

**GREAT CHESTERFORD [C. of E.] PRIMARY ACADEMY
LOCAL GOVERNING BODY
Minutes of the meeting held on 2 July 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
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			

Amy Sargeant opened the meeting with a prayer

53/18 Apologies for absence

Apologies were received and accepted from the Rev. Alex Jeewan, Sarah Mitchell, Andrew Taylor and Nicholas Rowe.

54/18 Notification of urgent AoB

None.

55/18 Declaration of business interests

Gary Benn declared that his wife worked for the Academy and he worked for Inglewood Building Design and Consultancy Services that the Academy used.

No other governor declared a potential conflict of interest in the business to be discussed or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy

MAIN BUSINESS

56/18 The Headteacher's Report

Amy Sargeant introduced the Headteacher's Summer Term report and highlighted the following points:

- The school average attendance had decreased. This was mainly due to a bout of illness including Chicken Pox in Year 1, and 2 children with significantly low attendance in Year 6 – one as a persistent absentee and one who had an extended holiday. The school has communicated with the parents of pupils with low attendance to discuss and advise on the consequences for the pupils and the school. Also, an increasing number of parents were taking their children out of school to go on holidays. Currently the Academy did not fine parents for unauthorised absences. It was **agreed** to:

Action

HT

- a) advise all parents in the September Parents' Newsletter of the detrimental effects for pupils, classes and the school arising from children not attending school.
 - b) The Teaching and Learning Committee would review what the Academy was currently doing and discuss potential future actions to address the persistent absence and unauthorised absence.
- Thirty places in Reception have now been confirmed and Amanda Davies has been visiting all the nurseries and pre-schools of those new pupils attending and, with the HT, was visiting all the parents of the new children joining the school to discuss their new education setting and the school's expectations. The school's transition procedures were strong and contributed to the school's success.
 - There had been a significant increase in the number of pupils with complex special and health needs, particularly in Reception class. Most of the needs in Reception Class were behavioural, which may lead to learning needs. The Academy had submitted applications to the Essex CC for Education, Health and Care Plans [EHCPs] and additional funding for three pupils.
 - An update on the application of Pupil Premium funding was noted.
 - The results for KS2 SATS would be published in a week following the meeting. Staff had felt the papers had been fair and the results would be in line with expectations. Three governors had visited to oversee and review the SATS procedures and operation. The school had a monitoring visit during SATs week from the Local Authority. No weaknesses were identified in the school's procedures.
 - The expected final results for Foundation Stage may be lower than the previous year due to the higher number of children with SEND needs.
 - Years 1, 3, 4 and 5 had completed optional tests in Maths, Reading and SPAG to support the teacher assessments.
 - Anne Fisher, the Academy's Education Adviser, has worked with the Headteacher and SMT on a number of areas. She is reducing her work commitments and has decided to stop providing education advice and support for all schools in the Uttlesford District. A possible replacement has been identified.
 - A lot of work has been carried out with several local schools on areas covered in the Academy's Development Plan.
 - There have been no fixed term or permanent exclusions in the current academic year.
 - A lot of work has been carried out on safeguarding, behaviour and safety including regular visits by the Safeguarding Governor, a review of the Fire Evacuation Procedures and online safety workshops for pupils, staff and parents. Safeguarding training has been booked for all staff and governors on the 3rd September at St. Thomas Moore School.
 - Pupils have enjoyed an exchange visit by 10 boys from a school in Ireland, who stayed with host families. The Academy was actively looking for a school with girls for future exchange visits.
 - Year 6 pupils will be taking part in a 3 night residential in Norfolk at the end of term alongside the Year 6 pupils from Debden Primary Academy.
 - The Reverend Alex Jeewan has been visiting the school to carry out weekly

collective worship, supporting the RE curriculum and resuming KS2 Eucharist Services.

- Staff have attended a number of courses and training as part of their ongoing CPD.
- All governors were invited to the end of term summer play on Wednesday 10th or Thursday 11th July and the Leavers' Service on the 24th July 2019.

57/18 Academy Development Plan/ Self Evaluation

a) Academy's Development Plan for 2019-19

Amy Sargeant highlighted the progress being made in implementing the key priorities of the Academy Development Plan and highlighted the following:

- Key Priority 1 - Assessment - Governor visits to focus on the implementation of the reviewed policy for marking and feedback had not yet happened. The new MME assessment tools were well embedded across the school.
- Key Priority 2 – Computing – New iPads and laptops had been acquired and were currently being set up. Staff training is planned to help them fully use and embed the new technology. External providers have provided E-Safety workshops for pupils and parents.
- Key Priority 3 – Environment – Safeguarding checks have been carried out following the completion of the new building work. A sponsored readathon and donations from the Friends have helped raise funds to fit out the new library and buy new books. The development of an outdoor learning area has been completed with the support of parental volunteers. A focus on embedding its use will be carried forward to the next academic year. Work on the KS2 playground has been put on hold until further building work has been agreed.
- Key Priority 4 - Christianity, Health, Well-being and Citizenship – Re-validation of the Academy being a “Healthy School” has been awarded. Community Theme Week was held in June. The village History Society supported this as did the local church community. Pupils were also involved with the History Society on “the Big Dig”.
- Key Priority 5 - To strengthen the effectiveness of the MAT – SM has spent a lot of time supporting DPA including the appointment of a new Head of School. Staff at both academies have worked together on assessment, moderation and sharing best practice.

