

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 27 March 2018

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
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		Clerk	

** indicates absence*

Adele Peters took the Chair

Action

1/18 Apologies for absence

No apologies were received. Andrew Taylor had sent advance notification that due to other commitments he would be late.

2/18 Notification of AoB

- Exclusion

3/18 Notification of business interests

No 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 gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters of the Academy.

MAIN BUSINESS

4/18 Governance

The meeting received the Terms of Reference for the Finance and Premises Committee, noted the changes and **agreed** they should be adopted.

5/18 Headteacher's report

The Headteacher [HT] highlighted the following points of her Spring Term report.

- The Academy has received 48 applications for pupils to join Reception in September 2018, of which 27 are first preference choices and 11 second choices. 22 of the applicants reside in the catchment area and 14 of the applicants have siblings at the Academy. The Academy is able to offer every child with a sibling at the school from both in and outside the Academy's catchment area a place, helping to keep families together.

- Information on secondary school placements were released during March and all those leaving the Academy have been allocated their first choices.
- More parents are taking their children out of school for holidays and some children's attendance has fallen below 90%. The definition for "persistent absentee" is now any pupil whose attendance falls below 90% (previously 85%) and it is expected that every pupil should achieve attendance of at least 95% or above. Some of the children being taken out are from Reception Class that disrupts their settling in and other children.
- Class teachers have raised this issue to all relevant parents at a recent parents' evening and the Headteacher will be speaking to individual families. The Academy currently does not fine parents for unauthorised absences and prefers to use positive rewards; as attendance certificates will now be used to achieve good attendance levels. The Academy does notify the Local Authority Education Welfare Officer when legally required to.
- The education focus has been on writing and the HT is happy with the progress being made on the key targets following recent assessments that have been externally moderated and triangulated by the schools independent education advisor, Anne Fisher.
- The HT has spent a lot of time at DPA supporting the HT and staff in raising standards while still ensuring the standards at GCPA are not adversely affected. Next year DPA will be supported by a range of staff from GCPA to allow the HT to focus on the development of the MAT.
- The HT acknowledged the support she had received from Bob Rust on overseeing the management of the building works.
- The Friends of the Academy [PTA] have started to raise funds from cake sales to help fund new equipment and improvements to the KS1 playground and plan to raise funds next year for KS2 playground.
- The Academy had made two applications for funding to the ESFA Conditions Improvement Fund [CIF], the first to re-locate the reception and office to the old Classroom 3 and the second to replace the windows in the old school.

Bob Rust reported three tenders have been received for both projects and are waiting for references from other academies that have used the builders as well as reports from the Academy's building consultants Ingleside Wood.

The Academy has sufficient funds for both projects should it be unsuccessful in its CIF bids. It was **agreed** to place the order subject to receiving appropriate references and reports.

Nick Rowe asked that if the main objective of the Sports Premium funding is to help fund sports at schools, why were there no sports clubs for Years 1 to 2.

The HT reported that consideration is given to what each club provides for KS1 pupils. Currently Key stage 1 pupils receive sports coaching during curriculum time. Three Tees Cricket will be offered to KS1 in the Summer Term.

6/18 School Improvement Plan

The meeting received and noted the School Improvement Plan that had been updated to show the progress being made against each objective.

The HT confirmed that the Academy was on track to meet all the Key Priorities apart from Key Priority 5 to strengthen the effectiveness of the MAT that would now be carried forward to the next academic year.

7/18 Attendance / Behaviour

[included in the Headteacher's report]

8/18 Safeguarding

[included in the Headteacher's report]

9/18 Equality Objectives

It was **agreed** to carry out a review of the Academy's policies to ensure they complied with the Academy's published Equality Information and Objectives statement.

10/18 Policies

The meeting received and noted the following policies that had been reviewed and updated where necessary:

- Sex and Relationship Education (SRE)
- Religious Education Policy
- Personal, Social, Health and Economic Education Policy
- Lockdown Policy
- Online Safety Policy
- Fire Evacuation Procedure
- Early Years Foundation Stage (EYFS)

The Online Safety Policy had changed significantly to include online cyber safety protection. The Academy used the team consortium ICT manager, John Middleton, who reviewed the policy each year before being signed off by a parent and the ICT Manager. John Middleton also provided awareness sessions on cyber safety to staff and pupils in all years.

It was **agreed** to adopt all the amended policies.

11/18 General Data Protection Regulation (GDPR)

The HT provided an overview on the work being carried out by the Business Manager and Administrator in ensuring the Academy will be compliant with the new GDPR legislation by the 25 May 2018.

As the Academy held personal data on vulnerable individuals it was required to appoint a Data Protection and had decided to share and use the Data Protection Officer appointed by the consortium of schools that is was a member of.

ROUTINE BUSINESS

12/18 Membership

- a) Review of current membership of the LGB.

The meeting considered the size of Academy's Board of Governors and felt it was the right size. The meeting agreed the Board had the sufficient skills and experience in teaching and learning but needed more governors with finance and facilities management competencies.

