

Chesterton Primary School

**Local Governing Board
Minutes of the Meeting
Held on Tuesday 20th October 2015**

Present: Bryony Surtees (Executive Headteacher)
Marion Lloyd (Chair)
Ian Murray
Ian Manning
Jenny Nelder

In attendance: Jo Sanders (Clerk)

Apologies: Maxine Cole
Kate Heywood
Jo Guillod-Rees
Paula Brenchley

Item	Notes	Action
1.	<p>Absence Ms Lloyd welcomed all present. Apologies were received from Mrs Cole, Miss Heywood, Mrs Guillod-Rees and Mrs Brenchley. Ian Manning arrived for Item 4.</p> <p>The meeting went ahead on time despite there being only 4 people present. There was a question if the meeting would be quorate. Ms Lloyd asked if the terms of reference could be checked and confirm numbers needed to make meetings quorate.</p>	JS
2.	<p>Declaration of business interests No new interests were declared.</p>	
3.	<p>Election of vice chair Mrs Nelder agreed to remain in the position. Governors present agreed.</p>	
4.	<p>Committee structure & Governor Links Due to low attendance there was no discussion around explanation of committees. Link governors were discussed and appointed as detailed below:</p> <ul style="list-style-type: none"> • Attendance – Mr Ian Manning • Health & Safety – Dr Jo Guillod-Rees • Pupil Premium – Ms Marion Lloyd • Safeguarding – Mr Ian Murray • SEN – Mrs Maxine Cole <p>Ms Lloyd feels that the LGB needs two more governors and asked all present that if they knew anyone who might be interested, and in that case let her know. Mr Murray thinks he knows of someone so is going to talk to them. He is also going to email his local community network.</p> <p>Ms Lloyd suggested that committee structures are looked at prior to the 16/17 academic year. She felt that a minimum period of two years was a good basis for serving members.</p>	IMurray

5.	<p>Minutes of the last meeting (21.05.15) The minutes were accepted as a true record, with no technical corrections.</p> <p>Matters arising</p> <p>4.5.2 Mrs Surtees said that the parking situation has improved, although Mr Manning said he had been receiving complaints from local residents about parking in local streets. Mrs Surtees said she had contacted the local council road & transport department to ask if the zig-zags could be replaced. Mrs Nelder asked if there was a chance of getting a crossing patrol. It was wondered who normally would provide that service and/or whether it could be part of the custodian role?</p> <p>4.6 Mrs Surtees told the governors that the baseline assessments had now been completed using the 'Early Excellence' system which will be compulsory in schools from 2016. Early indications are that the results are still below national averages but were better than in previous cohorts. The data will be available at the next meeting. There was some discussion about whether or not the fact that a good percentage of this year's cohort had moved up from Chestnut nursesey had an effect on the results. Mrs Surtees said she was still waiting for leaving data from the Nursery to be able to compare with Reception entry data. Ms Lloyd asked if it was possible to get an analysis on entry levels based on:</p> <ul style="list-style-type: none"> • Chestnut pupils against non-Chestnut pupils • Children attending pre-school against those not attending pre-school <p>4.8.1 Mrs Surtees reported that an advertisement had gone out for a clerk to the Governing Body and that so far one application had been received but that there was likely to be a second application in the near future.</p> <p>Ms Lloyd asked that it be noted that the current budget for 2015/16 was approved by the Finance Committee on 21st May 2015 and subsequently agreed via email on 17th July 2015.</p>	
6.	<p>Report on any chair actions No actions taken.</p>	
7.	<p>Headteacher report/Ofsted Report It was assumed that both had been read prior to the meeting.</p> <p>Raising Attainment Plan – see Agenda Item 10</p> <p>Performance Management - Mrs Surtees has had her review and will let governors know the outcome</p> <p>Pupil attainment – Final assessment against the Early Learning Goal took place at the end of the summer term. Mrs Surtees had collected the data and circulated this to the governors. 64% achieved a Good Level of Development which is just under the National Average of 66%. However, in comparison with their on-entry data, it shows that tremendous progress has been made. The data shows that very good progress has been made by those children with EAL (English as an Additional language) and SEN (Special Educational Need). Good grounding in phonics work has seen the children's writing moving on.</p> <p>Dr Guillod-Rees had forwarded a question about outdoor learning as the inspector disliked the outside facilities. Mrs Surtees explained that a</p>	

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Cambridgeshire City Council Outdoor Advisor had visited the school and has said that the area is fine. It is now more a question of what is actually done outside, and this is something she will be looking at. Mrs Surtees did add that the Forrest Schools scheme is working well.

