

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 21 February 2017

| Membership | | Office | Term |
|-------------------|----------------|-------------|------------|
| Jennifer Fullerty | Foundation | | 21/02/2021 |
| Jeremy Parsons | 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

* indicates absence

The Reverend Jeremy Parsons opened the meeting with a prayer

Action

20/17 Apologies for absence

Apologies were received and accepted from Adele Peters

21/17 Notification of AoB

None.

22/17 Notification 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

23/17 Governance

a) The Scheme of Delegation for the LGB

The meeting received the final version of the Scheme of Delegation and noted it had been updated to reflect the LGB's comments made at its last meeting and had been approved by the Multi Academy Trust's [MAT] Board of Directors and was now in operation.

b) Finance and Premises Committee's Terms of Reference[TOR]

The meeting received the Finance and Premises Committee's Terms of Reference that had been reviewed and updated by the committee at their last meeting. The responsibilities of the former Personnel and Admissions Committee relating to admissions and exclusions had been added to the revised TORS following the decision to amalgamate the two committees and transfer of the school's personnel responsibilities to the MAT.

The meeting **approved** the revised Finance and Premises Committee's Terms of Reference.

c) Teaching and Learning Committee's Terms of Reference [TOR]

The meeting received the draft Terms of Reference that had been reviewed and updated by the committee at its last meeting. The TORS now included the responsibility for Safeguarding.

The meeting **approved** the revised Teaching and Learning Committee's Terms of Reference.

24/17 Headteacher's report

The Headteacher introduced her Spring Term report and highlighted the following points:

- The report included details of the number Year 6 pupils that had been allocated to each local secondary school. The numbers may change for those pupils currently on waiting lists for other schools. Last year had been different in that not all children had been allocated their first choice of secondary school. Parents were offered an opportunity to meet the HT for information and support on their child's secondary school allocation, only one parent had asked for further information.
- Interim performance management reviews were currently being undertaken for all teaching staff and will include lesson observations, work scrutinies and data review to measure progress being made against end of year targets.
- The Headteacher has spent a lot of time this term supporting Debden Primary Academy in their transition to an academy with a focus on leadership and management. Peer to peer coaching has been provided this term for both teaching staff and teaching assistants at both schools.
- Planning for the building work was progressing well. The first two weeks of the Autumn Term will be the most challenging for the Academy with the provision of toilets and classrooms for children. Staggering the start date of the new year intake to Reception may help in managing the situation.
- The HT reported on a potential safeguarding incident relating to a particular incident in the playground.
- Low level behaviour incidents had increased in one particular Year group which had involved both boys and girls from the class and parents had also fed this back. The HT had sent a general email to all parents of the class about the need for parents to work with the school in ensuring all children adhere to the standards of behaviour expected of them. A few parents had misunderstood the purpose of the email and had taken it up personally despite a number of assurances provided by HT and had used social media to express their views.
- The Academy is currently in the process of reviewing the Behaviour Policy which is involving the School Council and additional positive role models will also be invited to the review to allow them to take ownership and to also reinforce to all that high standards of behaviour are expected throughout the school and that sharing any concerns with adults is always the right course of action and should not be perceived as telling tales.
- The meeting **agreed** with the course of action taken by the HT in emailing parents to re-enforce the behaviour policy of the whole school, the subsequent actions taken and planned and that the Academy should consider drawing up a policy on the use of social media by parents on school matters.
- The Academy had been invited to join a school to school support group, CCC, initiative whereby a cluster of local schools work together to foster school improvement, primarily through coaching senior leaders. Proposed activities included training of external moderators to support triangulation and data tracking, Headteacher CPD, peer to peer review training, CPD for outstanding teachers and

Improvement Champion training. In order to facilitate the initiative all schools need to be able to share their school-based data, such as the Fisher Family Trust and RaiseOnline Data, which needs to be approved by the governing body of each schools. It was **agreed** the Academy should join the cluster and share its data for the purpose of raising standards across all schools in the cluster.

HT

25/17 School Improvement Plan

The meeting received and noted the updated sections of the School Improvement Plan for the remainder of the current academic year.

26/17 Safeguarding

One safeguarding incident had been reported that had been resolved by the HT and Jan Menell, the governor responsible for safeguarding.

The HT reported the Child Protection Policy has been updated and adopted by the Teaching and Learning Committee.

The safeguarding documents on the website have been reviewed and updated.

A new Safeguarding Visitor leaflet has been produced and was now being given to all visitors to the Academy.

