

**GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY  
LOCAL GOVERNING BODY  
Minutes of the meeting held on 17 September 2019**

<b>Membership</b>		<b>Office</b>	<b>Term</b>
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		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 Thackery	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*

**1/19 Apologies for absence**

The Chair welcomed Laura Saunders and Rachel Thackery to their first LGB meeting.  
Apologies were received and accepted from Rev. Alex Jeewan and Nick Rowe.

**2/19 Chair**

The meeting noted the Board of Directors had agreed to re-appoint Adele Peters as the Chair of the LGB for a further year.

**3/19 Vice-Chair**

The Chair reported Nick Rowe had expressed an interest in being the Vice-Chair for a further year. The Clerk reported he had not received any other nominations and it was **agreed** to elect Nick as the Vice Chair.

**4/19 Notification of AoB**

None.

**5/19 Notification of business interests**

- a) The members present completed new Pecuniary and Private interest forms to update the governors and staff business interest register. It was **agreed** to ask Rev. Alex Jeewan and Nick Rowe to complete the form.
- b) Gary Benn declared that his wife worked for the Academy and he worked for Eddisons that provided services to the Academy. No other governor declared any potential conflict of interest with any items to be discussed at the meeting
- c) 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.

**Action**

**Clerk**

**a) Membership**

The meeting noted the membership of the LGB approved by the Board of Directors at their meeting of the 16 July 2019.

**b) Scheme of delegation**

The meeting received and noted the MAT's Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the HT.

**c) Code of Conduct**

The meeting received and **agreed** to adopt the Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors in fulfilling their roles and responsibilities and how the LGB conducts itself in meetings and the importance of confidentiality.

All

**d) Annual programme of business**

The meeting received the LGB's annual programme of business setting out the LGB's responsibilities as set out in the Scheme of delegations and the meetings when they will be dealt with.

It was **agreed** to ensure the financial responsibilities were included on the Finance and Premises Committee's annual programme of business.

AP

**e) Membership of the subcommittees**

The meeting received and agreed the schedule detailing the members of the Finance and Premises [F&P] Committee and the Teaching and Learning [T&L] Committee.

It was **agreed**:

- To ask Nick Rowe if he wished to change and be a member of the T&L Committee.
- To circulate the updated schedule with the minutes

AP

Clerk

**f) Committees' terms of reference**

It was **agreed** to ask each committee to review their terms of reference and make any recommendations to amend them at the next meeting of the LGB.

Committee  
Chairs**g) Governor link responsibilities**

Gary Benn	Health and Safety
Jennifer Fullerty	SEND/ Pupil Premium and English
Jan Menell	Safeguarding/Child protection
Sarah Mitchell	Equality/Link Governor
Rev. Alex Jeewan	Religious Education and Worship
Adele Peters	Chair
Nicholas Rowe	Sports Premium and PE
Bob Rust	Building maintenance and improvement
Natalie Starbuck	Equal opportunity and Governor visits
Laura Saunders	Financial monitoring
Amy Sargeant	Website
Rachel Thakery	Friends link / Maths
Andrew Taylor	MAT link

## 7/19 Policies

### a) General

The meeting received and noted a schedule detailing the policies that the MAT and LBG were responsible for monitoring and updating as necessary together with the dates they were due for review.

### b) Admissions Policy [2021-22]

The meeting received the draft Admissions Policy for 2021-22. The policy had been updated and included a new category for children of staff who had been employed for more than two years.

The Headteacher reported the teaching staff were at the “heart of the school” and ranked with other similar community groups included on the Academy’s admissions criteria. It was reported other schools included children of staff in their admissions policies.

The meeting considered the ranking of the new admissions criteria.

The Academy was required to consult with parents, the Diocese, Parish Councils, other local schools and other stakeholder on any proposed changes to its admissions policy.

The meeting **agreed** in principle that the children of staff should be included in the Academy’s admission policy at level 4 and also **agreed**:

- Staff had to have been employed for two years on application.
- To confirm the likely number of children of staff who could currently apply to join the school under the new criteria.
- To discuss the proposal with the Incumbent
- To provide details on the requirements to consult
- The Finance and Premises Committee should review the additional information and report back to the next LGB meeting.

HT

### c) Child Protection Policy

The meeting received the Child Protection Policy that had been updated to include the latest changes in Keeping Children Safe regulations. It was **agreed** to approve the updated policy.

