchell	Co-Headteacher [Joint]		Ex-Officio
Amy Sargeant	Co-Headteacher [Joint]		Ex-Officio
Natalie Starbuck	Staff		21/02/2025
* <i>Signifies absence</i>			
Others in attendance			
Tom Bennett	Clerk		

61/23 Apologies for absence

The Chair welcomed Johnathan Macdonald to his first Local Governing Body meeting.
No apologies were received.

62/23 Pecuniary Interests

All those governors who had not submitted their pecuniary interest forms were asked to do so as soon as possible.

63/23 Vice-Chair

It was noted that Wazz Mughal had expressed his interest in being the Vice-Chair if there were no other nominations.

The Clerk reported he had not received any further nominations and it was unanimously **agreed** to appoint Wazz as the Vice-Chair for the current academic year.

64/23 Notification of AoB

- Governor and staff social
- Christmas hampers
- Open day
- Governor roles and subjects
- Staff pay progression

65/23 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. Nothing was declared for listing in the Gifts and hospitality Register.

66/23 Headteacher's Report

Amy Sargeant provided an overview of the HT's termly report highlighting the following:

Action

Admissions and roll

Seven non-Year 6 children had left the school at the end of the last academic year, two pupils from the current Year 6, three from Year 5, one from Year 4 and one from Year 3.

Of these, two children with additional needs had moved to specialist schools in Cambridge for children with specific learning needs. Two pupils had gone to private schools in Cambridge, one to another local school, and two families had relocated away from the area.

There was one child on the waiting list for Year 1 whose parents wished to remain on the list but had not taken up the place at the moment.

Attendance

The school average for the current Autumn term was 95.28% compared to 96.44% in November 2022 and 97.94% pre-Covid.

The decline over the year since November 2022 was due to an increase in authorised absences due to illness, an increase in unauthorised holiday requests and a small group of parents whose children's attendance record had been low for a considerable time despite the school's efforts to address their low attendances with the parents.

This created a disproportionate impact on the school's average and did not reflect the whole school trend.

Profile of Identified Groups within school

The number of children with Higher Special Educational Needs had fallen with two pupils leaving the school at the end of the summer term to go to schools better able to meet their needs. This had eased the pressure on staff resources and time.

Ten percent of the total pupils qualified for Free School Meals [FSM] and Pupil Premium funding.

The Pupil Premium Strategy Statement was being updated to reflect the planned actions, updated objects and intended impact for those eligible for FSM during the current academic year and would be published on the website in December.

Achievement and pupil progress standards

The data for 2023 had been updated to include National and Essex data that had been published since the previous meeting.

The Department for Education had issued the school's Inspection Data Summary Report (IDSR) that Ofsted use when reviewing the school's performance and helped other users interpret the school's data.

The report would be shared with the teaching staff to help identify trends and the impact of the provision of teaching and learning throughout the school.

It was noted there were no subjects that were significantly different to national and the relevant percentile averages while the attainment data for KS2 reading, and the KS2 combined subjects were significantly above national and relative percentile averages.

Targets

The meeting noted the proposed Early Years and Phonics targets for 2023-24 and End of Key Stage 2 targets for both 2023-24 and 2023-24.

The proposed End of Key Stage 2 targets for 2023-24 included two sets of targets, targets for all KS2 pupils [30] and targets for pupils who would be able to access the KS2 assessment [26].

It was noted the LGB were required by statute to approve the proposed targets each year.

Andrew Farrimond asked whether the proposed targets were in line with the school's overall objective to raise the achievement and progress results to pre-Covid levels as set out as objectives in the current year's School Development Plan.

The meeting noted targets were based on individual pupil current attainment, teacher assessments, standardised test scores and their expected progress levels.

Other factors taken into consideration included the number of children with special needs and additional funding available that had fallen since pre-Covid years

The school's overall objective remained the same, i.e., to raise the school achievement and progress averages to pre-Covid levels and the proposed targets were in-line with that objective.

It was **agreed** to approve the targets set out in the Headteachers' Autumn Term Report to the Governing Body.

