

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 26th September 2017

| Membership | | Office | Term |
|-----------------------|-----------------------|---------------|-------------|
| Jennifer Fullerty | Foundation | | 21/02/2021 |
| Vacancy | Foundation | Incumbent | Ex-Officio |
| Bob Rust | Foundation | | 21/02/2021 |
| Gary Benn | General Member | | 21/02/2021 |
| Fiona Keys | <i>General Member</i> | | 21/02/2021 |
| Jan Menell | General Member | | 21/02/2021 |
| Sarah Mitchell | General Member | Headteacher | Ex-Officio |
| <i>*Andrew Taylor</i> | 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

Ali Mansfield

Clerk

** indicates absence***Action****1/17 Apologies for absence**

Apologies received and accepted from Andrew Taylor.

2/17 Chair

Andrew Taylor is willing to act as chair for another year. The Board have accepted this arrangement for a maximum of one year until an alternative chair is available.

Proposed BR, seconded JM, agreed unanimously.

3/17 Vice Chair

Adele Peters is willing to take on the role of vice chair for a further year.

Proposed BR, seconded FK, agreed unanimously.

4/17 Notification of AOB

None.

5/17 Notification of Business Interests

a) All governors present completed new declarations for the register, AT to complete at the next available opportunity.

b) No conflicts declared for today's agenda.

c) No gifts or hospitality declared.

AT**6/17 Governance**

a) NR asked whether an additional governor would be useful. Governors noted that there are no vacancies at present, although it would be possible to ask The Board to reconsider the numbers on the LGB if it was considered that there are not sufficient governors to carry out the work effectively. SM suggested that it might be necessary to advertise for

the role of chair, emphasising that governors share collective responsibility. AP suggested that a job description should be prepared, noting that the role has changed considerably now that the MAT is in place, with the MAT Board taking some responsibility from the LGB.

Discussion took place regards 3 staff on the board (HT plus 2 staff governors) who are restricted in the monitoring roles they can take on.

NS asked about the Incumbent role which is currently vacant. SM said that the Church is actively recruiting for a January start.

All governors were asked to consider the makeup of the LGB for further discussion at next LGB, clerk to include on agenda.

Clerk

On conversion to the MAT everyone's term of office was automatically set for another 5 years. SM asked governors to give as much notice as possible if they do not wish to complete the full term of office.

b) The Scheme of Delegation will be considered at the committees to ensure that it is working effectively with the committee Terms of Reference, any suggestions for changes to be taken back to The Directors.

Committees

c) The annual programme of business is a new document put together by TB and SM. SM proposed that governors run with this and review during this academic year. All committees to use the document when planning their work.

Committees

d) Committee membership:

NR will join the Teaching and Learning Committee but also remain on the Finance Committee.

NR asked where the areas of responsibility for lead governors are derived from and asked whether other areas should have designated governors. SM replied that some are statutory (Safeguarding, SEND and Health & Safety). Others are derived from key Ofsted areas and the school's own priorities. The website is an important area as it is a key area which includes key statutory information. SM indicated that it would be good for Pupil Premium tracking to be a specific governor's responsibility. RE has a strong focus being a church school. English and Maths are core subjects and as such should be closely monitored by governors.

JF: Should a staff governor take on the PP role? They would need to have the necessary understanding to do it well?

SM: It is more robust to have an outsider posing questions to the staff. Are PP children making sufficient progress? What has been put in place to remove barriers and accelerate their progress? Is the PP money being used effectively?

JF indicated that she would be happy to take on the PP role alongside SEN.

GB will continue as Health & Safety lead governor.

BR will continue with Building and premises.

FK will continue as Maths lead and Link governor.

JM will continue as Safeguarding/CP governor.

SM will continue with Equality/Equal Opportunities lead governor.

SM will take on RE lead until the new incumbent is in place.

AP will continue as Friends link.

NS will continue as English lead governor.

AS will take on the Website lead for the governors.

NR suggested a new role of Physical Wellbeing. SM suggested that this could incorporate Sports Premium and PE. NR was happy to take on this role.

Committees

e) Committees to consider Terms of Reference for continued use and bring back to next LGB.

7/17 Policies

a) The spread sheet showing policies and review dates was circulated, committees to take responsibility for the policies assigned to them.

Committees

b) Admissions Policy 2019/20:

SM proposed changes to the footnotes and introduction to ensure the policy was compliant with latest legislation.

AS: Where the policy talks about families 'at the heart of the church' is this any church?

SM: Yes, that is how the criteria have been applied.

Governors discussed the meaning of the phrase 'at the heart of the church'. They noted that the terms 'regular' and 'regular not frequent' were defined but that the sections were not well worded overall. SM to reword, whilst retaining the overall sequence. Policy to be circulated to governors for further review at the next LGB.

SM

GB: We recently lost an admissions appeal, were any sections of the policy called into question?

All

SM: No, the success of the appeal was not related to this policy.

There is another appeal coming up for the same class. It was agreed that a governor should attend if possible to support SM. FK volunteered for this role.

AS: Do we have a policy position for deferred entry requests?

SM: We follow the policy if there is a space in the year group.

Governors considered whether the school's position on deferred entry should be defined in the policy. Currently there are very few requests for deferred places and it was concluded that these should be dealt with on a case by case basis, but the matter should be kept under review and considered as part of the Admissions Policy review.

c) Recruitment Policy:

This is a MAT policy, governors noted its contents.

d) Performance Policies:

Ditto.

MAT Directors have agreed to implement the nationally agreed pay increase for teachers of 2% for MPS and 1% for all other pay scales.

Performance Management reviews will take place this month, report to T&L committee.