The governors commended the SMT and staff for all the hard work carried out and the achievements over the year on developing the academy and MAT.

b) Academy development/ improvement plan for 2019-20

The main areas for development in 2019-20 will include:

- Social, emotional well-being for pupils and staff
- Broad and balanced curriculum
- Computing
- Science
- Building works and school environment including incorporating the out-door space into the class room.
- Governance and governor training

It was **agreed** to look into doing a joint environment project in the new development plan for both Chesterford and Debden schools.

58/18 Budget 2019-20

HT

Adele Peters reported the Finance and Premises Committee had reviewed the draft Budget 2019-20 and further analysis on the costs was being done before finalising the budget. The expected surplus for next year is expected to be much smaller due to a reduction in grant income and increasing staff costs

It was **agreed** to circulate the updated budget once the additional information had been sought, for approval and recommendation to the Board of Directors for approval.

HT

59/18 Risk management

It was **agreed** to defer the review of the risk register recording to the next meeting to allow Nick Rowe to review and update the current Risk Register.

Chair/
Clerk

60/18 Pupil Premium

(Included on the Headteachers' report)

61/18 Safeguarding children

The meeting received and noted the annual report from the Safeguarding and Child Protection Governor, Jan Menell.

Jan reported she had visited the school to carry out the review on how the school managed safeguarding and confirmed that everything was in order and complied with Safeguarding statutory and other requirements.

She felt the school could consider how it taught and supported children when engaging and speaking with others from different ethnic and religious backgrounds.

62/18 SEND

The meeting received the annual report from the SEND Governor, Jennifer Fullerty.

Jennifer had carried out a full review of SEND funding and how it has been used to support children with SEND needs and reported everything was in line with what was expected.

ROUTINE BUSINESS

63/18 Membership

The Chair thanked Fiona Keys, who had decided to step down as a governor after ten years, for the time, energy and devotion she had given to the school and governing body.

The Chair reported the Board of Directors had appointed two new governors to the LGB. One governor had children in Reception and Class 2, was an accountant and would provide additional financial skills to both the governing body and Financial and Premises Committee.

The other new governor has a child in Year 1 and comes with an ICT background. She is very active in local community and will be joining the Teaching and Learning Committee.

The Chair has spoken to the new governors to outline the role, responsibilities and challenges of being a governor. They will receive further induction information and training nearer the time when they start in September.

The Chair asked all governors to consider their current roles and responsibilities to confirm that they are content to continue in those roles and with their responsibilities or wished to have a change and learn new aspect of the school's operations.

Bob Rust confirmed that he plans to stand down as a governor at the end of the Summer 2020. Jan Menell and Jennifer Fullerty would like to step down at the end of their 'term', February 2021. As a result of this, the governing body will need to continue their succession planning.

64/18 Chairman's action

The Chair reported she had not taken any urgent action since the last meeting.

65/18 Minutes of the previous meeting

The minutes of the previous meeting held on 26 March 2019 were approved as an accurate and true record of the meeting.

66/18 Matters arising

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

67/18 Correspondence

No correspondence relevant to the Governing Body had been received since the last meeting.

68/18 Minutes/reports of committees

a) Finance and Premises Committee

The meeting received and noted the minutes of the committee meeting held on the 24 June 2019.

Bob Rust outlined the building and other capital projects that had been commissioned and will be funded from the Devolved Capital Funding and Academy's accumulated reserves.

These included:

- Hall – new performance lighting and sound
- Carpeting - Class 2, Class 4, staircase and staffroom
- Decorating the Main Hall, Year 5 lobby, Class 2, Class 4 and staffroom
- Installing LED lights
- 30 iPads and charging bays
- 30 Laptops

Bob reported the Academy was eligible for Section 106 funding in the region of £105k from a residential developer building 21 houses in Great Chesterford. This would allow the Academy to proceed with the proposal to build a new multi-purpose teaching space at an estimated cost of £200k. The balance of the funding would be met from the Academy's accumulated reserves.

Tenders for the building work had been received and a builder appointed and will start work once the S106 funding had been confirmed by Essex CC.

b) Learning and Teaching Committee

Fiona Keys, the committee chair, highlighted the main items discussed at the committee meeting held on 17 June 2019.

Rev. Alex Jeewan will be visiting the school to look at the delivery of RE and developing an outside space for prayer and reflection. The staff have received training from the Diocese on the Understanding Christianity resource. This will be implemented from September and the RE curriculum reviewed.

69/18 Governor visits

The following governors had carried out monitoring visits

- Jan Menell – Safeguarding
- Jennifer Fullerty – SEND & English
- Bob Rust – Premises

- Adele Peters – Finance
- Rev. Alex Jeewan - RE

70/18 Governor training

Fiona Keys, the link governor for governor training reported she would provide an updated training schedule recommending a number of courses for governors, linked to their responsibilities, to undertake over the next year. She will also be handing over her link governor responsibility once a new link governor had been appointed.

It was noted over 60 parents attended the E-Safety evening.

71/18 Any other business

None.

72/18 Date/time of future meetings

A draft schedule of dates for the MAT Board of Directors and LGBs had been drawn up and will be circulated once it had been reviewed by the EHT.

SM

Signed by Adele Peters on 17 September 2019