HT

PE and sports grant

The meeting noted the updated information regarding the Sports Premium Grant for 2023-2024 including the terms on which financial assistance would be given for the academic year 2023 to 2024,

It was noted that the expenditure not falling within the scope of the grant included:

- Capital expenditure except where the grant funds was used to maintain existing assets, a revenue costs, were allowable e.g., re-painting lines on the playground was allowable as the asset (the playground) should already be recognised as an asset, and this type of spending is a revenue maintenance cost.
- Employing coaches or specialist teachers to cover planning, preparation, and assessment (PPA) arrangements should be funded from the school's core staffing budgets.
- Employing coaches unless using coaches provided a positive impact on the provision of teaching and learning, such as providing staff CPD.

The meeting noted that the DFE were trialling a new Primary PE and Sport Premium digital reporting tool for 2023-2024 to capture details on how a school has used its PE and Sport Premium and the impact it has had on achieving the aims and objectives of the funding.

Safeguarding, Behaviour and Safety

The meeting noted there had been no formal referrals, or exclusions or suspensions since the last meeting and noted the actions carried out so far in the term and planned on safeguarding, behaviour, and safety.

Changes to staffing

The meeting noted three new support staff members had joined the school and one Teaching Assistant had advised they would be leaving at the end of the autumn term for health reasons. A former applicant for a post had been contacted and had accepted the vacant position.

Recruitment for a 1:1 learning support assistant to support the phased transition of a pupil into Year 6 had been successful at the end of last week.

Church School

Julie Sarti, Diocesan Advisor, was due to visit on Monday 13th November but had to rearrange her visit for Thursday 23rd November. The focus of her visit would be the personal development and behaviour of pupils. She will visit classrooms to observe and speak with pupils.

Open Days

An open morning and afternoon for families of prospective pupils for 2024-25 had been well attended and the new format well received. A third was planned for later in November.

67/23 School Development Plan [SDP]

Amy Sargeant outlined, and the meeting noted the actions taken so far during the Autumn term and the progress being made on delivering the five key priorities within the 2023-24 SDP

68/23 Risk Management

The Academy's Risk Register had been updated following the review of the register by both the Teaching and Learning and Finance and Premises committees.

The meeting noted the following risks had been amended:

Strategic Risk – Admissions – The action had been updated to reflect the continued monitoring and new marketing plan.

Financial Risk – Funding Gap – The risk description had been updated to reflect that the ESFA was expected to implement further guidance on the level of reserves being held.

Financial Risk – Funding Gap – further mitigation by CFO.

Financial Information Accuracy – following the successful induction of RO, and new Trust finance team, some of the further mitigations had been removed

Health & Safety – new owner; further mitigation edited; training of new MAT Premises Manager completed; training of new H&S governor added.

Operational Risk – Security – The action had been updated to reflect changes in staff.

Operational Risk – COVID – The risk name had been updated to read "Transmissible infections" including Covid and the impact score had been reduced.

Operational Risk – Church School – Changed to reflect Rev. Alex's departure.

Operational Risk – Attendance – The Control was amended to include regular attendance figures on fortnightly newsletter.

69/23 Policies

The meeting noted the Updated Health and Safety Policy that had been reviewed by the Finance and Premises Committee.

Andrew Farrimond highlighted the work and training carried out by the Premises Manager on the school's H&S including implementing a number of changes to the operational H&S procedures and systems.

70/23 Safeguarding

Andrew Pickering, the governor responsible for safeguarding reported how well the school's Single Central Record [SCR] was maintained and that governors can be assured that all safeguarding checks have been carried out on all staff and other relevant people and the school meets its statutory safeguarding duties in this area.

The leadership team had identified a potential safeguarding risk of pupils having unmonitored access to the internet and potential inappropriate content when using the school iPads.

It was noted children rarely used iPads without adult supervision.

Amy Sargeant reported she had already arranged a meeting with the school's IT support company to discuss providing monitoring and filtering checks on the iPads.

The meeting noted workshops on the use of the internet had been provided to children at the school by "Two Johns," members of Essex CC Child Protection team in the past.

Andrew Farrimond asked whether this would be repeated. Amy Sargeant confirmed workshops were planned for children, staff, and parents in the Spring term.

Andrew Pickering asked to be included on one of the workshops.

It was noted that the parent of three children at the school was interested in “dual registration” at another school. This would mean regular contact between schools for safeguarding and attendance purposes.

71/23 Chair’s action

The Chair reported she had approved the arrangements for the Year 4 Residential Trip to Burwell House.

The Performance Management Review for Mrs Sargeant had been carried out and signed off.

