

Chesterton Primary School
Local Governing Board
Minutes of the Meeting
Held on Tuesday 1st March 2016

Present: Bryony Surtees Surtees (Executive Headteacher)
 Marion Lloyd (Chair)
 Ian Murray
 Kate Heywood
 Jaco Beukes
 Maxine Cole
 Jo Guillod-Rees
 Paula Brenchley

In attendance: Jo Sanders (Clerk)

Apologies: Ian Manning
 Jenny Nelder

Item	Notes	Action
1.	<p><u>Absence</u> 1.1. Apologies for absence Apologies had been received from those listed above.</p> <p>1.2. Consent/Non-consent to absence It was agreed to accept the apologies as given.</p>	
2.	<p><u>Pecuniary and 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 Mrs Sanders is still awaiting declaration forms from Mr Manning and Mrs Nelder. Mrs Sanders to chase.</p>	JS
3.	<p><u>Chair's Action</u> There were no urgent actions to report.</p>	
4.	<p><u>Minutes of the last meeting (01.12.15)</u> 4.1. Confirm the Minutes of the previous meeting The Minutes circulated for the meeting held on 26th January 2016 were confirmed as a true record.</p> <p>4.2. Matter arising from the minutes Mrs Surtees said that she has met with Alison from the Nursery and letters have been sent out to parents. At this time there no feedback has been received. More work with the Nursery is in the pipeline. PD days have been confirmed and published.</p>	

5.

Academy improvement

5.1. Hub Lead report

Michael Lavelle came and visited the school on 1st February 2016. It was a really good report which verifies the SEF and shows that the school is improving all the time.

There were areas where it was felt further improvements were needed and Mrs Surtees explained that there were plans in place to support. Mrs Surtees doesn't feel at this time that there has been any detrimental effect arising from the movement of TA's. Good use is being made of parent helpers which happens on a regular basis

Mr Murray voiced his ongoing concern that observation reports, although meant to be of a confidential nature, at the moment are still able to 'identify' individuals as the school is still so small. Mrs Lloyd reminded everyone that any papers seen within the confines of the LGB meetings are confidential and it was confirmed that the full minutes, which are of public record, would ensure that no confidential matters are disclosed.

Mrs Guillod-Rees asked what CPD was in place for the NQT's and other staff within the school. Mrs Surtees said that the two NQT's had a detailed action plan. Ms Mariott (from Isle of Ely school) and Ms Heywood are acting as mentors and Mrs Surtees meets with them on a weekly basis and things are improving rapidly.

Within school, there are regular drop-in's into taught classes, with more formal observation of teaching and learning done on a half-termly basis. The school has been observed by the likes of David Hilton and Michael, but these work for the Trust. Mrs Surtees has some ideas of independent people that could do a school review. Mrs Brenchley mentioned a gentleman called Ian Seath that the Trust uses in other hubs, and also a lady called Elaine Taylor who is a former Ofsted inspector. It was discussed that it is good to have fresh eyes look over things that can see things from different perspectives.

5.2. Standards and Progress

EYFS – The school are using a new data tool called Classroom Monitor. This is a new tool and Mrs Surtees and the staff are now very comfortable in using it and are confident in the data being produced. The children work through a programme of 'ages and stages' and are assessed throughout the year on different elements such as forming relationships and understanding feelings to reading, writing and numbers. The aim is to achieve the Early Learning Goal by the end of the academic year. Pupils only achieve this if they have succeeded in all of the other areas. Most of the children are where they should be, which is in the 40-60 developing bracket (40-60 being age in months). In terms of progress, it would be expected that pupils would progress by at least 2 points for the period October - March. In all areas apart from writing, the children have achieved this and indeed have exceeded this level of progress. Moving forward, the expectations set by Government for what pupils should or should not be achieving is increasing all the time. Mrs Lloyd suggested a meeting to review expectations and how we communicate these to parents of new children when joining the school. It is recognised that there is some resistance to too much formal education too early; a 'let children be children' sort of mentality. We need to ensure that parents realise what the standards are and that these standards are what their children are going to be measured against.

	<p>The new 2016/2017 parent body should be known by April. It was suggested that perhaps a set of guidelines could be produced to give to parents. Mrs Surtees said that there is a lot of good collaborative work going on in the Ely area within pre-schools but could really do with gaining access to private day-care establishments to liaise with regarding expectations and measures for children entering school.</p> <p>In terms of Y1 and Y2, Mrs Surtees feels that a whole academic year is needed to be fully confident in the data being produced with this tool. Going through the Y1 and Y2 data, Mrs Surtees explained that she had been quite 'cruel' with the figures which is why it appears that scores have gone down.</p>	
6.	<p><u>Budget and related items</u> 6.1 Budget plan 2015/16 Mrs Lloyd referred to the management report presented to the Finance Committee. At this time Mrs Lloyd did not want to make too much comment on this, only to assure the LGB that Teresa had made great strides in sorting out the 2015/2016 budget and that a clearer position of the school position was hoped to be available after Easter.</p> <p>6.2 Affordability of staff Mrs Surtees then presented the first draft of the 2016/2017. Based on these figures it looked like the school would be able to afford to take on new staff for September. The only drawback is the possibility of a large clawback of a GAG overpayment of £68K. Clive Paskell, Director of Finance for the Trust, is meeting with County on 2nd March to discuss this. Mrs Surtees will report back once the situation is known.</p>	
7.	<p><u>Committee Meetings</u> 7.1 To receive minutes from Finance Committee meetings As stated above, the minutes from the Finance Committee were received by the LGB and a small synopsis was given by Mrs Lloyd and Mrs Surtees. A more detailed discussion will be held after Easter once the current position is known.</p> <p>7.2 To receive Governor Visit reports Mrs Lloyd and Mrs Guillod-Rees have both been in school for visits. The reports were not available for this meeting but will be presented at the next LGB.</p> <p>Mr Murray presented his report from his visit of 9th February in relation to safeguarding. It was discussed that Prevent Training was needed as a whole Governing Body.</p>	
8.	<p><u>Educational Visits</u> Reception would like to go to Church Farm Year 1 would like to go to the Space Centre at Leicester Year 2 would like to go to the Olympic Stadium</p> <p>There was a discussion around whether the Year 1 trip was feasible due to the young ages of the children involved and the distance from school. It was also discussed whether there would be cost issues with the trips both for the school and for parents. Mrs Surtees did say that for the Year 2 trip the only cost would be for transport. It was agreed that Mrs Surtees was to cost all the trips up and report back to the LGB.</p>	

9.	<p><u>DfE Information</u> 9.1. To note any updates from the Need to Know area of the DfE website which is relevant to the Academy http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools</p>	
10.	<p><u>Any other business</u> Mrs Cole asked Mrs Surtees about a comment from her daughter about having been on television.</p> <p>Mrs Surtees explained that a film crew from Cambridge TV had been in to do a piece. Not many people had heard of Cambridge TV – it is a dedicated channel via Sky / Virgin television. Mrs Surtees did say that she had posted a link to the piece on her Twitter feed.</p>	
11.	<p><u>Date of next meeting(s)</u></p> <p>FGB: 19th April at 18.00 28th June at 18.00</p> <p>Finance Committee: 25th February at 12.30 14th April at 16.00 (venue in Ely tbc) 12th May at 12.30</p> <p>Personnel Committee: 15th March at 6.00pm</p>	