

**GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY
LOCAL GOVERNING BODY**

Minutes of the video-conference meeting held on 28 September 2021

Membership		Office	Term
Andrew Farrimond	Foundation	Vice Chair	01/09/2024
Alex Jeewan	Foundation	Incumbent	Ex-Officio
* Joanna Hancock	Foundation		21/02/2025
Gary Benn	General Member		21/02/2025
Jayne Greenwood	General Member		01/09/2024
* Rachel Thackray	General Member		15/06/2023
Adele Peters	General Member	Chair	21/02/2025
Laura Saunders	Parent		15/06/2023
Joe Edwards	Parent		TBC
Sarah Mitchell	Headteacher		Ex-Officio
Amy Sargeant	Staff		21/02/2025
Natalie Starbuck	Staff		21/02/2025
* <i>Signifies absence</i>			
Others in attendance			
Tom Bennett	Clerk		

The Rev Alex Jeewan opened the meeting with a prayer

41/21 Apologies for absence

Apologies for absence were received and accepted from Joanna Hancock and Rachel Thackray.

42/21 Chair

The meeting noted the Board of Directors had agreed to re-appoint Adele Peters as the Chair of the LGB for a further year.

43/21 Vice-Chair

The meeting noted that Andrew Farrimond had advised the Clerk that he would like to be considered for the Vice-Chair position. No other nominations had been received and it was unanimously **agreed** to appoint Andrew as the Vice-Chair for the new academic year.

44/21 Notification of AoB

None.

45/21 Notification of business interests

- a) It was **agreed** to update the governors and staff business interest register by sending a completed declaration of pecuniary and personal interest 2021-22 form to the Clerk by 5th October 2021.
- b) Gary Benn declared that his wife worked for the Academy, and he worked for Eddisons that provided services to the Academy. No other governor declared any potential conflicts of interest with any of the 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.

Action

All

46/21 Governance

a) Membership of the LGB

The meeting noted the MAT Board of Directors had agreed, at their meeting on 15th July 2021, the membership of the LGB for 2021-22 and there were no vacancies.

It was noted the Board of Directors had the power to co-opt or appoint additional governors for a specific role / skill set. For example, the Board had approved the appointment of two staff governors in addition to the Headteacher.

The meeting noted Laura Saunders had collated (with the help of the office) a list of parents with skills/experience that were interested in helping the governors with projects. The governors felt that some IT help would be beneficial for the school. It was **agreed** to follow up with the parent with IT experience and, if the parent was still interested to make a recommendation to the Board of Directors that they were co-opted onto the LGB for a year.

LS/ SM

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 Head of School on the running of the school.

c) Code of Conduct

The meeting received and noted the LGB's Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors to fulfil their role and responsibilities and how the LGB would conduct itself in meetings and the importance of confidentiality on 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 [NGA].

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

All

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 delegations 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] would review the programme to confirm that it covered all areas.

LS/ JG

e) Membership of the committees

The meeting reviewed a draft schedule setting out the proposed membership of each committee. It was **agreed** that Sarah Mitchell would no longer be on the T&L Committee.

SM

f) Governor responsibilities

The meeting received and noted the draft governor monitoring responsibilities.

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

- Andrew Farrimond– Computing/IT
- Jayne Greenwood – Geography
- Laura Saunders – Music

AF

JG

LS

g) Committees' Terms of Reference

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

**Committee
Chairs**

It was **agreed** to provide a spreadsheet setting out the aims and deliverables of each committee and the planned actions to deliver them that would be reviewed each year.

**Committee
Chairs**

47/21 Policies

a) Schedule of Policies

The meeting received and noted the full list of policies including those for review in 2021-22.

b) Child Protection Policy September 2021

Amy Sargeant advised the policy had been updated to reflect the changes to the statutory guidance on Keeping Children Safe in Education September 2021.

The school used a template provided by Essex CC to ensure it was compliant and followed best practice.

The policy also included provisions for keeping children safe while learning from home.

It was **agreed** to adopt the Child Protection Policy September 2021 subject to amending the typographical error on page 10.

AS

It was **agreed** that all governors should complete and return the declaration that they had reviewed the new statutory guidance Keeping Children Safe in Education September 2021 by the 30 September 2021.

