

**GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY
LOCAL GOVERNING BODY
Minutes of the meeting held on 19 November 2019**

Membership		Office	Term
Jennifer Fullerty	Foundation		21/02/2021
* 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		21/02/2021
Natalie Starbuck	Staff		21/02/2021
In Attendance			
Tom Bennett		Clerk	
* indicates absence			

The Headteacher opened the meeting with a prayer

Action

18/19 Apologies for absence

Apologies for absence were received and accepted from Alex Jeewan.

19/19 Notification of AoB

- Risk register.

20/19 Notification of business interests

- Gary Benn declared that his wife worked for the Academy and he worked for Eddisons that provide services to the Academy. No other governor declared a potential conflict of interest with any items to be discussed at the meeting.
- No governor declared they had given or received any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

21/19 Headteacher's Report

The HT presented her termly report and highlighted the following:

- The admissions and roll remained static at 211 pupils.
- The number of children with significant SEND needs remained a challenge for the Academy going forward.
- The school's overall pupil attendance level remained good at 97.25% that was in line with the previous year.
- Pupils qualifying for Pupil Premium funding include five "Ever 6" pupils, being children on roll who have been eligible for Free School Meals in the past but no longer qualify but remain a vulnerable group.

- There were five children with high SEND needs with Education and Health Care Plans that were being part funded. Application for assessment and funding for other children with high level needs had been made.
- The targets set for the end of the Academic Year for Year 2 [KS1] and Year 6 [KS2] and the targets for the current Year 5 have been set to challenge and stretch pupils.
- The report provided a detailed analysis on the expenditure and activities funded by the PE and Sports Premium. There had been a focus on swimming to ensure the Academy meets its statutory obligation to ensure pupils achieved national swimming standards. The grant has allowed the school to employ additional resources to enhance swimming provision for those at risk of not meeting the required standards.
- The Academy has appointed an additional Mid-day Assistant that has strengthened the level of safeguarding and the monitoring of children's behaviour during lunchtime.
- The first Eucharist service of the year was led by Reverend Alex Jeewan on 8th October. All classes have implemented the new RE resource - Understanding Christianity - for the topic 'Creation'.
- A lot have staff have been very busy attending courses and events as part of their CPD plans including courses on developing emotional well-being, of the school's Personal, Social and Health Education [PSHE] provision.

The Chair thanked the HT for her comprehensive report and all the work she and the staff had carried out.

22/19 School Development Plan

The HT introduced the 2019-20 School Development Plan that had been updated to reflect the activities and outcomes achieved to-date and the progress in delivering the key priorities.

Key Priority 1 -Leadership

- The new Ofsted Inspection Framework had placed a new emphasis on leadership at all levels including assessing subject co-ordinators who were now expected to understand the provision and quality of teaching and pupil outcomes for all subjects across the school. This was particularly difficult for small schools as all teachers are subject co-ordinators (some with more than one area) and are now expected to assess teaching and pupil outcomes in addition to have a comprehensive and in-depth of knowledge of the planning and delivery of their subject throughout the school. The new inspection framework includes subject coordinator interviews. Many teachers have made the choice not to be middle or upper leaders and inspections that have taken place so far have demonstrated that this is a difficult component for many subject coordinators. Plans are in place to provide teachers time to monitor the teaching and outcomes of their subjects across the school in addition to coaching and training from the school's Educational Advisor, Craig Duncan.
- Ofsted Inspections include governors as part of the leadership team and expect all governors to understand the current issues facing the Academy's, particularly safeguarding and what plans have been put in place to address them. Other priorities will include the progress / provision of vulnerable groups.

Key Priority 2 – STEM

- The STEM theme week was held in the week beginning 11 November 2019 and included lots of collaborative STEM projects activities including the “World of Work” for all year groups. The school has received a lot of positive feedback from both pupils and parents.
- The next planned activities include reviewing the related policies, computing, times tables and mental maths as well as keeping up to date on E-Safety.

Key Priority 3 – Buildings/ Environment

- All safeguarding policies and training are now up to date and in place and this knowledge has been shared with DPA.
- The new library has been a great success and is being used by more children than expected. Year 6 pupils run and provide lunchtime access to the library for KS2 classes. Several children take books home on loan.
- All trips have risk assessments verified by the Academy’s Education Visit Co-ordinator (AS) who, with the HT, attended an EVC update course.
- All classes make use of the new outdoor learning area and the HT will be sharing highlights of its use on the weekly newsletter (2 classes per week).
- Funds have been raised for the new outside prayer space, one of the targets agreed following the SIAMS inspection.
- The S106 funding has been secured for the new multi-purpose teaching area and the building work has commenced. There will be a temporary loss of space in the KS2 playground during the building works and the challenge will be to provide alternative areas during lunchtimes and other breaks.

Key Priority 4 - Social, Emotional, Well-being

- Learning mentors have received training and feel very positive in providing support to those pupils who have barriers to their learning.
- Art therapy is being provided to four children by an external art therapist.
- Plans to move the Breakfast Club to the new multi-purpose teaching area are being considered.

