

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 6 November 2018

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
* 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		21/02/2021
Adele Peters	Parent	Chair	21/02/2021
Nicholas Rowe	Parent	Vice-Chair	21/02/2021
Amy Sargeant	Staff		21/02/2021
Natalie Starbuck	Staff		21/02/2021

In Attendance

Tom Bennett Clerk

* indicates absence

*The Rev Alex Jeewan opened the meeting with a prayer***Action****18/18 Apologies for absence**

Apologies were received and accepted from Sarah Mitchell, Jennifer Fullerty and Fiona Keys. Nicolas Rowe had sent notification that he would be attending but would be late.

19/18 Notification of AoB

- Website

20/18 Notification of business interests

- Gary Benn reported he worked for Ingleton Wood who provided building consultancy and project management services to the Academy 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 that they had given or received any gifts or hospitality that could be perceived to compromise their impartiality when dealing with the matters for the Academy.

21/18 Governance

The meeting received an amended Annual Programme that now included more detail on governors' financial and audit responsibilities.

22/18 Headteacher's Report

The meeting discussed the HT's absence due to family circumstances and that she may need to be away for a longer period .

The Academy had put in place measures to allow Amy Sargeant, the Deputy Headteacher, to take over the leadership and management of the school while continuing to teach pupils in Class 4 two days a week.

Andrew Taylor confirmed the HT had been advised that the MAT would provide

whatever resources and support that was necessary so she could prioritise her time on her family and the school could continue without disruption in her absence.

The Deputy HT highlighted the key areas of the HT's termly report and the following points were discussed:

- The Academy had appointed a new receptionist/ administration assistant.
- The Academy continues to be popular with parents wishing to apply for school places for their children. Over 30 parents had attended the open day held on Thursday 1 November 2018. All class years are full at 30 or more pupils per class, apart from Reception and Year 6.
- Of the three admission appeals brought by parents who had failed to get a school places, one had been granted as the child already lived in the catchment and the sibling had already been offered a place in other class. The other two appeals were unsuccessful, even though both had siblings at the school but at the time of the appeal, they were living outside the catchment area. One of these pupils has since moved into the village.
- The overall school pupil attendance figure stood at 97.62% with authorised absences at 1.76%
- The meeting noted the updated statement for Pupil Premium funding and how the funding was being expended and the outcomes and impact achieved to date and planned for the remainder of the year.
- The National pupils' achievements and progress results for 2018 had been added for comparison on report with the Academy's 2018 results that showed how well the pupils at the school had done.
- The meeting noted the updated PE and Sports report and how the grant will be spent during 2018-19.
- The Academy has recruited two part-time intervention LSAs, who are due to start this month. They will work with specific children, in classes where there is a significant number of SEN pupils. The MDA role had also been included into one of these positions, so the Academy would now have a full complement of assistants to cover the lunchtimes.
- The Academy had been unsuccessful in recruiting a suitable caretaker. The Academy's contract cleaners have extended their hours on a temporary basis. Additional caretaker duties are being covered by the two Breakfast Club staff members. The post will be re-advertised next term.
- Future plans for improving safeguarding, behaviour and safety included E-Safety training for staff, parents and pupils.

23/18 School Development Plan

Amy Sargeant highlighted the progress being made on achieving the 2018-19 School Development five key development priorities.

- A lot of work and progress had been made in strengthening the quality of teaching across the school within the Key Priority 1 on assessment. A governing monitoring visit is planned for the Spring Term to provide feedback on the progress being made.
- Less progress had been made on Priority 2 – Computing - to review and develop the teaching of computing across the school. Progress had been affected by the quality and availability of appropriate IT equipment. The Finance and Premises

Committee have identified the issue and are currently looking into how best to fund new equipment. A Maths and Computing Week was taking place this week that will help identify what IT equipment needs replacing.

- A lot of work and progress had been made under Key Priority 3 – School Environment - with the opening of a new reception and administration office and acquisition of new tables for the new school library. An external librarian was advising the Academy on the layout and shelving for the new library.
- A lot of work and progress had been made in Key Priority 5 - to strengthen the effectiveness of the MAT. This included updating a lot of the MAT wide policies, and providing HR support to the EHT in managing the leadership teams at each academy. The MAT's external education specialist, Anne Fisher, had provided support with the monitoring of standards at the Academy and working with members of the Leadership Team.

24/18 Safeguarding

Jan Menell, the Governor responsible for Safeguarding reported she had undertaken further safeguarding training. She had also met the HT to deal with an ongoing safeguarding issue with one pupil.

