

GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY**LOCAL GOVERNING BODY****Minutes of the video-conference meeting held on 7 July 2020**

Membership		Office	Term
Vacancy	Foundation		
* Alex Jeewan	Foundation	Incumbent	Ex-Officio
Bob Rust	Foundation		21/02/2021
Gary Benn	General Member		21/02/2021
Adele Peters	General Member	Chair	21/02/2021
Jan Menell	General Member		21/02/2021
Sarah Mitchell	General Member	Headteacher	Ex-Officio
Andrew Taylor	General Member		21/02/2021
Nicholas Rowe	Parent	Vice - Chair	21/02/2021
Laura Saunders	Parent		01/09/2023
Rachel Thackray	Co-opted		01/09/2023
Amy Sargeant	Staff	Deputy Headteacher	21/02/2021
Natalie Starbuck	Staff		21/02/2021
In Attendance			
Tom Bennett		Clerk	
* indicates absence			

Rachel Thackray opened the meeting with a prayer

Action

21/20 Apologies for absence

Apologies were received and accepted from the Revd Alex Jeewan.

22/20 Notification of urgent AoB

- School Street - One-way system
- Online Safety Policy

23/20 Declaration of business interests

Gary Benn declared that his wife worked for the Academy and he worked for Eddisons that provided services to the Academy.

Rachel Thackray declared she was a member of the Great Chesterford Parish Council.

No other governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had given or received any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with the Academy's matters.

MAIN BUSINESS**24/20 The Headteacher's Report**

The Headteacher introduced her termly report and highlighted the following matters.

Staffing

The school was recruiting for a few vacancies that have arisen since Easter specifically for learning support assistants and catering.

The whole staff body had been responded well to the challenging times. Everyone had been flexible and accommodating when working with different groups, changing working patterns and prioritising school, often with very little notice.

Admissions

Three children had not taken up the places offered to join Reception in September 2020, taking places at independent schools instead, therefore the year group will be 27 children at this given time but there could be some late additions.

The School had been approached by Essex CC to take on two children under the DFE Fair Access protocols. The school had assessed each child and advised the LA the school could not meet their needs without there being a significant impact on the teaching and learning provided to other pupils. Essex CC had asked the school to admit only one. It was **agreed** to appeal the application that would be held on 22 July 2020.

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Attendance

The attendance figures presented were for the period to 20 March 2020 prior to the school closing due to Coronavirus. Attendance since has not been statutory.

Transition Activities

Transition activities for pupils joining Reception and Year 6 Pupils leaving the school have been adjusted due to the current pandemic and social distancing requirements. The Summer term transition afternoons will be replaced with 'Stay and Play' transition sessions at the start of the Autumn Term for the incoming Reception Class.

COVID Update

The Covid-19 Risk Assessment remained under review and the latest addition has been amended to allow the use of the air conditioning units during extreme heat to cool classrooms when no one were present (adults and children).

There were twelve children in each "bubble" group. Two bubble groups have had to close temporarily due to one staff member having to self-isolate and another member of the second group having a Covid-19 test. Both closures were for no more than 2 days and all associated Covid-19 tests had been negative.

In addition to the weekly Zoom meetings, outdoor sessions have been organised at the school field for Years 2 to 5. These sessions take place twice a week with half the class at a time. Having reached capacity in the building, this offered some face to face time with staff and peers to help support the children's emotional well-being and links with the school.

The school has drawn up plans for the return of all pupils in September. In line with Government guidance, all bubbles will increase from half class to full class size.

Staggered start and finish times will continue as required by the Department for Education to support social distancing measures during drop off and collection times.

Social distancing and protective measures would remain in place within school and there were more stipulations for adults than pupils. Strict isolating measures between bubbles would remain to avoid cross infection from one bubble to another.

Two year groups at a time would take breaks outside and go to lunch – this would be achieved by zoning the playground and dinner hall. Children would be asked to come to school in PE kit, on the relevant days, to avoid the need to use changing areas and storing additional items.

Collective worship would be held in individual classrooms. The school will be using video streaming for large group collective worship.

The meeting considered whether the school should recruit an additional teacher to help provide planning, preparation and assessment [PPA] time.

The school could continue the current practice of closing the school every Wednesday afternoon to allow teaching staff PPA time, but this would result in two pick-up times for parents.

Laura Saunders felt it was important to minimise cost, particularly should all schools be put back into lockdown but was concerned that this may result in extending teachers' days.