8/17 HT Report/School Development Plan

The HT presented her report which had been circulated with the agenda and invited questions from governors.

Admissions and Roll: Year 1 is below PAN but there are no children on the waiting list for this year group, except for children who are also wanting places for siblings in year groups which are full. There are pupils on the waiting list for years 2, 3 and 4 but these are full. Total number on roll is 204 out of a possible 210.

Identified Groups: It was noted that PP funding is partially retrospective, hence Year 7 is included in the data.

Achievement and Standards: The end of Key Stage results were excellent, particularly the numbers of pupils working at a higher level in Reading and Maths in Year 6 (69% and 62%). Target for next year is more writing at a higher level. It was noted that the criteria for assessing writing have changed, for example, handwriting will be less of a defining factor.

Sports Premium: A significant proportion of the SP funding is spent on sports coaching. The sports coach works with different classes each term offering high quality provision. The coach works sometimes works with a class for a whole morning. The class can be split, enabling the class teacher to work intensively with half of the class on core subjects, then swapping over.

Transport to sporting events is covered by SP funding – this does not include swimming transport.

Despite the ongoing building challenge, the school is maintaining the wide range of sports clubs during the building works.

Leadership and Management: The SMT was increased in January to support the formation of The Great Oak MAT and this has proved really positive, particularly with regard to school improvement, as reflected in the data. Governors and staff were determined that standards at Great Chesterford should not suffer during the transition to a MAT and sponsorship of Debden, and this has emphatically not been the case. Parents have not had cause for concern about SM being out of school and she has made a point of being visible at key points of the day

Anne Fisher continues to support the school as external advisor.

Safeguarding, behaviour and safety: A new fire alarm system is in place.

Revised evacuation procedures are in place whilst the building works are underway.

The School Development Plan was also circulated with the agenda.

Priority 1 - Continue to strengthen the quality of teaching:

Focus will be to ensure that the assessment systems are robust and fit for purpose.

Q: What has been the effect of moving staff into different year groups this year?

A: It has added freshness and excitement. There is a strong teaching team with an openness to ask for advice where required.

Priority 2 - Continue to review and improve English Curriculum:

The Talk for Writing project is coming to an end so it is important to maintain the high standard and consistency throughout the school. Reading is a focus, despite the excellent results at KS2, as the school wants to develop a love of reading in all pupils.

AP commented that the reduction in homework had resulted in more reading at home.

There was a good turnout for the parent workshop on reading.

Priority 3 - Ensure the curriculum inspires children to learn:

Ensuring a breadth of curriculum, not just core subjects.

Embedding Growth Mindset, not just for pupils but also for parents.

Priority 4 - Instil a positive community:

The Behaviour Policy is currently being updated to emphasise positive behaviour. The

School Council is currently involved in developing a whole school reward system.

There will be further opportunities to share success within school and the wider community. The recent tea party for elderly neighbours was very well received. There are plans to extend further the links with the pre-school as well to foster good relationships across the generations in the village.

Priority 5 - To strengthen the MAT

BR wished to record the governors' thanks to the staff, under SM's leadership, for the outstanding results, and the professional way in which they have embraced taking on Debden School.

9/17 Finance and Premises

Finance: The audit starts tomorrow. The summary produced on completion will be circulated to governors to the November meeting of the Finance and Premises committee.

SM/AP

Discussion took place with regards to the role of the F&P committee in setting the budget.

Building: Governors wished to minute their thanks to Bob Rust for his hard work in supporting the school throughout the building project. Also for his excellent report.

BR reported on the progress of the Building Project to date.

The aim is to complete the current works by Christmas and remove the portacabin. Class 6 works to follow.

There has been a slight alteration from the original plans and the disabled toilet has not been moved.

New fire alarm has been fitted and fire doors will go in this term.

Both projects are on target financially, a contingency will be available for the next phase.

The next priority will be to move the office, convert the current office to a library, develop the staff toilets and build a link corridor. Ingleton Woods have been asked to draw up a detailed scheme which will be considered at F&P.

The next round of CIF bids will be due in December, the guidelines will be available next month. Two bids are being considered: Firstly to repair the fabric of the listed part of the building, particularly the dormer windows, and secondly to relocate the office on safeguarding grounds. Ingleton Woods will be asked to prepare the two bids.

The current project should be completed by Christmas, the Class 6 project by spring half term. The next phase of works will be carried out in the summer of 2018.

10/17 Minutes of the previous meeting

The minutes of the previous meeting held on 6th June 2017 were approved as a true record of the meeting.

11/17 Matters arising

All matters arising from the last meeting had either been completed or included in the agenda for this meeting.

12/17 Governor visits

No curriculum visits have taken place since the last LGB meeting.

Visits for this term to be arranged at committee meetings. They should be linked to the

All

SDP.

13/17 Governor Training

No training has been undertaken since the last LGB meeting.

SM asked all governors to complete the online Safeguarding training by the end of term, FK to send the link. Certificates to be emailed to school

FK, All

Training linked to roles should be undertaken where required.

JM suggested an in-school training event. SM said that the school were happy to host a training event if a suitable topic could be agreed. BR thought that 'Preparing for Ofsted' would be useful. SM to speak to Anne Fisher about putting some training together and inviting the Debden governors.

SM

14/17 Any other business

None

15/17 Date/time of future meetings

LGB - 7th November 2017, 8 to 9.30pm

27th March 2017 (to be confirmed)

3rd July 2018 (to be confirmed)

Teaching & Learning committee - 3rd October 2017, 6pm

Finance & Premises committee - 16th October 2017, 8pm

Signed by Andrew Taylor [Chair] on 7 November 2017