

**Chesterton Primary School**  
**Local Governing Board**  
**Minutes of the Meeting**  
*Held on Tuesday 26<sup>th</sup> January 2016*

Present: Bryony Surtees Surtees (Executive Headteacher)  
 Marion Lloyd (Chair)  
 Ian Murray  
 Kate Heywood  
 Jenny Nelder  
 Jacob Beukes  
 Maxine Cole  
 Jo Guillod-Rees

In attendance: Jo Sanders (Clerk)

Apologies: Paula Brenchley  
 Ian Manning

Item	Notes	Action
1.	<p><b><u>Absence</u></b>  <b>1.1. Apologies for absence</b>            Apologies had been received from those listed above.</p> <p><b>1.2. Consent/Non-consent to absence</b>            It was agreed to accept the apologies as given.</p>	
2.	<p><b><u>Pecuniary and other interests</u></b>  <b>2.1. Declarations with regard to items on agenda</b>            No new interests were declared.</p> <p><b>2.2. Update the register of Pecuniary Interests</b>            Declaration forms received from Mr Murray and Dr Beukes. Mrs Sanders to check that forms have been received from all of the LGB and circulate and chase those still needed.</p>	<b>JS</b>
3.	<p><b><u>Chair's Action</u></b>            There were no urgent actions to report.</p>	
4.	<p><b><u>Minutes of the last meeting (01.12.15)</u></b>  <b>4.1. Confirm the Minutes of the previous meeting</b>            The Minutes circulated for the meeting held on 1<sup>st</sup> December 2015 were confirmed as a true record. One technical correction made as detailed below in 4.2.</p> <p><b>4.2. Matter arising from the minutes</b>            There were no matters arising from the minutes. Kate Heywood is joining the Finance committee and Jacob Beukes is joining the Personnel committee not the other way around as previously stated.</p>	

5.

### **Academy improvement**

#### **5.1. Head teacher's report**

Mrs Surtees re-iterated that the transient nature of the area continues to affect numbers. Also there is a new school (University School) being built, and another local primary school (Kings Hedges) is close to having its expansion completed.

The Shirley school has experienced similar issues, but Chesterton has a bigger 'mix' of pupils from very diverse backgrounds i.e. travelling community to those with university educated parental backgrounds, in much smaller class settings. This inconsistency does have an effect on the children and the staff in that the class can become unsettled with the constant changing of pupils, and sometimes this causes difficulties in forming relationships with others.

**Mrs Lloyd** asked if there was a way of encapsulating data to show the progress/attainment made by those pupils who have been in school all year against those that have joined the school in year. Mrs Surtees said she would look into this.

**Mr Murray** wondered whether or not a PR exercise could be a useful tool in gauging how the local community perceives the school and when the number of applications for the next intake are known? Mrs Surtees said that actually there are 3 or 4 pupils on the waiting list for the current Reception class and that the transient behaviour at the moment seems to be more affecting Yr 1 & Yr 2. Application numbers for September 2016 intake should be known around April. There were some discussions as to how any type of data collection could be initiated, ranging from a letter home to parents to inclusion with the school newsletter. **Mrs Nelder** did say that she knew of an IT based free survey tool that could perhaps be adapted to support such an exercise.

**Mrs Cole** asked about the difference in 'catchment' as opposed to 'locality'. Mrs Surtess explained that a catchment area is set by the Local Authority and is predominantly set on postcode areas surrounding a particular school. Locality is a term used more to describe the actual areas that come under these catchment areas.

**Mrs Cole** asked about exclusions and whether or not it was a case of 'move the child, move the issue'? Mrs Surtees went on to mention that although there are still some issues, student behaviour seems to be getting better with initiatives like Place 2 Be and the nurture group beginning to show signs of a positive impact although it is still too soon to really tell as these are new and have not been available before now. **Mrs Lloyd** stated that the school goes 'above and beyond' in supporting their students and that the one permanent exclusion was a last resort. Mrs Surtees did state that actually the individual concerned was doing extremely well in their new school and was actually now participating in full main-stream education.

There have been a 5 'fixed-term' exclusions, involving 3 children since the last report. The have ranged from one day to three days.

**Mrs Nelder** asked if there was a process or procedure when the child comes back into school. Mrs Surtees explained that in the first instance a re-integration meeting takes place where an action plan is put into place. Mrs Surtees did mention that there are some parents who seem very

reticent to get on board with anything aimed at intervention, yet don't appear to have any alternative plan of action to offer. There was some discussion around the Home/School Agreement but the conclusion is the difficulty in which it is able to be enforced. Mrs Surtees did say that quite often she is faced with "they're not like it at home", which she understands to some extent as the rules and expectations at home are not necessarily consistent with those of the school and often the child's behaviour where they are encouraged to do things for themselves much more and it is this kind of expectation that sometimes the child is challenging.

Teresa Mason takes up her post as SBM commencing 4<sup>th</sup> February. One of the first tasks will be to review the budget as it is very tight. Mrs Lloyd thanked Mrs Jarvis and Mrs Sanders for the work they have been doing in managing the day-to-day accounts. It is planned that a budget monitoring report will be issued at the next meeting of the LGB.

