

**Minutes of the meeting of the Governing Body of Great Chesterford (Church of England)
Primary Academy held on 12 September 2016**

Membership		Office	Term
Vacancy	Parent Governor		
Ms Adele Peters	Parent Governor		23/05/2020
Reverend Jeremy Parsons	Incumbent		Ex-Officio
Mrs Natalie Starbuck	Co Opted Governor		21/09/2018
Mr Andrew Taylor	PCC [Great Chesterford]	Chair	30/09/2019
Mrs Jennifer Fullerty	PCC [Littlebury]		TBC
Mr Bob Rust	CDET** Governor		04/12/2015
Mr Gary Benn	CDET** Governor		31/12/2016
Vacancy	CDET** Governor		
* Ms Janet Menell	CDET** Governor		11/06/2017
Mr David Boatman	PCC [Little Chesterford]	Vice-Chair	TBC
Mrs Lisa Jeremy	Co Opted Governor		12/11/2017
Vacancy	Staff Governor		
Mrs Amy Sargeant	Staff Governor		22/03/2020
Mrs Sarah Mitchell	Principal	Headteacher	Ex-Officio
In Attendance			
Tom Bennett	Secretary	Clerk	
Mrs Fiona Keys			
* indicates absence	** Chelmsford Diocesan Education Trust		

The Reverend Jeremy Parsons opened the meeting with a prayer

Action

53/16 Apologies for absence

Apologies were received and accepted from Janet Menell.

The Clerk took over the Chair

54/16 Election of chair

Andrew Taylor had indicated he was willing to stand for election as the Chair of Governors for 2015/16. No other nominations had been received prior to the meeting and following a proposal by David Boatman, seconded by Lisa Jeremy, Andrew Taylor was unanimously elected Chair.

Andrew Taylor took the Chair

55/16 Election of vice chair

David Boatman had indicated that he was willing to stand for election as vice chair of Governors for the Academic year 2016/17. No other nominations had been received prior to the meeting and following a proposal by Andrew Taylor, seconded by Bob Rust, David Boatman was unanimously elected Vice-Chair.

56/16 Notification of any other business [AoB]

None.

57/16 Declaration of business interests

- a) No governor declared a potential conflict of interest in the business to be discussed at the meeting, receiving or giving gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.
- b) The Annual Register of Business Interests was updated and it was **agreed** that forms would be sent to those governors who had not received a form to update and return to the Academy.

Clerk

58/16 Standing Orders

It was reported that the Standing Orders for the Governing Body reflected the Articles

of Association except for the provision of giving notice to governors of meetings of the Full Governing Body. The articles state fourteen clear days should be given while the Standing Orders state seven days notice. The Standing Orders were approved as they stood.

MAIN BUSINESS

59/16 Multi Academy Trust [MAT]

The Chair provided an update following the agreement to sponsor and form a MAT with Debden Primary School [DPS].

The Academy continues to be in discussion with the Department for Education [DFE] on the formation of the MAT and have provided all the required information and data on the Academy and Debden Primary School.

A legal firm, Lee Bolton Monier-Williams, who have had a lot of experience in the process and respective responsibilities of each school forming a MAT, have been appointed collectively by the Diocese, Academy and DPS.

The Academy has had a number of meetings with DPS, to support the transition processes.

The DFE was applying pressure for the MAT to be set up by November, which the Academy felt was too quick and would not allow sufficient time to ensure the MAT was set up properly. The Academy felt that 1 January 2017 was a more appropriate start date.

The Diocese remains supportive of the MAT formation and as Great Chesterford being the sponsor school for DPS.

The Headteacher has visited DPS to discuss the academy conversion process. During the visit, Sarah Mitchell worked with the Head of DPS and Chair to draft a letter to be sent out to parents of DPS to start the consultation process.

The Chair and Headteacher planned to draft a joint letter to parents at Great Chesterford setting out the reasons and history of the decision to form a MAT with Debden and advising them of a date when parents could drop in and ask questions. The letter would set out the benefits of the new MAT and how the Academy was dealing with any concerns on the Academy's capacity to lead and manage the MAT. It was **agreed** to feedback the comments of parents to the FGB.

Chair/SM

Governors, especially parent governors, were often approached by parents who asked questions and raised concerns on what was happening at the Academy. Governors should be able to provide details on collective decisions made by the FGB and should refer parents to the Chair or Headteacher for any other questions. It was **agreed** to circulate the draft letter to the governors for comments which would also act as a briefing note to help answer questions from parents on the new MAT.

SM

The Chair felt the Academy had sufficient resources to build a management team for the MAT. The Academy had already strengthened the management

and administration structure which would free up time for the MAT.

The Finance and Administration staff of both schools planned to meet to discuss and agree the joint arrangements for finance, HR, payroll administration. The Headteacher wanted Alison Daltry to take the lead in setting up and managing the administration and finance of both schools. Essex payroll needed three months to combine the two payrolls.

The Academy needed to agree and provide details of the governing structure for the MAT to the legal firm to allow them to set up the new Trust. Great Chesterford Primary Academy would be the lead school for both schools within the MAT. The new governing structure would need to make provision for new schools joining the MAT.

It was felt that those governors on the new MAT should be selected on the skills and experience that they brought to the board rather than reflecting the interests of each school. It was important to agree the skills needed for the board and meet them from both sets of governors and new governors.

The FGB would need to approve the legal documentation setting up the new MAT and its legal and governing structures at the next meeting and it was **agreed** that the Chair and Headteacher touch base with the Chairs of the Committees as they take the matter forward.