Key Priority 5 - To strengthen the effectiveness of governance

- All governors should forward certificates and details of all courses completed including NGA online training and governor monitoring visit reports to the Link Governor [SM] to update the training and visit records and report back at each LGB meeting

The Chair thanked and commended the HT on the SDP.

23/19 Safeguarding

Jan Menell, the Safeguarding Governor, reported she had visited the school to review safeguarding at the school with the HT and there were no safeguarding issues to report.

24/19 Policies

Admissions Policy [2021-22]

The HT had spoken to Tim Elbourne, the Chelmsford Diocese Director of Education on the proposal to include a new admissions category for children of staff who had been employed by the Academy for more than two years.

Tim Elbourne felt the proposal was proper and legal if it helped recruit and retain staff and had recommended the new criteria should be ranked below category 7; "Children whose parents/carers are known to the church. An occasional worshipper, known through a family connection who is involved in a church organisation."

The LGB had recommended at its last meeting the new category should be included above category 5; "Children whose parents/carers are at the heart of the church. A regular worshipper attending Sunday services at least twice a month or/and involved in weekday worship."

The meeting discussed the ranking of the new category and following a proposal from the Chair, all governors apart from one **agreed** to go out to consultation on the proposal to include the new category above category 5, subject to confirming the legality of the proposal with Essex CC.

HT

Complaints Policy

The meeting received and noted the Complaints Policy that had been updated and approved by the GOMAT Board of Directors.

Health and Safety Policy

The Academy's updated Health and Safety Policy had been reviewed in detail by the Finance and Premises Committee.

It was **agreed** to approve the updated policy subject to including a cross reference to the Academy's Food Safety and Hygiene policy on the provision of meals to pupils.

HT

First Aid Policy 2019

It was **agreed** to approve the First Aid Policy 2019.

Phonics Policy 2019

It was **agreed** to approve the Phonics Policy 2019.

Snow and Bad Weather Policy 2019

It was **agreed** to approve the Snow and Bad Weather Policy 2019.

Supporting Pupils with Medical Conditions Policy

It was **agreed** to approve the Supporting Pupils with Medical Conditions Policy covering children being absent school due to medical needs.

ROUTINE BUSINESS

25/19 Chairman's action

The Chair reported she had received a complaint from a parent. She had met the parent and had sent a follow up letter. The letter had been discussed by the Teaching and Learning Committee who had agreed with the HT's proposed course of action.

26/19 Minutes of the previous meetings

The minutes of the previous meetings held on 17 September 2019 were approved and signed by the Chair as an accurate and true record of the meeting.

27/19 Matters arising

The HT reported of an incident whereby a parent had approached and made several personal and critical remarks to a member of the teaching staff that had upset her.

A discussion took place about the need to send a letter to all parents reminding them of the appropriate behaviour when speaking to the Academy's staff and the correct method for raising concerns. It was **agreed** that the HT would deal with this incident directly on a one to one and monitor.

HT

28/19 Minutes/reports of committees

a) Finance and Premises

The Committee had met on 8 October 2019 and had reviewed and agreed their terms of reference without amendment.

The Committee had agreed that Laura Saunders would be responsible for financial monitoring and Nick Rowe for risk assessment.

The Committee had agreed to review and update the Risk Register at each meeting.

It was **agreed** to add parents' complaints and the risk to staff morale to the Risk Register.

Bob Rust provided an overview on the funding and progress on the building of the new multi-purpose teaching space.

The Committee had discussed making applications for Condition Improvement Funds [CIF] for 2020-21 and had agreed to submit two bids, one to replace the boilers and a second one for repairs to the windows in the listed building

The Committee had agreed to approach the PTA [the Friends] to discuss raising funds for providing changing and toilet facilities at the school's playing ground.

The Chair reported she and Laura Saunders had had a pre-meeting with the HT to discuss the Management Accounts for the year ended 30 August 2019 that had reported a higher than expected deficit. The deficit had arisen due to the need to employ additional Learning Support Assistants to support the larger than normal number of children with high additional educational needs. It had been agreed to improve the clarity and transparency of the management accounts for the future.

b) Teaching and Learning Committee

The Committee had met on the 22 October 2019 and had elected Jan Menell as the Chair.

The Committee had reviewed and approved its terms of reference subject to a minor amendment changing 'SRE' to 'RSE' to be in line with new requirements on providing Relationship and Sex Education from September 2020.

The Committee had reviewed and approved the updated Phonics Policy, the First Aid Policy and the policy on Supporting Children with Medical Needs

The Committee had reviewed and updated the Risk Register.

As part of the school's Values Week, the Year 6 Pupils had been fantastic role models in supporting and helping children in Reception to settle in.

29/19 Governor visits

Alex Jeewan had been in to support a parent meeting on two occasions.

Jan Menell had met the HT on 8th November 2019 to discuss safeguarding.

Jennifer Fullerty had visited on morning of the 19th November 2019 to monitor reading and phonics.

To receive reports from any governor visits to the school.

30/19 Governor training

It was **agreed** that all governors should complete a minimum of two training courses including safeguarding.

31/19 Any other business

None.

32/19 Date/time of future meetings

- Tuesday 24/03/2020
- Tuesday 30/06/2020

LGB meetings to start at 8:00 pm

All

Signed _____
Chair

Date _____