All

c) Equality Information & Objectives 2021

The Headteacher reported the school was required to review the policy each year to confirm the equality statement and objectives remained relevant and current.

It was **agreed** to adopt the Equality Information & Objectives 2021

SM

d) Admissions Policy 2023-2024

The Headteacher advised the policy was not due for review until the next meeting but had been included to allow governors time to consider whether any changes were necessary.

It was felt there was no need to change the admissions procedures, and it was **agreed** to adopt the Admissions Policy for 2023-2024.

HT

e) Phonics Policy September 2021

The meeting noted the policy had been updated to comply with the latest guidance from the Department for Education [DfE] and showed how Phonics is taught and supported throughout the school.

The DfE recommended that schools should use a validated Phonics teaching scheme which has implications in terms of cost of resources. The school would continue to review available schemes and consider the costs and benefits of each.

It was **agreed** to adopt the Phonics Policy September 2021

HT

f) Supporting Pupils with Medical Needs Policy 2021

Sarah Mitchell reported there were few changes to the policy previously approved. The DfE recommended it was good practice to review the policy each year.

HT

It was **agreed** to adopt the Supporting Pupils with Medical Needs Policy 2021.

g) First Aid Policy

It was **agreed** to circulate the updated policy after the meeting and for all governors to advise the HT of any questions or issues they wish to raise. The main changes had been in response to administering First aid during the pandemic.

HT

h) Lockdown Policy

The meeting received and noted the school's Lockdown Policy. It was best practice, as with the school's Fire Evacuation procedures for governors to review the school's Lockdown Policy annually.

HT/ All

i) Fire Procedures

The meeting received and **approved** the Fire Evacuation Procedures that had been updated to record those staff who had received Fire Marshal training.

HT/ All

The meeting noted the school had carried out practice fire drills for all staff and pupils.

48/21 Covid 19

The meeting received and noted the current Risk Assessment to provide a Covid safe environment for all staff and pupils. This had been updated to reflect the recent guidance issued by the DfE.

The DfE emphasis was on prevention of catching Covid 19 through measures such as handwashing, the safe disposal of tissues and ensuring the school was well ventilated.

The school had retained some of the measures put in place last year that were no longer required but were retained by the school to help maintain the confidence of parents and staff in providing a safe place for children, staff, and visitors.

The school had re-introduced "in person" collective worship but was currently restricting this to pupils in one key stage if held in the hall. Whole school workshops had taken place outside when the weather allowed.

The staff had carried out lot of preparation work prior to the beginning of the new academic year that had resulted in a very positive start for both pupils. This was mainly due to the relaxation in the Covid-19 isolation measures and the ability for staff and pupil to meet and carry out more activities together, particularly so when the weather had allowed staff and pupils to meet and play outside.

Swimming lessons had resumed at the end of the summer term and the re-introduction of school trips and visits was being planned. It was planned to carry out a risk assessment for each trip to ensure staff going on each trip feel safe and that Covid protective measures are in place.

The SLT had drawn up a plan in the event of an outbreak of Covid 19 at the school. The school would still be required to consult with and seek advice from the local authority and Public Health England (PHE).

Staff had adapted well to the new measures and parents seemed supportive of the changes.

49/21 Headteacher's Report

The Headteacher highlighted the following points on her Autumn Term report, circulated before the meeting:

Admissions and roll

There were 199 children on roll that was slightly lower than in previous years due to the low number of children [24] joining Reception reflecting the low birth year for this cohort in Uttlesford.

There had been limited movement of children joining and leaving the school.

Attendance

Attendance was in line with the attendance at the same time last year.

Identified Groups

Of the nine children with Education and Health Care Plans [EHCPs], one child had a plan to support just their health needs.

Pupil Premium

The DfE have published new guidance and a proforma for the school's pupil premium strategy. This now needed to be based on research, agreed, and published on the school's website by 31st December 2021.

PE & Sports Grant

The government had allowed schools to carry forward unused PE and Sports Grants that schools were unable to use due to lockdowns and school closures.

Safeguarding Behaviour and Safety

No safeguarding incidents had arisen since the last meeting.