The Headteacher advised the school would be saving teaching time with pupils coming to school in their PE Kit and not having all-school assemblies that would help avoid long-days.

The external sports coach was able to provide pupils, within bubbles, sport activities while maintaining social distancing.

The school could not provide a breakfast club as it was unable maintain the isolation between each bubble. Breakfast Club will not resume in September due to lack of staffing and space for the different bubbles, but this would be reviewed at the start of next academic year.

Jan Menell asked whether teachers would use PPE for one-to-one time with pupils.

The Headteacher reported under the guidelines, it was not necessary to provide PPE within each class bubble. PPE equipment and additional resources are available if required for specific instances.

The Headteacher reported that in accordance with guidelines pupils could share toilets provided they were cleaned regularly. More money had been included in the budget for cleaning; additional hand washing stations would also be provided to avoid children using the toilets.

Plans for providing home learning were being considered should there be either a full-school lockdown, a temporary closure of a class bubble and/ or one child having to self-isolate. The leadership team were reviewing how it could best use technology and applications to provide home-learning effectively and efficiently.

It was **agreed** to:

- a) Continue closing school for Key Stage 1 Pupils every Wednesday to allow PPA time.
- b) Send a general letter to all parents providing details of the measures being put in place for the return of all children in September.
- c) Send a letter to parents of KS1 and KS2 pupils providing details of the proposed staggered school day start and end times.
- d) Send a letter on behalf of the governors to all staff to express their appreciation on how well they had all met the challenges of the pandemic and adapting to ensure all pupils had access to teaching and learning

Parent Complaint

A parent had escalated a complaint referring it to Ofsted who had passed it to Essex CC to investigate.

The LA were satisfied that the school has responded appropriately, and no further action was required.

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Building Works

Two CIF bids had been submitted for repairs to the listed building and replacement of the heating and hot water boilers. The boiler replacements had been programmed for the Summer holiday. However, the hot water boiler had failed in early February and had already been replaced. Unfortunately, both bids were unsuccessful. These items would need to be considered and prioritised as part of a long-term plan.

Completion of the Multi-Purpose Teaching Room was now expected by mid-August. This extra space would be of great use to the whole school as a STEM hub in helping to provide and enhance a broad and balanced curriculum.

Bob Rust, Amy Sargeant and the Friends were reviewing how best to replace the play tyres.

Work Carried Out in Partnership with Other Schools and Organisations

Weekly Zoom meetings were being held with other schools to share good practice and information on complying with National and Local Government guidance.

PE and Sports Grant

It has been confirmed all schools would continue to receive the PE and Sports Grant for 2020-21 and could carry forward any unused funds from the current year.

25/20 Academy Development Plan/ Self Evaluation

a) Academy Development Plan for 2019-20

The meeting noted the updated Academy Development Plan and the progress being made to implement the key priorities.

It was **agreed** to send any questions on the plan to the Headteacher to respond to.

b) Main areas for the Academy development/ improvement plan for 2020-21

The Headteacher set out the key development priorities for 2020-21, being:

- Leadership
- Social, emotional well-being — pupils and staff
- Broad and balanced curriculum
- Computing
- Governance

26/20 Budget 2020-21

The meeting considered the draft Budget 2020-21.

Laura Saunders, the Head Teacher and the MAT Business Manager had reviewed each income and expenditure line within the budget in detail.

The budget had been set on a very prudent basis and on what was currently known. It may be necessary to amend the budget should new circumstances arise.

The additional funding for Teacher Pay and Pensions may not continue after 31 March 2021.

The budgeted SEND income had been set on a prudent basis and the current number of SEND children that may increase following the current applications for Education, Health and Care Plans [EHCPs].

Extra funding had been included for cleaning, PPE and Perspex screens.

Capital expenditure plans would need to be carefully prioritised following the unsuccessful bids for CIF funding.

ALL

The Government had promised additional funding to schools to allow them to upgrade school buildings and facilities.

The Government had also offered additional funding to help children to catch-up – further details had not been received.

It was **agreed** to recommend the draft Budget 2020-21 to the Board of Directors for approval subject to reviewing the catering staff costs.

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27/20 Risk Management

The meeting received and noted the Risk Register that had been updated by the Headteacher.

The meeting discussed the risk of having a hazelnut tree in the KS1 playground, particularly and the potential danger to a child with an allergy and given that the school was a “nut free” school, and the steps that would be needed to get permission to remove it..

Uttlesford District Council had supported the removal of the tree.

