

**GREAT CHESTERFORD [CoE] PRIMARY ACADEMY  
LOCAL GOVERNING BODY  
Minutes of the meeting held on 26 September 2023**

<b>Membership</b>	<b>Type</b>	<b>Office</b>	<b>Term</b>
* Andrew Farrimond	Foundation	Vice-Chair	01/09/2024
Alex Jeewan	Foundation	Incumbent	Ex-Officio
* Laura Saunders	General Member		15/06/2023
Jayne Greenwood	General Member	Chair	01/09/2024
Wazz Mughal	General Member		01/09/2026
Nick Patterson	General Member		01/09/2026
Andrew Pickering	General Member		01/09/2026
Vacancy	Parent		
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>			
<b>Others in attendance</b>			
Tom Bennett	Clerk		

*The Rev Alex Jeewan opened the meeting with a prayer*

**41/23 Welcome and apologies for absence**

Apologies for absence were recorded for Andrew Farrimond and Laura Saunders.

**42/23 Chair**

The meeting noted the MAT's Board of Directors had agreed at their meeting on 13th July 2023 to appoint Jayne Greenwood as Chair for the 2023-24 academic year.

**43/23 Vice-Chair**

It was reported no nominations had been received prior to the meeting.

The meeting discussed the role and responsibilities of the Vice-Chair, the main duty being to chair the LGB meetings in the absence of the Chair.

Wazz Mughal expressed his interest in being the Vice-Chair if there were no other nominations. It was **agreed** to allow time to confirm if any others wished to self-nominate and if none were received, to confirm the appointment of Wazz as the Vice-Chair at the next meeting.

**44/23 Notification of AoB**

None.

**45/23 Notification of business interests**

- a) It was **agreed** all governors who had yet to complete and send the annual declaration of pecuniary and private interest forms to the clerk should do so within two weeks of the meeting.
- b) 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.

**Action**

**All**

## 46/23 Governance

### a) LGB Membership

The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 13th July 2023, the appointment of the governors for 2023-24 and there was one parent governor vacancy.

The Board of Directors had agreed to appoint Laura Saunders as a General Member governor following Gary Benn's decision to stand down, leaving her former position as a parent governor vacant.

It was noted Alex Jeewan would be standing down as a Foundation Governor at the end of the meeting due to being reposted to another parish.

### 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 LGB and the Headteacher on the running 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) Conduct for Academy Committee Members

The meeting received and noted the Trust's Code of Conduct for Academy Committee Members and **agreed** to adopt it.

### e) Annual programme of business

The meeting received and noted the LGBs annual programme of business setting out the LGBs responsibilities and the meetings when they would be dealt with.

### f) Membership of the committees and governor responsibilities

The meeting considered the proposed membership of each committee and governor responsibilities.

Membership	F&P	T&L	Areas of responsibility
Andrew Farrimond	X		Science, Building Maintenance / Health and Safety
Jayne Greenwood		Chair	SEND / DT
Wazz Mughal	X		Computing/ IT & Maths
Nick Patterson		X	Modern Foreign Languages [MFL]/ History/ Geography
Andrew Pickering		X	Safeguarding/ Child Protection/ PSHE/ RE and Worship
Laura Saunders	Chair		Financial management/ Art/ Music
Joe Edwards		X	Sports Premium and PE/ English
Sarah Mitchell	X		Governor visits and training
Amy Sargeant		X	Website
Natalie Starbuck		X	Equal Opportunity and Governor visits
Vacancy	TBC	TBC	[Incumbent]
Vacancy [Parent]	TBC	TBC	TBC

All

Andrew Pickering advised he was content to take on the responsibility for Religious Education but wished it to be noted that he was not a member of the Church of England.

g) **Committees' Terms of Reference**

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

Committee  
Chairs

**47/23 Policies**

a) **The Trust's Policies**

The meeting noted the schedule of the Trust's policies setting out their review dates and the body responsible for reviewing and monitoring each policy.

The meeting noted the following Trust wide policies had been approved by the Board of Directors:

- The Trust's Equal Opportunities and Accessibility Policy, September 2023
- The Trust's Charges and Remissions Policy, September 2023
- The Whistleblowing Policy, 2021
- Reserves Policy, July 2023

b) **Academy Policies**

The meeting received, noted the changes to the following policies:

• **Child Protection Policy September 2023**

It was noted the policy was based on the model policy provided by Essex that had been updated to reflect Keeping Children Safe in Education 2023 and the changes on monitoring and filtering, on-line safety, and children missing education.

It was **agreed** to approve the policy subject to referencing the author and date to the policy.

• **Online Safety Policy**

It was noted the policy was based on the model policy provided by The KEY. The Key is an on-line service that provides school leadership teams with trusted advice and resources reflecting the latest statutory and legal requirements for most school matters, including policies.

The policy had been updated to reflect the monitoring and filtering requirements in line with KCSIE, 2023. It was noted that the school would be organising an On-line Safety workshop for pupils, staff, and parents.