72/23 Minutes of the previous meetings

The minutes of the previous meetings held on 26 September 2023 were approved as an accurate and true record of the meeting.

73/23 Matters arising

Minute 57 Governor visits

The Chair re-iterated that governors did not need to complete a short visits report when carrying out a monitoring visit but to record the visit on the MS Teams visit activity log and new logs should be uploaded for this academic year.

No other matters arising from the previous minutes, not otherwise covered by the agenda, were reported.

74/23 Minutes/reports of committees

Finance and Premises Committee [F&P]

a) Terms of reference

The committee had reviewed its terms of reference and the scheme of delegations and had agreed not to recommend any changes.

b) Minutes of the last F&P meeting

The meeting noted the minutes of the F&P meeting held on 7th November 2023.

Andrew Farrimond highlighted the committee had discussed funding two large capital projects, the KS1 Playground and main roof, from the ESFA’s Condition Improvement Fund [CIF].

The KS1 playground would be a major project and had been highlighted during the recent Health & Safety audit as the weakest part of the school which could potentially support an application.

It was noted the school had been unsuccessful in the last two year in bidding for funding from the ESFA’s CIF, possibly due to Trust’s high level of reserves.

It was unlikely to receive CIF funding support in the future with funding needed by many other schools to deal with RAAC. The recent Health & Safety Audit also confirmed that the school premises were in a very good state of repair.

The committee agreed that reserves should be used to support capital projects but after seeking any additional, available funding from other avenues such as CIF bids. The school was in a position to make sizeable contribution to such a bid, e.g. 50-60%, which could only help with the success of any bid submitted.

The committee had also discussed the KS1 Playground works.

The Premises Manager was preparing a recommendation on whom the Trust should use once fee proposals had been received.

A new specification for the KS1 Playground upgrade would then be provided once the preferred project management company had been selected with Director approval.

Teaching and Learning Committee [T&L]

c) Terms of reference

The committee had reviewed its terms of reference and had updated its responsibilities to assist in the production, review and rewriting of policy documents to reflect that SRE is now included in the PSHEE Policy and to delete the reference to Gifted and Talented and SEN as all groups were monitored.

It was **agreed** to approve the updated terms of reference.

d) Minutes of the last T&L meeting

The meeting noted the minutes of the last T&L meeting held on 1 November 2023.

75/23 Governor visits

The meeting noted the following governor monitoring visits:

The Chair reported she had visited the school to meet Holly Gent to review the teaching and learning of DT. The Academy was part of a consortium of other schools that as well as sharing best practice, carried out peer monitoring reviews at each other schools.

The Chair also reported she had carried out a SEND monitoring visit. The number of SEND children was lower than in previous years but still remained a challenge on leadership and staff time and resources.

Wazz Mughal reported he had visited the school twice during "Maths Week."

Andrew Pickering reported he had visited to monitor Safeguarding and had a planned date for a visit relating to Religious Education teaching and learning.

76/23 Governor training

Sarah Mitchell reminded all governors of their statutory requirement to complete training on safeguarding and watch the video of the safeguarding training session provided in September.

Governors also had access to online training provided by the NGA that included a good module on Safeguarding.

Governors were reminded to advise Sarah of all training undertaken so it could be logged for future Ofsted and SIAMS inspections.

All governors were welcome to discuss any training and other matters with the leadership team in school at any time.

77/23 Any other business

- **Governor and staff social**

It was **agreed** to hold a staff and governor social evening outside the school at the Crown House on Wednesday 6th December 2023, time to be confirmed.

All

- **Christmas hampers [Confidential minute]**
- **Open day [Confidential minute]**
- **Governor roles and subjects**

The meeting noted the school did not have a governor to monitor the early years foundation stage (EYFS) framework and that Nick Patterson had expressed an interest in swapping his monitoring role of one of his other subjects for EYFS.

It was **agreed**:

- a) Jonathan Macdonald would take on the monitoring role for Modern Foreign Languages [MFL] and;
- b) Nick Patterson would take on the monitoring roles for EYFS in addition to History and Geography.

JM

NP

- **Staff Pay Progression [Confidential minute]**

78/23 Date/time of future meetings

- Tuesday 19/03/2024
- Tuesday 25/06/2024

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

Approved by the Local Governing Body on 19 March 2024