

GREAT CHESTERFORD [Cof E] PRIMARY ACADEMY

Great Chesterford, Saffron Walden CB10 1NN

Minutes of the meeting of the Local Governing Body held on 18 September 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	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

The Headteacher opened the meeting with a prayer

Action

1/18 Apologies for absence

Apologies were received and accepted by Andrew Taylor, Gary Benn, Alex Jeewan and Natalie Starbuck.

2/18 Chair

The Headteacher [HT] provided an overview of the role and responsibilities of the LGB Chair that had changed following the establishment of the MAT and Board of Directors.

An important role of the Chair, in addition to chairing LGB meetings, was to support the HT in being a “sounding board”, someone to discuss and provide a different perspective on educational issues / challenges facing the HT.

The Academy has well established strong committees who carried out a lot of work of LGB in setting attainment targets, financial budgets, monitoring teaching and learning and pupil outcomes as well as the Academy’s financial position and its buildings.

The meeting considered the time commitment of the Chair and it was **agreed** to rotate the Chair annually.

Adele Peters offered to Chair the LGB for the current year and following a proposal from Bob Rust, seconded by Fiona Keys, Adele was unanimously elected as the Chair for the 2018-19 Academic Year.

3/18 Vice-Chair

Nick Rowe offered to stand as the Vice Chair and following a proposal from Amy Sargeant, seconded by Bob Rust, Nick was unanimously elected as Vice-Chair for the 2018-19 Academic Year

4/18 Notification of AoB

None.

5/18 Notification of business interests

- a) The governors present completed a pecuniary and personal interest declaration updating the governor and staff business interest register. It was **agreed** to ask those governors absent to complete their declarations.
- b) No governor present declared a potential conflict of interest with any item to be discussed at the meeting or that they had received or given any gifts or hospitality received that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

Clerk

6/18 Governance

a) Membership

The meeting noted the current membership of LGB and that the terms of office for all the current members ,excluding the HT and Incumbent, ended on the same date and the MAT's Board of Directors should consider how best to ensure there was no loss in continuity when the terms of office ended. It was requested that the governors give plenty of notice if they are thinking of finishing, so that there is plenty of time to recruit new governors.

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.

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.

The Chair reported the annual programme of business did not reflect changes made the Finance and Premises Committee's terms of reference in June 2018 and it was **agreed** to update and circulate the annual programme after the meeting.

Clerk

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 appoint Adele Peters as the Chair and Bob Rust as the Vice-Chair of the F&P Committee and Fiona Keys as the Chair of the T&L Committee. Amy Sargeant changed from T&L to F&P.

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

The meeting considered and **agreed** the following governor responsibilities:

Gary Benn	Health and safety
Jennifer Fullerty	SEND/ English
Fiona Keys	Link/Maths
Jan Menell	Safeguarding/Child protection
Sarah Mitchell	Equality/ Friends Link
Rev. Alex Jeewan	Religious education
Adele Peters	
Nicholas Rowe	Sports/ Pupil Premium
Bob Rust	Building strategy
Natalie Starbuck	Equal opportunity
Amy Sargeant	Website

All

7/18 Policies

a) Admissions Policy

The meeting received and noted the proposed Admissions Policy for 2020-2021. No changes were proposed and the policy was accepted.

b) Child Protection Policy

The meeting received the updated Child Protection Policy including Part 1 of the DFE's updated statutory guidance on "Keeping children safe in education 2018". It was noted and **agreed** that all governors were required to have confirmed in writing that they had read the amended Safeguarding and Child Protection policy.

All

c) MAT "Whistle Blowing" Policy

The meeting received and noted the MAT "Whistle Blowing" Policy.

8/18 Headteacher's Report

The Headteacher presented her termly report including a report on Pupil Premium Funding and highlighted the following points:

There has been a lot interest from parents wanting to admit their children to the school.

All years/classes were currently full apart from Reception (27) and Year 2 (29) where the. Three families were appealing the school's decision not to admit their children because the Years they wanted to join were full; two families already have siblings at the school.

The numbers of families with children on the waiting list for Years 3, 4 and 5 were very high reflecting the demographic "bulge" in births for those years. Most primary schools in Saffron Walden had no places in years 3 and 4. The number of children in Reception reflected a lower birth rate for their year.

The Fair Access agreement is where county admissions may request a school to go over their number to admit (in our case 30) but this in cases where the child has no other alternative educational setting and not through parents wanting to change school.