It was **agreed** to:

- a) Add this risk to the risk register
- b) Implement the plan to remove it as soon as possible and discuss the options for replanting a mature tree in its place.

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28/20 Pupil Premium

Considered under the Headteacher’s Report.

29/20 Safeguarding children

The meeting considered the annual Safeguarding Report from Jan Menell, the Safeguarding governor.

The report had been compiled following a meeting with the Headteacher to review the safeguarding and child protection policies and practices. The report confirmed the school was meeting all its statutory and regulatory responsibilities.

30/20 SEND

The Headteacher introduced the annual report from the SEND governor. The school had a very high number of children with EHCPs that had increased the amount of work for the SENCO. The time allocated to the SENCO for her role would have to be carefully monitored. The school was currently recruiting for two Learning Support Assistants to help support SEND children.

ROUTINE BUSINESS

31/20 Membership

Andrew Taylor had advised he would be standing down as a governor at the end of the academic year but would remain a Director on the MAT Board of Directors. The Chair thanked Andrew for all the time he had provided in supporting the school as a governor since 2011.

The meeting noted the terms of office for seven governors would end on 21 February 2021.

Bob Rust advised he planned to step down in October 2020, once the MPTR had been completed.

It was **agreed** that all other governors, whose terms of office were coming to an end

All

term, should notify the Chair of whether they wished to be considered for re-election or retire.

The Chair reported she and the Headteacher had been in discussion with two people who had expressed an interest in becoming governors. They had good skill sets and experience that would help to fill the places of the retiring governors.

It was **agreed** to:

- a) Circulate brief biographies for each person to all governors.
- b) Review all governors' roles and responsibilities in September including the need for a governor to take on the responsibilities for SEND and Pupil Premium.

Chair

32/20 Chairman's action

None.

33/20 Minutes of the previous meeting

The minutes of the previous meeting held on 29 May 2020 were approved as an accurate and true record of the meeting.

34/20 Matters arising

None.

35/20 Correspondence

The Chair reported she had received correspondence from a parent who was considering raising a formal complaint. No further information was provided.

36/20 Minutes/reports of committees

a) Finance and Premises Committee

Bob Rust provided an update on the building of the Multi-Purpose Teaching Room that was now expected to be finished by mid-August. Additional work not included in the tender, had been carried out that had added additional costs to be funded from the school's reserves.

Discussions with the Friends were held on developing the tyre play area and it was proposed to AstroTurf the area, retain six tyres and provide low-level play equipment.

The committee had reviewed H&S, the risk register and admissions.

The committee had agreed to apply for the Government backed gigabit-capable broadband as part of the Government's commitment to improve internet infrastructure in rural areas.

The meeting had discussed the failure to secure CIF funding from the ESFA and the urgent need to replace the heating boiler.

The school had received a quote for £3,600 from a Mechanical Engineer to carry out a condition report on the school's heating system and provide a specification to replace the heating boiler that could be used in a tender. The school would then seek tenders to identify the costs and consider what options were available.

It was **agreed** to commission the Mechanical Engineer.

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b) Teaching and Learning Committee

The committee had discussed feedback from the School Council on the school ethos and behaviour. It was planned to continue the review with the children next year.

The committee had reviewed the current Academy Development Plan and had identified the next areas to review and confirm.

The committee had reviewed the use of computing including for the provision of home-learning.

37/20 Governor visits

In accordance with Government guidelines, there had been no governor monitoring visits.

38/20 Governor training

The Headteacher **agreed** she would review the training needs of the current governors and those joining in September and provide a report at the next meeting.

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39/20 Any other business

- **School Street – One-way system**

The Parish Council had received some complaints from a few residents in Great Chesterford on School Street being blocked by parent's cars dropping off children at the school in the morning. They had proposed the school operate a voluntary one-way system during drop-off and pick-up times. They had also invited representatives from the LGB to attend the next Parish Council meeting.

It was **noted** the school did not have the legal right to operate a one-way management system on a public highway and it was a matter for Essex CC Highways.

The school had done all it could do in the past to reduce the number of parents using their cars to maintain child safety and regularly reminded parents about keeping the street clear.

It was **agreed** Andrew Taylor should attend the next PC meeting to represent the school.

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- **Online Safety Policy**

The meeting received the updated Online Safety Policy and **agreed** to approve it.

HT

40/20 Date/time of future meetings

It was **agreed** to wait until the Board of Directors had agreed their meeting dates for the next Academic year before setting the LGB's.

Clerk

Approved by the LGB on 29th September 2020