BS

Dr Guillod-Rees had also asked what was being done to challenge the children. Mrs Surtees explained the children are being taught using the Hoop Challenge Curriculum. This puts the child at the centre and there are 3 stages of challenge from 1 to 3 in all areas of the curriculum. Teachers plan their lessons towards meeting these challenges but do need to think about 'extra' challenges for when and if stage 3 has been achieved. **Mrs Nelder** did comment that early indications are good, with children reporting more challenge. Interventions currently being used within school to support children include:

- Dolly the dog (reading)
- Numicon (maths)
- Sensory circuits
- Lego Therapy

A gap analysis has been used to identify where any gaps may be so that intervention can be properly geared to those that need it.

Mr Murray asked Mrs Surtees about how she was splitting her time between Chesterton and Isle Of Ely schools. Mrs Surtees explained that she has changed her working pattern since last year and will now be at Ely on Wednesday, Thursday and Friday afternoon. She had tried being on both sites every day but that wasn't working as she found she needed to be at Chesterton more due to some very challenging students. She also missed the contact with the children and felt that a change of pattern would help to give her more of a visible presence in both schools.

Mr Murray asked if that situation had been explored in Mrs Surtees' PMR and she replied that it had not. Mrs Surtees then went on to explain that a Head of School was now in post at both schools; Mrs Marriott at Isle of Ely and Ms Heywood at Chesterton. They are all working closely with Mike Lavelle, the Hub lead, in developing the roles going forward. The benefits are seen to be:

- Open & honest communications
- Sharing good practice
- Curriculum lead across both schools
- SLT across all schools

The Head of School role is one that is more than that of a Deputy Head but not quite a Head. Mrs Surtees agreed that now it is time to delegate responsibilities to the two.

Mrs Nelder asked if Ms Heywood was happy about her new role. There was some discussion about the development of the role of Head of School. As the head had already identified they are working with the hub lead to develop the role and further delegation. It was suggested that Head of School might have a higher profile, particularly in the weekly newsletter.

Ofsted report – Ms Lloyd took this opportunity to thank Mrs Surtees and all her staff on their recent OFSTED outcome. The school was rated as Good. Reasons given for not yet being outstanding are higher ability pupils need more challenges, and the outdoor area not always used

	effectively to support learning. Both of these issues are being addressed with the new Hope Challenge curriculum and Sport Premium money may help to purchase outdoor equipment.	
8.	<p>Policies</p> <ul style="list-style-type: none"> • Admissions – currently following Cambridgeshire County Council policy but looking to changing maybe for 16/17. These changes would allow siblings to have a higher ranking for entry criteria than in previous years. • Pay policy – the new pay policy has been agreed by the unions, the CEO and the governors. Pay increases now linked to performance. 	
9.	<p>Trust Business</p> <ul style="list-style-type: none"> • Trust reports - distributed and assumed to have been read. Chesterton are not in the capital plans as they are considered to be a 'new' school. However, there are some works needed that could be costly. • Governors event – all felt that it was a really good idea, and those that did attend had said they enjoyed it. Ms Lloyd said that they need to garner better attendance for subsequent events. It was suggested that the dates for future events should be published more in advance to allow for diary planning. Ms Lloyd asked Jo if she could go back to ALT and find out when the next event may be and circulate details. 	JS
10.	<p>School Development Plan and Raising Attainment Plan</p> <p>Mrs Surtees had circulated the RAP data for the summer term. She will be working on this term during the half-term break and will have the data ready for the next meeting now that all the baseline assessments have been completed.</p>	BS
11.	<p>Any other business</p> <p>Mrs Nelder asked when new teaching posts normally get advertised. Mrs Surtees replied that it would normally be around late January to early February.</p> <p>Mr Murray asked if the school would like to be involved in some way with the switch-on of the Christmas lights at the Methodist church. Mrs Surtees said that would be lovely and perhaps she could bring the children along to sing.</p>	
12.	<p>Date of next meeting(s)</p> <p>FGB: 1st December at 18.00 26th January at 18.00 1st March at 18.00 19th April at 18.00 28th June at 18.00</p> <p>Finance Committee: 25th February at 12.30 12th May at 12.30</p> <p>Personnel Committee: 3rd November</p>	