Three Mid-Day-Assistants have gone on a course on monitoring lunchtime and playground behaviour and the Academy was considering improving the play grounds and providing additional activities for the children to do during play time.

27/17 Policies

The Admissions Policy would be reviewed and presented at the Autumn Term meeting.

The meeting received and discussed the updated Exclusions Policy and the following points were made:

- The school's policy was based on guidance issued by the Department for Educations [DFE] in 2012.
- The DFE was planning to update their guidance on Exclusions in September 2017; however the Academy needed to update its current policy now.
- It was noted that under the policy the governors could not over-ride the HT's decision to exclude a pupil but could agree to re-instate or reduce fixed pupil exclusion if they thought the decision was wrong.
- It was **agreed** the policy should specifically refer to the use of social media and cyber bullying.
- It was noted members of the Pupil Discipline Committee would be drawn from non-staff members of the Teaching and Learning Committee who should complete the online GEL training course on Exclusions.
- It was **agreed** to adopt the updated Exclusions policy, subject to the agreed amendments being made.

HT

ROUTINE BUSINESS

28/17 Membership

There were currently no vacancies.

29/17 Minutes of the previous meetings

The minutes of the previous meetings held on 21 February 2017 were approved as an

accurate true record of the meeting.

30/17 Matters arising

Minute 7/17 - School Development Plan

It was noted the Headteacher would provide a training session on Ofsted Inspections for any governors interested next term.

Minute 9/17 Headteacher's report - After School Club

The HT reported she had had a meeting with the parents who were interested in the Academy providing an After School Club. The meeting had been very positive and Adele Peters had attended. The question on the Academy's capacity to provide space for an afterschool during the building work was raised. The Parents agreed to look at running the after school club at the Community Centre and the Head Teachers said she was happy to support it and help in setting it up, but would be unable to run it. It had been agreed to hold another meeting to discuss the progress made.

31/17 Committee Reports

a) Finance and Premises Committee

The Chair introduced the minutes and highlighted the following points made at the last meeting of the Finance and Premises Committee:

- The drawings for the building works had been finalised and were available at the meeting for governors to view.
- There had been a number of "teething" problems in transferring the financial data to the new Sage Accounting system. Sage Accounting were in the process of rectifying their errors.
- Adele Peters had designed new financial management reports.

b) Teaching and Learning Committee

Natalie Starbuck, the committee Chair introduced the minutes and highlighted the following points made at the last meeting of the Teaching and Learning Committee.

- The committee had reviewed the risk register relating to their area of responsibility and had identified a possible risk on the attainment results for classes two and six. It was expected that these would be lower than previous results due to meeting the needs of a number of pupils with special education needs (some pupils will not be sitting the assessments) and reporting data that may have an impact on how the overall results will look.
- The committee had noted the changes being made to RaiseOnline and that the Academy will receive its unvalidated data sooner than in previous years.
- An email had been sent to subject teachers asking them to update the curriculum policies for their subjects.
- The Committee had reviewed and updated a number of policies including the First Aid and Administration of Medicines policy and the Drugs policy.
- A homework questionnaire had been completed by pupils and was sent out to parents.
- Disclosure Barring Service checks are carried out on a rolling five year basis.

32/17 Governor visits

Jan Menell had visited the Academy to carry out a safeguarding inspection.

Jennifer Fullerty has visited Year 1 and would be visiting in the Summer term with Jan Menell to observe the emotional health and well-being of pupils and staff during the Year six SATs.

Nicholas Rowe had visited the Academy for a general tour of the Academy and overview on its operations.

Adele Peters had visited to help with the financial reporting and had attended the meeting with the parents on the After School Club.

33/17 Governor training

Fiona Keys reported on the training courses available to governors. It was noted the majority of Essex CC governors training courses were held a long way away and some courses provided by Cambridge CC were not up to date.

It was **agreed** to consider holding a governor training course at the Academy and inviting governors from schools in the Essex CC led school cluster initiative and that Fiona would contact the link governors responsible for governor training.

HT/FK

The members of the Pupil Discipline Committee should complete the online GEL training course on Exclusions.

Members of the Teaching and Learning Committee should also considering completing the GEL training course on Safeguarding.

34/17 Any other business

Thanks were expressed to Jeremy Parsons for his commitment to the school during his tenure as Incumbent. The Governors wished Jeremy well as he let to take up a new appointment in Suffolk.

35/17 Date/time of future meetings

All meetings commence at 19:45

Tuesday 6th June 2017

Committees to organise their meetings to feed into these meetings

Signed by Andrew Taylor [the Chair] on 6 June 2017