

**Minutes of the meeting of the Governing Body of Great Chesterford (Church of England) Primary Academy held on 22 March 2016.**

<b>Membership</b>	<b>Office</b>	<b>Term</b>
Mr Mike Johnson	Parent Governor	25/03/2018
Ms Elfreda Tealby-Watson	Parent Governor	12/03/2017
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	05/11/2019
*Mr Gary Benn	CDET** Governor	31/12/2016
Ms Janet Menell	CDET** Governor	01/09/2019
Mr David Boatman	PCC [Little Chesterford]	08/09/2019
Mrs Lisa Jeremy	Co Opted Governor	12/11/2017
Mrs Fiona Keys	Staff Governor	16/03/2017
Mrs Sarah Mitchell	Headteacher	Ex-Officio

\*Indicates absence

\*\*Chelmsford Diocesan Education Trust

**The Rev. Jeremy Parsons opened the meeting with a prayer.**

**11/16 Apologies for Absence**

Apologies were received from Gary Benn and Jennifer Fullerty.

**12/16 Notification of urgent AoB**

None.

**13/16 Declaration of business interests**

None.

**14/16 Website**

The website has been reviewed and updated to make it clearer and easier to find information, especially the pupil premium and sports premium sections. E-Safety is clear for parents to find to include CEOP. Key dates for the year have been added on the calendar.

**15/16 Academy Development Plan/Self Evaluation**

The Academy Development Plan is to be a working document modified by the Headteacher and to be accepted by Governors. The Governors can see which areas are being worked on and which are completed. Current improvements being made within school include improving lunchtimes and starting sports clubs at lunchtimes. Worship has been added to the plan and this has also been improved within school. An updated copy will be distributed at every Governors meeting. Governors were very pleased with the new plan and thanked the Headteacher. The plan was adopted by the Governors. Proposed – Elfreda Tealby-Watson, Second – Bob Rust.

### **16/16 The Headteacher's Report**

The report has been revised to include the information that the Governors require and was presented to the Governors. The report included Secondary school admissions and the Headteacher has reassured parents and feels that this was a problem that was dealt with. Parents are now wanting assurances that siblings would get admitted into secondary school. It was agreed to include average percentages and any actions taken in the Attendance section. Under Pupil premium the groups which are tracked include FSM, Forces, etc. and their progress is to be shown in Summer Headteacher's report. Attainment of pupil premium children will be added at the end of year when the data is available. Anne Fisher has been meeting with the Headteacher and working with the Senior Leadership Team. The new members of staff have settled in well.

### **17/16 Equalities Objective**

To be updated in the next Governing Body meeting.

### **18/16 Safeguarding**

The school boundary has been reviewed and additional planting put in and new fencing installed. A new security entrance system has been installed with fobs for staff. Behaviour and accident logs have been updated and improved and a new folder is in the office. It was agreed to review a pro-forma for the behaviour log from Mike Johnson.

There was nothing further to report.

### **19/16 Academy Policy Review**

Nothing to review.

### **20/16 Membership**

The Chair noted that Alastair Blythe and Elfreda Tealby-Watson were resigning from their Governing positions and passed on his thanks for their work within school. It was noted that there is a vacancies for a parent governor and this has been advertised.

### **21/16 Chairman's action**

None.

### **22/16 Minutes of the previous meeting**

The minutes of the meeting held on 13 January 2016 were approved as a true record of the meeting.

Jan Menell noted that Littlebury PC should be added.

### **23/16 Matters arising**

None.

### **24/16 Correspondence**

No correspondence relevant to the Governing Body was reported.

### **25/16 Minutes/reports of committees**

**Finance and Premises** – There was an update from Bob Rust on the building plans. He had spoken to architects and a survey is to be carried out on the building and site during holidays ready for the

architect. The next step is a feasibility study. The Governors agreed to delegate to the F&P committee the appointment of an architect following review of fees to be able to move forward. Health and Safety has been reviewed and considered by the F&P committee and a Health and Safety walk is to be carried out.

**Curriculum** – The Minutes of the meeting were circulated and it was noted that there was a focus on writing. The school has started Big Write in collaboration with other schools. The non-pupil day was used to train teachers and teaching assistants to aid with delivery of lesson. The First Aid and Admin of Medicines have been reviewed and it was agreed to formalise the Administration of Medicines policy. A pro-forma for parents to complete before medicine is given to child. A new pro-forma was agreed to be introduced for Governors for general visits.

**Personnel & Admissions** – The P&A Governors had reviewed the September intake and there are 41 applications, 24 in catchment, 23 first choice. A new caretaker and cleaner had started and both were working well. The position for a KS2 leader was advertised but the Headteacher proposed to remain as the school is. A parental questionnaire – due to be sent out 2<sup>nd</sup> week after Easter. The SEN policy due to be circulated and added to website as a draft.

#### **26/16 Governor visits**

Jan Menell has visited most classes and commented that it was an excellent idea to have a visiting author.

#### **27/16 Governor training**

Fiona Keys confirmed that the summer courses have not been released yet. These will be sent out when they are released. Jan Menell and Bob Rust have completed GEL training and attended training – Introduction to Gov and Monitoring and Evaluation. Jan Menell is also booked for Safeguarding course.

#### **28/16 Date/time of future meetings**

7<sup>th</sup> June although it may be necessary to have an earlier meeting to discuss MAT.

#### **29/16 Any other business**

The issue of the Multi Academy Trust was discussed and Governors had agreed to delegate to the Headteacher, Chair and Vice Chair to review the information from the other school. These Governors have met and agree there is nothing in the documentation to suggest that the information from the other school is robust and there is nothing to suggest concerns. The Governors agreed that Great Chesterford C of E Primary is already an Academy and the other school has to become an academy. Their preference is to join with us. The MAT would be made up of a mixed Governing body. The Chair was concerned over the time that he would need and how it would impact on staff. The Government has also announced that all schools are to be academies by 2020. The Chair stated that the benefits of becoming a MAT include collective power and consolidating office staff. There are positives from each school and to learn from each other making it more interesting for teachers to cross over and allow growth within teaching experience. David Boatman was concerned about the overall shortage of teaching staff and felt that if we don't take the initiative then we will be taken over. The Headteacher stated that there may be some financial support if we go earlier. The Chair noted that the negatives are an increase on Governors time, to ensure that staff do not get drawn away from their own school and that it should not change the dynamics of the school. The Headteacher wants the school values to remain as an inclusive school.

Mike Johnson was opposed to the policy as the pressure to raise standards is so high. The Headteacher is keen to share the current strengths of the school. Elfreda Tealby-Watson was keen for Great Chesterford to remain in the driving seat although she understands the different views and policies and the need to understand and think what the other school needs. The Headteacher stated that she feels a duty of care for the other school. Governors agreed to move forward with further discussions. The Headteacher agreed to approach the Department for Education and to meet with the other school with the Chair and Vice Chair. The Governors accept the idea of becoming a MAT in principle and for the Headteacher, Chair and Vice Chair to move forward in a collaborative way. Proposed by David Boatman and seconded by Elfreda Tealby-Watson. Mike Johnson abstained.

**Signed by Andrew Taylor [Chair] on 6<sup>th</sup> June 2016**