It was noted the MAT's Board of Trustees appointed members to the Local Governing Boards.

The HT reported a new Incumbent had been appointed to the three parishes within the school's catchment area. The new incumbent had been a teacher and governor and was looking forward to becoming a governor of the Academy and would be meeting the HT soon.

b) The appointment of a new Chair of Governors

It was **agreed** to review this when all the governor vacancies had been filled.

13/18 Minutes of the previous meetings

The minutes of the previous meetings held on 7 November 2017 were approved as a true record of the meeting.

14/18 Matters arising

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

15/18 MAT Update

Andrew Taylor provided an update on matters relating to the MAT and highlighted the following:

- The Members of GOMAT, to whom the Board of Directors report to on the running of the MAT, held their Annual General Meeting to receive the Directors' Annual Report and Accounts for the year ended 31 August 2017, appoint the auditors and consider the Board of Director's future strategy of the MAT.
- The members of the MAT are:
 - A representative of the Chelmsford Diocese, Tim Elbourne
 - The Rev'd Canon David Tomlinson, Rector of Saffron Walden and Area Dean
 - The Chair of the Board of Directors, Andrew Taylor
- The Directors have considered the future growth of the MAT and that it should grow to benefit from the sharing of teaching resources, central service economies of scales and enhanced career opportunities for existing and future staff
- The MAT has been approached by two schools who are interested in joining it.

Jennifer Fullerty felt there was a disconnect between the Directors of the MAT and the LGBs as she was unaware of these plans and it was important the governors were advised of the Directors' plans and strategies as they impacted on the HT's and Staff resources at the Academy that could effect on the standard of teaching and learning at the Academy.

The Governors were already concerned at the time and workload of the Academy's HT in supporting the HT and Staff at Debden Primary Academy.

Andrew Taylor reported the MAT was still in the early stage of forming and it needs time to establish good working relationship including sharing information with the Academies' LGB's, HTs and staff.

The governors noted the Board of Directors had agreed the MAT was not yet in a position to take on another school with significant challenges and would focus on building the necessary staffing and central service infrastructure and improving the standards at Debden Primary School before looking to include more schools. When it is ready to accept more schools it planned to attract local schools that are good or outstanding and require minimal support – to facilitate increased collaboration.

It was noted the minutes of the Board of Directors were published on the MAT's website and are available to all governors as well as the public and it was **agreed** the Chair of the Board of Directors would provide regular updates to LGBs.

16/18 Committee Reports

a) Finance and Premises Committee

Adele Peters, the Chair of the Finance and Premises Committee highlighted the main points of the committee's minutes previously circulated.

The committee had reviewed the current building work that was near to completion and received updates on the next phase of building works.

The Academy had resolved the ongoing issues that had prevented it providing financial information and the committee had received financial management reports showing the income and expenditure totals for the period to 31 January 2018, the forecast outturn for the financial year and the variances against the approved annual budget with explanations for those variances.

b) Learning and Teaching Committee

Fiona Keys, the Chair of the Learning and Teaching Committee highlighted the main points of the committee's latest meeting that had included to review and update of the PSHEE, SRE, Online Safety, Early Years and RE policies, following up on governor monitoring visits, a review on the progress being made to deliver the teaching and learning priorities in the 2017-18 SDP and updates on Safeguarding and SEND.

The meeting noted the Academy were continuing with a pupil exchange programme with a school in, Kerry Ireland.

17/18 Governor visits

Jan Menell The governor responsible for safeguarding had visited the school five times since the last meeting. She had also attended a meeting of the School Council and Reception class as well as a conference at Thomas More school.

There had been a joint safeguarding visit at Debden Primary Academy.

Fiona Keys had carried out a monitoring visit to observe reading across the school.

Governors were reminded to send completed visit reports to Natalie Starbuck so they could be recorded on the visit register.

18/18 Governor training

The meeting noted the Academy had set up a new online training resource for governors and staff with the National Governors Associations and governors should contact Fiona, the Link governors for training for details of courses of available and how to access them.

It was **agreed** that all governors should have completed the online Safeguarding training course by the end of the academic year.

19/18 Any other business

- The HT reported she had taken the difficult decision to permanently exclude a pupil who despite significant support, had persistently breached the Academy's behaviour policy, did not comply with reasonable instructions and direction and if allowed to remain at the school posed to serious risk of harm to the welfare of the pupil, other pupils and adults at the school.
- The governors had a statutory duty to review the HT's decision to exclude the pupil within 15 schools days of the notification and either uphold the decision or direct that the pupil is re-instated. It was **agreed** to set up a Disciplinary Committee with a minimum of three governors to review the HT's decision,

receive representations from the pupil's parents and any others involved in providing for the education and health needs of the pupil.

20/18 Date/time of future meetings

25th June 2018

All meetings commence at 19:45

Committees to organise their meetings to feed into these meetings

Signed Andrew Taylor [the Chair] on 25 June 2018