Changes to staffing

Two members of staff had resigned, and four new members of staff had been appointed. Recruitment to fill Midday Assistants and Breakfast Club staff vacancies was proving difficult.

The new computing support company, Interm IT, had already been into the school to set up remote support for teachers and had solved a couple of long-standing IT issues.

It was planned to install a new IT server for the whole school, and it was suggested the new IT support company should be involved in drawing up the specification for the tender.

It was **agreed** that Amy Sargeant, Andrew Farrimond and Laura Saunders should review the tenders and make a recommendation to expedite the implementation of a new server during half-term. If it is proposed to implement the new server in December, then the review of the tenders could wait until the next meeting of the Finance and Premises Committee.

AS/AF/LS

Staff Wellbeing

It was **agreed** to continue to monitor staff wellbeing and provide staff time for training, to meet other staff and manage workloads that were still high due to Covid-19.

AS/HT

Andrew Farrimond asked whether the school would receive any catch-up funding for KS1 writing that had fallen behind due to school closures.

Amy Sargeant reported that staff were aware of the gap and were using all opportunities to promote writing and raise the standard on writing to where it should be.

50/21 Assessment

Amy Sargeant provided an overview of the Assessment Report that had been updated by Rachel Thackray with support from Amy Sargeant and now provided the summer 2020-21 assessment data [slides 5 and 6].

The data highlighted the need to closely monitor the Early Years Foundation Subjects pupils as they move into Key Stage 1 due to their outcomes and needs.

<p>Slide 6 provided the summer term data for years 1 to 6 for each subject and highlighted increases and decreases in the overall attainment averages since the spring term.</p> <p>The Headteacher reported it was important not to be concerned by 3% changes as this represented only one child. Also, several new children had joined the school during the year and the targets had not been adjusted to reflect their attainment levels prior to joining the school.</p> <p>It was agreed that any governors should send any questions or concerns on the data to Amy Sargeant or subject leaders during monitoring visits.</p>	All
<p>51/21 Risk Register</p> <p>The meeting received and noted the updated risk register.</p> <p>The Headteacher reported that no new risks had been added but the actions in place or planned to mitigate the risks had been updated.</p> <p>It was agreed that each committee and the governors responsible for the those risks in their area should review, assess, and update the risks register where necessary.</p>	
<p>52/21 School Development Plans</p> <p>The meeting received and noted the 2021-22 School Development Plan approved by the Directors.</p> <p>The Headteacher summarised the five key development priorities for 2021-22.</p> <p>It was agreed each committee should review and monitor the priorities within their remits.</p>	Committee Chairs
<p>53/21 Finance</p> <p>The meeting received and noted the 2021-22 budget was approved by the Directors at their meeting on 15 July 2021.</p>	
<p>54/21 Minutes of the previous meetings</p> <p>The minutes of the meeting held on 29 June 2021 were approved as an accurate and true record of the meeting.</p>	
<p>55/21 Matters arising</p> <p>All matters arising from the previous minutes had either been completed or were included on the agenda.</p>	
<p>56/21 Safeguarding</p> <p>Reported within the HT's termly report.</p>	
<p>57/21 Governor visits</p> <p>The Headteacher reported that governor monitoring visits and talking to teachers had played a key role in supporting and maintaining teachers' morale.</p> <p>There had been no governor monitoring visits since the last meeting and the beginning of the summer holidays.</p> <p>Governors were reminded to contact teacher subject leaders when arranging visits to monitor their subjects and other areas of responsibilities.</p>	
<p>58/21 Governor training</p> <p>Andrew Farrimond reported the joint academy governor and staff safeguarding training session had been excellent. It was agreed to circulate the link to allow governors who were unable to attend the session to view a video recording of the training as well as details of all other available courses</p>	HT

59/21 Any other business

None.

60/21 Date/time of future meetings

- Tuesday 16/11/2021
- Tuesday 22/03/2022
- Tuesday 14/06/2022

LGB meetings to start at 7:30 pm

It was **agreed** to hold an additional meeting in June/ July [tbc] to consider and recommend the 2022-23 budget to the Board of Directors for approval.

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

HT/Clerk

Approved by the LGB on 16 November 2021