The meeting noted the new building works had improved the level of safeguarding at the school. This included the re-siting of the new reception and administration office and the installation of new fire, security and access equipment and systems.

ROUTINE BUSINESS

25/18 Chair's action

The Chair and Vice-Chair reported they had not undertaken any urgent action on behalf of the LGB since the last meeting.

26/18 Minutes of the previous meetings

The minutes of the meetings held on 18 September 2018 were approved as an accurate and true record of the meeting.

27/18 Matters arising

All the actions arising from the previous meeting had been completed or were included on the agenda for discussion at the meeting.

28/18 Minutes/reports of committees

a) Finance and Premises

The Chair highlighted the main points of the minutes of the F&P Committee meeting held on 29th October 2018 that had been circulated prior to the LGB meeting.

The Committee had asked the Business Manager to review the current procedures for transferring funds between the MAT and the Academies as these had grown and should be transferred more frequently.

The Committee had received an update on the completed building works.

The meeting noted the Academy still had some reserves available to fund further work. Bob Rust and the HT had met to draw up a list of areas of the building and equipment in need of urgent attention including:

- Completing the installation of emergency lighting.
- A rolling improvement programme for those parts of the building that had not

been included within in recent building works, including the installation of LED and emergency lighting, redecoration and furnishings of the school hall and staffroom.

- Storage and changing facilities at the playing field including toilet facilities.
- New IT equipment.
- Replacement and repair of the dormer windows and roof of the listed building, to be funded from reserves if the Academy is unsuccessful for the second time in obtaining an ESFA CIF grant.

It was **agreed** to go ahead and obtain quotes to provide a costing for the different projects that will be presented at future meetings of the F&P Committee and LGB for approval. It was also **agreed** to approach the Friends [PTA] to ask if they would be interested in fundraising for new facilities at the playing field.

b) **Risk Register**

The F&P committee had agreed to update the Risk Register and present it to the LGB for review and agreement.

The meeting received, noted and approved the Risk Register subject to adding the likelihood, impact and mitigating actions arising from risk of losing a senior member of staff and updating the names/ owners of the risks that committees/ governors/ staff were responsible for.

c) **Teaching and Learning Committee**

Natalie Starbuck introduced the previously circulated minutes of the last meeting of the committee and highlighted the following points.

- The committee had reviewed its terms of reference and had agreed they were still appropriate and did not need amending.
- The committee had reviewed the area of the risk register that fell within its remit. The committee felt there was a risk to the teaching and learning standards and future recruitment and retention of staff at the school with the school being full and oversubscribed. There was a need to ensure there was sufficient capacity and resources to ensure teaching and learning standards are maintained and staff are not overworked. It was **agreed** to monitor this at each T&L Committee meeting.
- The committee had reviewed the Academy's KS1 and KS2 results against the targets set.
- The committee had reviewed the progress being made on the teaching and learning priorities in the 2018-10 SDP.
- PSHEE theme week had been good and the BMX workshop with a focus on Growth Mindset had been well received by the pupils.
- The committee noted the Academy had increased the number of Learning Mentors for children who were experiencing barriers to their learning due to anxiety arising from a variety of reasons.
- The committee had received an update on the funds received and expenditure plans to support pupils with SEND and pupils eligible for pupil premium funding.

29/18 Governor visits

There have been governor visits from the Chair and the safeguarding Governor. The meeting noted that Fiona Keys will carry out a monitoring visit during Maths and

RB
SM

NS

Computing Week.

Jennifer Fullerty planned to carry out a KS2 English monitoring visit once a suitable date has been agreed.

It was **agreed to provide** Alex Jeewan a visit form to record his attendance at an assembly.

NS

30/18 Governor training

The meeting noted that the HT would provide details of courses to the Chair when she returned.

It was **agreed** to circulate dates in early 2019 for a joint staff and governor strategy development meeting.

SM

31/18 Any other business

Website

It was **agreed** to include pictures of governors against their names on the Academy's website.

AS

Some of the information on the website needed to be updated such as the LGB minutes and it was **agreed** to update these.

SM/AS

It was **agreed** to update the membership of each committee and include a paragraph describing its role and how it operates.

AP

32/18 Date/time of future meetings

- Tuesday 26/03/2019
- Tuesday 02/07/2019

LGB meetings to start at 7:45 pm

Committees to arrange their start times

Signed by Nicholas Rowe [Vice-Chair] on 26th March 2019