

**Chesterton Primary School
Local Governing Board
Minutes of the Meeting
held on Tuesday 1st December 2015**

Present: Paula Brenchley
Jacub Beukes
Maxine Cole
Johanna Guillod-Rees
Jenny Nelder
Bryony Surtees
Kate Heywood

In Attendance: Karen Jarvis (Clerk)

Apologies: Marion Lloyd
Ian Manning
Ian Murray

Item	Notes	Action
1.	<p><u>Absence</u> 1.1. Apologies for Absence Apologies had been received from those listed above. 1.2. Consent/Non-consent to absence It was agreed to accept apologies as given.</p> <p>Mrs Nelder explained that she would Chair the meeting in the absence of Ms Lloyd. Two new governors were introduced, and Mrs Jarvis agreed to forward documents relating to roles and responsibilities and a welcome pack.</p> <p>It was confirmed that Mrs Jo Sanders was willing to act as Clerk for the LGB of Chesterton.</p>	KJ
2.	<p><u>Pecuniary & Other Interests</u> 2.1. Declarations with regard to items on agenda No new interests were declared.</p> <p>2.2. Update the Register of Pecuniary Interests Governors were asked to complete a new-style Declaration Form if they had not already done so</p>	All
3.	<p><u>Chair's Action</u> There were no urgent actions to report.</p>	
4.	<p><u>Minutes of the Last Meeting (20.10.15)</u> 4.1. Confirm the Minutes of the previous meeting. The Minutes circulated for the meeting held on 20th October 2015 were confirmed as a true record.</p>	

4.2. Matters Arising from the Minutes

4.4.5.2. Crossing Patrol - Ideas discussed, including this being part of the Custodian's role (Mrs Surtees did not want this to happen) and asking for volunteers from PTA/parents (Mrs Jarvis advised that this may involve DBS checks and possible security issues). It was confirmed that the school owns the land that goes up to the road, and ALT will investigate fencing and/or bollards. Mrs Cole asked if PCSOs could be asked to attend – Mrs Surtees replied that they have been contacted, but this is not seen as a high priority.

7.2.7. Mrs Nelder reported that the performance management process for the Headteacher had been completed. Targets were met.

7.2.8. The Ofsted Report comment should read Mrs Nelder, not Ms Lloyd.

Governor vacancies: Mrs Jarvis advised that the non-teaching staff governor role can continue to be vacant, until the school grows.

KJ

5.

Academy Improvement

5.1. Headteacher's Report

Mrs Surtees took governors through her report, and answered questions accordingly:-

- Reported a Racial Incident, which resulted in an exclusion. Parent supportive and Place2Be involved.
- There have been 10 exclusions this term (relating to 4 children, with the longest exclusion being for 3 days). The procedure leading up to any exclusion was explained, including a zero tolerance protocol against staff that has been introduced. Mrs Heywood stated that staff felt supported by school. Most parents are supportive and reintegration meetings take place to reinforce message to both parents and pupil.
- The school Behaviour Policy has been reviewed.
- *Mrs Nelder asked if communication could be improved, citing an incident where a child was given additional G&T support without parents being informed. Mrs Surtees agreed to look at this.*
- *Mrs Cole asked if there was a waiting list for school places. Mrs Surtees replied that no-one is currently on the waiting list.*
- *Mrs Cole asked why some children are invited to be part of more-able groups. Mrs Surtees replied that these were set up in response to Ofsted, and Mrs Heywood was currently running the groups as part of her Head of School role.*
- *Mrs Guillod-Rees is this could be maintained as the school grows. Mrs Surtees replied that the groups will continue, but it may be necessary to look at alternative ways of delivering the provision as Mrs Heywood's role grows. She went on to say that the Professional Development day in January will focus on More Able pupils (with the May PD focusing on Nurturing).*
- *Ms Lloyd had asked about data: Mrs Surtees explained that it was difficult to compare this year's cohort with last year's due to a change in assessment criteria. A new tracking system has been introduced. The Early Years team have opted to assess via Holistic Measures – the Chesterton score is 14: National Average score is 18. Progress and Value Added will be judged at Year 6.*
- *Mrs Nelder asked if NQTs required training in the new tracking system? Mrs Surtees replied that all staff are to receive training and NQT are supported by members of the senior leadership team when planning*

	<p>5.2. SDP & RAP</p> <p>Governors agreed that they had all had sight of these plans (that had been circulated prior to the meeting). Mrs Surtees asked for volunteers to take part in monitoring visits:</p> <p>Ms Lloyd – Learning Walk on 8th December</p> <p>Mrs Cole – Maths on 10th December</p> <p>Mrs Nelder – 15th December (focus to be confirmed)</p> <p>Mrs Guillod-Rees & Mrs Jarvis – Health & Safety - completed on 25th November</p>	
6.	<p><u>Budget</u></p> <p>Mrs Surtees explained that the report governors had received was an expenditure report only. ALT staff will be working on the budget until a replacement School Business Manager has been appointed. It was noted that there is a high spend on Supply teachers due to a specific need.</p>	
7.	<p><u>DfE Information</u></p> <p>Mrs Surtees directed governors to the DfE website www.education.gov.uk/schools/toolsandinitiative/cuttingburdens/b00216133/need-to-know-schools which gives dates and a suggested timeline for governance tasks</p>	
8.	<p><u>Governor Training</u></p> <p>Governors asked for training on Raise On -Line. Mrs Brenchley agreed to provide this. Governors asked for Safer Recruitment training – Mrs Jarvis suggested the EPM website for on-line training.</p> <p>All governors will be expected to take part in Safeguarding training.</p> <p>Mrs Jarvis confirmed that the next ALT Governor session will be on 14th April, at the new Isle of Ely Primary School.</p>	
9.	<p><u>Any Other Business</u></p> <p>Staffing: Mrs Surtees explained that the School Business Manager role (shared with Ely) has been advertised in the most flexible form possible. A Teaching Assistant had resigned. The post has been advertised, but school will only appoint a 'good' candidate. Mrs Nelder volunteered to be part of the TA interview panel on 18th December. Ms Lloyd will be asked to join the SBM interview panel on 17th December.</p> <p>Grounds Maintenance: Bates contractors continue to support the Custodian at present (as three months notice was required), but the contract ends at Christmas.</p> <p>Committees: Mrs Heywood will join the Personnel committee and Mr Buekes will join the Finance committee.</p> <p>Health & Safety: Mrs Guillod-Rees reported briefly on her H&S visit – there are no major issues. A full report will be available at the next meeting.</p> <p>Christmas: It was suggested that each child be asked to donate one bauble for the Christmas Tree via the Newsletter.</p>	ALL
10.	<p><u>Dates of Future Meetings</u></p> <p>Agreed as follows:-</p> <p>26th January 2016: Local Governing Body Meeting at 6pm</p> <p>1st February 2016: Personnel Committee at 6pm</p>	