The meeting noted the planned expenditure for those children qualifying for Pupil Premium funding. It includes paying for an intervention teacher to provide one-to-one support for qualifying pupils. This had been very successful last year in improving the outcomes and closing the attainment gap of pupils qualifying for Pupil Premium funding and the mainstream.

The pupil attainment results for last year had been very good particularly for Year 6. The Governors commended all the teaching staff for their hard work that had resulted in the Academy achieving good performance outcomes last year.

The meeting noted the planned expenditure of the Sports Premium funding and that the Academy's goal over the next two years is to achieve the platinum school sports award. The Academy offers a broad range of club activities including non-sport clubs such as drama and Science, Technology, Engineering and Maths [STEM] activities. The school is trying to promote an inclusive approach to competitive sport and all pupils are expected to participate in at least one event during the year.

The meeting noted KS1 pupils took part in a lot of sporting activities during the day, being part of their curriculum and during playtimes in addition to any after school sporting activities. The Academy endeavoured to maintain a balance between providing sports activities as part of the school day and after school activities that are run by external coaches that parents pay for. The Academy regularly reviewed the provision of sport at the school. The school's culture was to provide as wide a breadth of academic and extra-curricular activities, provided on a non-selective, inclusive basis.

The meeting considered whether providing a pavilion with toilets at the school's playing field would help in the provision of sports and it was **agreed** to look into the different options including how to fund them.

The meeting noted the provision being put in place to cover a teacher going on maternity leave to ensure there will be no impact on the provision of teaching and learning for that year group.

The meeting noted the school's evacuation and lockdown provisions set out in the report.

9/18 School Development Plan

The meeting received the 2018-19 School Development Plan approved by the Directors.

The Plan outlined the key priorities for the new academic year that had been prepared following consultation with staff, SMT external advisor.

10/18 Finance and Premises

The meeting noted 2018-19 Budget approved by the Directors.

It was **agreed** to confirm the approved 2018-19 Budget was the budget reviewed and recommended for approval by the Finance and Premises Committee.

11/18 Minutes of the previous meetings

The minutes of the meeting held on the 25th June 2018 were approved as an accurate and true record of the meeting.

12/18 Matters arising

All matters arising had been either completed or were included on the agenda.

13/18 Safeguarding

The HT highlighted the governors' responsibilities for safeguarding and information they were required to know, as detailed in her report. All staff and governors should be familiar with the systems within the school for safeguarding including :

- Keeping Children Safe in Education 2018, Part 1 and Annex A
- the child protection policy;
- the behaviour policy;
- the code of conduct policy;
- the safeguarding response to children who go missing from education; and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

BR/HT

HT

All staff and governors have a responsibility to report any observations that they may have that might indicate a safeguarding issue to either the designated or deputy safeguarding lead. Concerns must be recorded in written form, signed and dated – full details were provided in a safeguarding update from the Headteacher.

DSL: Headteacher, Sarah Mitchell

Deputy DSL: Deputy Head, Amy Sargeant

Safeguarding Governor: Jan Menell

Further information on safeguarding including “E-safety” is available on the school’s website which includes links to useful resources such as NSPCC.

Governors were issued and requested to sign and return that they had undertaken safeguarding training and were familiar with the statutory guidance on Keeping Children Safe in Education 2018, Part 1 and Annex A, the Academy’s child protection policy, the behaviour policy and the code of conduct policy. Copies of all safeguarding certificates from any training should be given to the Link Governor, Fiona Keys.

14/18 Governor visits

Bob Rust reported that he had visited the school on numerous occasions to monitor the progress being made on the building projects during the summer holidays. Headteacher thanked Bob for his hard work and support in completing this project. The school is really pleased with the standard and finish of the completed works.

15/18 Governor training

Fiona Keys, the Link Governor for governor training, reported she was drawing up and would circulate a schedule detailing governors’ areas of responsibilities and relevant training NGA (on-line) courses.

The HT reported that six governors and all staff had attended a safeguarding course at St Thomas More School at the start of term.

All staff and five governors had attended a training session on the introduction of the new General Data Protection Regulations. Governors who did not attend were encouraged to complete the NGA online GCPR course (certificates should be passed to Fiona Keys).

Adele Peters is to attend a safer recruitment training course.

16/18 Any other business

None.

17/18 Date/time of future meetings

- Tuesday 06/11/2018
- Tuesday 26/03/2019
- Tuesday 02/07/2019

LGB meetings to start at 7:45 pm

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

Signed by Adele Peters [Chair] on 6th November 2018