HT

### d) Home School Agreement Policy

The meeting received the Homes School Agreement Policy and noted it had not changed since it was previously reviewed and approved.

### e) Equality Information and Objectives

The meeting received and noted the updated Equality Information and Objectives and **agreed** to approve it.

HT

### f) Fire Procedures and Lockdown Procedures

The Headteacher provided an update on the two procedures and that the Fire Procedures had been updated to clarify the sections on Fire Marshals and Fire Exits.

It was **agreed** to:

- Circulate the procedures after the meeting
- All governors should review and understand them as a key part of school health and safety.

HT

All

## 8/19 Headteacher's Report

### a) Headteacher's Report

The Headteacher provided an overview of her report and highlighted the following points:

- There were a lot of children on the waiting lists for each year due to the school being full. One child in Year 1 was leaving and the place would be allotted to one of the children waiting for a place in Year 1 in accordance with the Admissions Policy.
- The Academy had a higher number of pupil premium pupils across the different categories. The Academy received Pupil Premium funding for this group that was detailed in the report together with how the funding would be used to support this group maintaining or closing the gap on their progress and attainment with the rest of the school.
- The report included the excellent pupil achievement and progress results for 2018-19 at KS1 and KS2 with levels that exceeded National averages in all subjects.
- The Academy was finding it difficult to recruit new mid-day assistants [MDAs] due to the limited number of local parents being interested and competition from other schools for those parents living in Saffron Walden. Both the Headteacher and Deputy Headteacher were having to carry out this role at present.

HT

### b) Term Dates

The meeting received and **approved** the proposed term dates 2020-2021.

## 9/19 School Improvement Plans

The Headteacher provided an overview of the 2019-20 School Improvement Plan approved by the Directors and the planned tasks and intended impact within each of the five key priorities.

The meeting noted priority 5, which is to improve governance.

It was important governors were aware and understood the questions detailed in each priority when carrying out monitoring visits and when answering questions at an Ofsted Inspection.

All

## 10/19 Finance and Premises

### a) 2019-20 Budget

The meeting noted the 2019-20 Budget had been approved by the Directors.

### b) Building Projects

Bob Rust provided an update on the planned Multi-Purpose Education building to be funded by S106 funding and the Academy's reserves.

Essex CC had drawn up an agreement with the school on the use of the S106 funding that would be payable in three tranches. Once the agreement has been signed, an order to build the new facility will be placed with the successful company following the tender process, PD Woods [Ely. An order will also be placed with Eddisons to project management the project that was planned to commence in October 2019.

Plans were being put in place to minimise the disruption to the normal school day.

It was **agreed** the Chair would advise parents of the new project in her regular governors' letter to parents.

AP

**11/19 Minutes of the previous meetings**

The minutes of the meeting held on the 2<sup>nd</sup> July 2019 were approved as a true and accurate record of the meeting.

**12/19 Matters arising**

All the matters arising from the previous minutes had been completed or were covered on the agenda.

**13/19 Safeguarding**

It was **agreed** to circulate a self-declaration form for all governors to confirm they had read the updated statutory guidance on "Keeping Children Safe in Education 2019 Part 1 and Annex A" and the additional related policies all governors would sign and return .

**HT/ All**

**14/19 Governor visits**

The governor monitoring visit template had been updated to include an assessment on the intended impact of the implementation of the SDP.

All governors should use the new form when carrying out a full monitoring visit. A short visit form is also available for any type of visit to the school such as attending worship.

**All**

Rachel Thackery reported she had visited the school to see the opening of the new library and would complete a short report.

**15/19 Governor training**

It was **agreed** all governors who had not attended the Safeguarding Training Course at the St Thomas More Catholic Primary School should undertake the NGA online Safeguarding Course and forward the Certificate confirming that they have successfully completed it to the Headteacher.

**All**

It was **agreed** to send out the schedule linking training courses to governor responsibilities.

**HT**

**16/19 Any other business**

None.

**17/19 Date/time of future meetings**

- **Tuesday 19/11/2019**
- Tuesday 24/03/2020
- **Tuesday 23/06/2020**

***LGB meetings to start at 8:00 pm***

*Committees to arrange dates for meetings allowing sufficient time for the minutes to be prepared and circulated to the following LGB meetings*

**Signed by Adele Peters on 19<sup>th</sup> November 2019**