It was **agreed** to approve the policy subject to referencing the author and date to the policy.

• **Equality Information & Objectives 2023**

It was noted the policy was due for review in 2024 and was being presented so governors could approve the Academy's Equality Information & Objectives statement that they were required to do annually.

It was **agreed** to approve the statement.

• **Admissions Policy 2025-2026**

It was reported the only change was the date.

It was **agreed** to approve the policy.

• **Staff Code of Conduct**

The meeting noted the code of conduct for staff that provided an overall framework of the behaviours expected of individuals who work in the school.

Nick Patterson referred to section 7.5.3 on Low-Level Concerns and asked how this provision was being interpreted/ applied by staff.

Amy Sargeant reported the interpretation and actions of low-level concerns were included as part of staff safeguarding training.

Staff were encouraged to report a low-level concern no matter how small, even if no more than causing a sense of unease or a 'nagging doubt' that an adult may have acted in a way that is inconsistent with the code of conduct, including inappropriate conduct outside of work, but which does not meet the "harm test" to the leadership team to consider and take any necessary action.

It was **agreed** to approve the policy.

- **Homework Policy**

The policy had been reviewed by teaching staff who had made a number of changes including using homework to focus on spelling.

Nick Patterson asked how teachers measured reading homework and if it was enforced.

Sarah Mitchell reported pupils kept homework planners that parents and children were encouraged to record what they had done.

The school encourages all parents to read with their children at home but could not force them to do so; care is taken to support those children in school who do not read at home to reduce any disadvantage.

It was **agreed** to approve the policy.

- **First Aid Policy**

It was noted the policy was based on a model policy provided by the Key that had been, adapted to the school's circumstances. Section 6.2 had been extended to include specific injuries and diseases. Specific links to COVID 19 had also been removed.

It was also made clear that the policy covers visitors at school.

It was **agreed** to approve the policy.

Wazz Mughal requested that the list of common childhood diseases and required actions was posted on the school website to support parents in deciding whether it was appropriate for their child to attend school. The school office has a paper version which they refer to when offering advice. Sarah Mitchell agreed to action this.

- **Supporting Pupils with Medical Needs**

It was noted minimal changes had been made to update those listed as contactable adults.

It was **agreed** to approve the policy.

- **Fire Procedure**

It was noted that this policy had been updated to reflect changes in staff relating to specific roles, including Fire Marshalls. Personal, emergency, evacuation plan (PEEP) requirements for adults had also been added.

It was **agreed** to approve the policy.

- **Lockdown Procedure**

It was noted that this policy had been updated to reflect changes in management staff.

Nick Patterson asked if this procedure had been practised. Amy Sargeant reported that the staff were aware of the procedure and alarm but that children had not had a formal practice so as not to cause distress / concern. It was agreed that staff would

share the alarm and discuss the procedure with pupils as another way the school keeps them safe.

It was **agreed** to approve the policy.

#### **48/23 Headteachers' Report**

Amy Sargeant provided a verbal update on the start of term, highlighting the following points:

The new Early Career Teacher [ECT] for the Year 1 Class was settling in well. ECTs now serve an extended induction over two school years.

Alex Jeewan asked what was included in the ECT's induction programme.

Amy Sargeant reported that as well as statutory training, the programme includes units to work through with their mentor which linked to the teacher standards. In school support consisted of a mentor for weekly meetings and an Induction Tutor.

In July, the school had received a good number and level of people applying for various classroom support staff vacancies that had all three vacancies had been filled. This includes MDA vacancies with Amy Sargeant now only covering one half a lunch time.

Currently there were 198 pupils on roll out of a total of capacity of 210.

Home visits of all the new Reception class had taken place to support the transition into school.

The number of children with high needs of special educational needs was lower than September 2022 due to three SEND pupils and two pupils with an Education and Health Care Plan [EHCP] leaving for secondary schools or specialist provision.

Wazz Mughal asked whether the lower number of High Level SEND children had reduced the significant and challenging demands facing the school last academic year.

Amy Sargeant reported there was currently less impact of High Level SEND needs in the school as a whole.

Attendance levels remained an important focus for the leadership team.

All staff had completed their annual safeguarding training and Amy Sargeant had completed her level 3 Designated Safeguarding Lead Training refresher.

A lot of other work had already been done including risk assessments for curriculum areas such as PE, cooking, and science. Epilepsy training had been carried out and H&S checklists for teachers had been completed.

The school had received a questionnaire from the Department for Education on the existence of RAAC six to nine months ago. With advice and knowledge from Trust Director, Gary Benn, the questionnaire had been returned confirming there was no RAAC at the school.

During the summer holidays, an internal plumbing problem had resulted in the cold-water tank overflowing through the ceiling of the infant library, flooding the room and the Reception Classroom. The costs of the repairs should be covered by the school's building insurance. The flood had not disrupted the teaching of pupils following the start of the new Autumn term due to swift action by Alice Balchin who was on site when the flood occurred.