It was **agreed** that the Academy should not be pressured by the DFE to set up the MAT quickly, but should take the time needed to set up the structure and procedures correctly for the new MAT.

Chair/SM

60/16 Policies

The meeting received the Academy's list of policies detailing their revision dates. It was **agreed** the Committee Chairs, governors and SLT responsible for the policies should plan for them to be reviewed.

AII/SM

61/16 Headteacher's report

The Headteacher introduced her previously circulated Autumn Term report and highlighted the key areas.

- There was an opportunity for the caretaker at DPS to carry out some of the caretaker duties at the Academy, once the MAT had been set up.
- The uniforms and PE kit provided to pupils qualifying for Pupil Premium were well received by their parents. The Academy also provided other activities to support these children including paying for school trips, music lessons and providing booster groups.
- It was noted that there were no comparative attainment results available for previous years following the introduction of the new assessment methods and new curriculum.
- The calendar of events was very helpful to governors and parents.

62/16 School Development Plan [SDP]

The Headteacher tabled the SDP 2016-17 which had been restructured and included historical data to allow governors to identify trends and answer

questions on current issues facing the Academy and the actions being taken.

The SDP set out over six key priorities and set out intended impacts for each activity within each priority. It was a living document and would be updated to reflect the progress being made against the planned activities. The SDP also included key questions on each priority that governors should consider asking when carrying out governor visits. The SDP was more specific on ownership and who the lead member of staff and link governor were.

The governors commended the Headteacher on the new style of SDP that was both very clear and comprehensive.

63/16 Safeguarding

The Headteacher reported there had been one safeguarding referral since the last meeting that had been discussed with Janet Menell, the governor responsible for safeguarding, the Chair and Essex CC.

64/16 Risk Register

The Chair introduced the previously circulated Risk Register that had been updated to reflect changes in the levels of some risks as a result of changes in circumstances that had arisen over the year.

The previously identified risk of the Academy being oversubscribed had been downgraded with the current lower level of admissions to the Academy, while the risks associated with the transitions of the Academy to a MAT had been included.

The likelihood and impact of the risks arising from additional pension costs and the lower level of funding due to the lower level of admissions had been increased.

The meeting discussed the risk of likelihood and impact of losing key finance and administration staff and the actions that were available to limit the impact on the Academy such as recruiting and training a new member of staff or from the finance and administration team at DPS.

ROUTINE BUSINESS

65/16 Membership

The Chair reported there were currently three vacancies, a parent governor, staff governor and a Chelmsford Diocese Education Trust [CDET] nominated governor. The parent governor vacancy would be advertised and elections held if more than one parent put their name forward. The Headteacher would advertise for a staff governor.

The staff governor vacancy had arisen following Fiona Keys' decision to leave the school. However Fiona had expressed an interest in continuing to be a governor and it was proposed and **agreed** to advise the Diocese of her interest and suggest that she be nominated.

66/16 Committee terms of reference and membership

The meeting received and agreed the schedule setting out the membership of each committee. New governors would be allocated to committees that

Clerk

best reflected the skill and experience they brought.

It was **agreed** the Committees should review their terms of reference and recommend any changes at the next FGB meeting.

67/16 Governors with Special Responsibility

The following governor responsibilities were agreed:

- a) Safeguarding/ Child Protection –Jan Menell
- b) Health and Safety - Gary Benn
- c) Link Governor – Fiona Keys [TBC]
- d) Finance Responsible Officer – Sarah Smith
- e) SEND – Jennifer Fullerty
- f) Equal ops – Lisa Jeremy
- g) Maths – Fiona Keys [TBC]
- h) English - Jennifer Fullerty
- i) Friends link – Adele Peters

68/16 Financial Regulations

It was **agreed** the Finance and Premises Committee would review the Financial Regulations for 2016/17 and recommend any changes at the next FGB meeting.

69/16 Finance and Premises Committee

The meeting received and noted the minutes of the Finance and Premises Committee meeting held on 18 July 2016.

The Chair provided an update on the planning application for the proposed building works to the school. The plans of the building works were on the website and would be available for parents to see at the MAT consultation meeting.

70/16 Minutes of the previous meeting

The minutes of the meetings held on 6 June 2016 and 18 July 2016 were approved as a true record of the meetings.

71/16 Matters arising

It was **agreed** to include the FGB minutes on the Academy website.

SM/Clerk

72/16 Chair's action

No urgent action had been taken by the Chair or Vice Chair since the last meeting.

73/16 Correspondence

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

74/16 Governor visits

It was **agreed** that all Committees should organise a termly visit by one of their members and to provide visit reports to Natalie Starbuck to update the visit register. Committees should refer to the new SDP to select an area of interest when arranging visits.

**Committee
Chairs**

75/16 Governor training

- a) Fiona Keys reported she would be circulating details of new Courses in Cambridge and Essex. Adele Peters would be attending a Child Protections course. It was **agreed** to see if there was a course on MATs and for a couple of governors to attend.

FK

IT was also **agreed** to arrange and host a course, perhaps with some of the governors from DPS and other schools on a cost sharing basis.

FK

76/16 Date/time of future meetings *[All meetings start at 19:45 hrs]*

Tuesday 8th November 2016

Tuesday 24th January 2017 [Joint governor/ staff meeting (TBC)]

Tuesday 21st March 2017

Tuesday 6th June 2017

Committees to arrange meetings to feed into these dates

77/16 Any other business

None

Signed by Andrew Taylor [Chair] on 8th November 2016