The school had held a successful volunteer day with many parents attending to decorate and work in the grounds.

The refurbishment of the staff room had been completed during the summer holidays and had been well received by the staff. Thanks were conveyed to Jane Greenwood and her husband for their hard work with this.

Clergy cover for the schools' worship would be provided once a month on a temporary bases until a new incumbent is appointed following Alex Jeewan's reposting.

The Chair asked how staff morale was at the school.

Amy Sargeant reported it was more positive and being fully staffed had reduced a number of pressures.

Andrew Pickering felt there had been a very positive start to the new academic year that had also been reflected in the bi-weekly newsletter sent to parents.

#### **49/23 Assessment**

The meeting received and noted the final assessment data for 2022-23 that included comparative National Average data although some national averages have yet to be released by the DfE.

It was noted that six Year 2 children re-sat the Phonics test having not achieved the standard in Year 1.

No questions were raised.

#### **50/23 Risk Register**

The meeting received and noted the current risk register to be reviewed and updated at the forthcoming committee meetings.

#### **51/23 School Development Plans**

The meeting received and noted the 2023-24 School Development Plan [SDP] that had been updated to include the final assessment data for 2022-23 and results of the recent Ofsted inspection. The SDP detailed the planned actions to be undertaken to achieve the following key priorities for the year:

- 1) Quality of Education - To further develop consistency of pedagogy and expectations in maths, to ensure progress is at least expected for all pupils including those with SEND.
- 2) Quality of Education - To further develop consistency of pedagogy and expectations in English, to ensure progress is at least expected for all pupils, including those with SEND.
- 3) Early Years Foundation Stage – To ensure the curriculum is coherently planned, sequenced, and delivered to build on the children’s knowledge and skills through a range of well-resourced and ambitious activities.
- 4) Behaviour and Attitudes - To further develop the children’s positive attitudes and commitment to their education to ensure they are highly motivated and persistent in the face of difficulties.
- 5) Personal development – To further develop pupils’ spiritual, moral, and cultural development within the context of our Christian vision and values.

#### **52/23 School Term Dates**

The meeting received and noted the proposed school term dates for 2024-25 that included five INSET days for staff training when the school would be closed for pupils.

It was **agreed** to approve the school term date.

Wazz Mughal requested that the format of term dates on the website is reviewed to add clarity to parents when the INSET days are.

#### **53/23 Finance and Premises**

The meeting noted the 2023-24, budget that had been approved by the Board of Directors.

#### **54/23 Minutes of the previous meetings**

The minutes of the meeting held on 27 June 2023 were approved as an accurate and true record of the meeting.

## **55/23 Matters arising**

### **Minute 29 – Safeguarding Report**

Andrew Pickering reported he had discussed with Amy Sargeant the recommendation made in his annual report that there was a need to review and provide a clearer definition, structure of the respective responsibilities for safeguarding between the staff, the leadership team, and the governor responsible for safeguarding.

He had received further information and was able to report that he now felt there was a more defined structure on the purpose of the role and when the Safeguarding Governor would be involved.

Wazz Mughal reported he was now the Trust's director for Safeguarding and would be liaising with the governors responsible for safeguarding for each academy within the Trust.

All other matters arising from the previous minutes had either been completed or were included on the agenda.

## **56/23 Safeguarding**

### **a) Keeping Children Safe in Education September 2023**

The meeting received and noted the updated government statutory guidance on Keeping Children Safe in Education September 2023.

It was **agreed** that all governors should complete and return the declaration confirming that they had reviewed the updated guidance and relevant policies by two weeks after the meeting.

### **b) Safeguarding issues that have arisen since the last meeting**

No safeguarding issues were reported.

## **57/23 Governor visits**

The Chair reminded governors of the need to complete the MS Teams visit activity log to record the days when visiting the school, the purpose of and to whom they spoke during the visit together with any comments in the comment section.

It was **agreed** governors should also complete full subject monitoring visit reports as well as the visit activity log. With these things in place, it was agreed that it would no longer be necessary for governors to complete a 'short visits form.'

Wazz Mughal offered to provide any governors with training on MS Teams.

The following governor visits were reported:

- Wazz Mughal – IT
- Andrew Pickering – Safeguarding
- Jayne Greenwood – SEND

## **58/23 Governor training**

No governor training was reported.

Governors were reminded to email and provide a certificate to Sarah Mitchell when completing a course of training.

## **59/23 Any other business**

On behalf of all governors and the school, the Chair expressed her thanks to Alex Jeewan for his service and work as a governor as well as for leading worship within the school.

## **60/23 Date/time of future meetings**

- Tuesday 14/11/2023
- Tuesday 19/03/2024

All

- Tuesday 25/06/2024

***LGB meetings to start at 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 Local Governing Body on 14<sup>th</sup> November 2023**