Mrs Surtees then spoke about the changes in accountability structure. All teaching and support staff will report to Miss Heywood as Head of School, who will in turn report to Mrs Surtees. Plans are in place to review targets and CPD.

Mrs Cole asked how performance is managed. Mrs Surtees explained that she is set her targets by ALT's Chief Adviser. These are then disseminated through to relevant staff who have their targets set in order to support. There are termly meetings to discuss CPD with staff. There is a School Development Plan and targets/CPD are formulated into action plans for staff. Staff meeting their targets are rewarded through performance related pay. Staff not meeting targets will not get their pay reduced but will have action plans drawn up in order to support and identify any training needed. If a member of staff still fails to meet expectations then a capability procedure may be instigated.

Mrs Cole then asked what the situation was in regard to teaching assistants. Mrs Surtees explained that they also have action plans in place. These are not necessarily so target driven to the individual but more to helping to support the targets of the teacher.

#### **5.2. Standards and Progress**

Mrs Cole asked if people were reassured after the Apple class meeting. It appears that there is an anomaly between the exit data from the Nursery and the baseline assessments made by the school, with some children appearing not to be at standards previously stated. Mrs Surtees said that she had heard that some parents are under the impression that she had put the blame on the nursery which Mrs Surtees clarified was not actually the case at all. The systems used to capture data from the Nursery are different from those used by the school, and it is possible that some of the nursery staff do not realise what is actually needed so in some ways the data is unreliable. Mrs Surtees said that it needs to be remembered that the children in the Nursery are more 'supported' with their tasks, with higher staff to children ratios, whereas the school are trying to ascertain more what the children are able to do more independently as the ratios are not as high. Mrs Surtees did say that the NQT was "over-cautious" in her assessment of some of the children which again may have brought some of the levels down. Mrs Surtees is going to meet with Alison from the Nursery to discuss and she is also going to write to all the Apple parents.

**BS**

Their report format is not good. In the Ely area the pre-schools meet with the schools in order to 'standardise' the collection of data. Unfortunately, there are so many pre-schools and nurseries in Cambridge that this process just cannot happen.

**Mrs Nelder** suggested that maybe communication with parents regarding the baseline assessments could be better. The differences in assessment could be explained and parents could be reassured why there may be differences, and that if the school had any concerns at all then they would make contact with parents. This could take the form of a leaflet or letter being sent home at the beginning of term or included in a welcome pack.

**Miss Heywood** spoke in more detail about the nurture programme. Although only running for two weeks, one boy has gone from part-time timetable back to full-time. One young girl is less angry than before, with outbursts being shorter when they do happen. There has been some positive feedback from some parents. Place 2 Be is working very closely with the group so actually the two strategies work together. Ideally the school would like this to be a long-term venture but will be subject to budgetary constraints.

**Mrs Cole** asked whether the attendance targets were above or below targets. **Mrs Surtees** replied that whilst still slightly below target, attendance rates were up by 2%. Reward programme is working. No requests for term-time holiday have been received, and **Mrs Surtees** said she would not be authorising these in any case. Meetings with EWO have been cancelled due to significant improvements, but this must be kept on top of.

**Mrs Cole** asked about the extra support for Chesterton staff. **Mrs Surtees** explained that this came from David Hilton's lesson observations and are leading into the performance management programme for all staff.

**Mrs Surtees** went on to explain the data results. The data back in October was not accurate so these figures have been redone and identified as AUT1 and AUT2. This is due to incomparable systems; the new system is very different. **Mrs Surtees** explained that this report is just showing attainment only; by the next LGB the report will be extended to include pupil progress also especially in relation to those showing as under their age-related expectations.

SATS tests for Y2 are in May. Isobel Garner to speak to the LGB at the next meeting regarding the new-style tests.

Phonics screening tests are in June.

### **5.3. Review the SEF**

**Mrs Surtees** mentioned that she had downgraded one area of the SEF in relation to Early Years. Not discussed further as LGB as there is a personnel issue. Specifics will be discussed further in next Personnel Committee meeting.

	<p><b>6.1. To receive governors reports</b> Governor's reports were received from Mrs Lloyd following her learning walk on 8<sup>th</sup> December 2015, and also from Mrs Cole following her Big Maths Assessment observation visit on 15<sup>th</sup> December 2015.</p> <p>Reports noted and thanks given.</p>	
7.	<p><b><u>Educational Visits</u></b> Rowan class went to Homerton College Science Laboratories to take part in the 'What am I made of?' programme. Miss Heywood said that all the staff were so enthusiastic and really engaged the children. The children were so well mannered and well behaved – they were a credit to themselves and the school. Mrs Nelder did say that feedback from the staff involved said that they really enjoyed being with the children and would love to do it again.</p> <p>Mrs Surtees said that the children came back really enthused about science which was a good thing! Mad Science club started last week.</p>	
8.	<p><b><u>Term Dates</u></b> The main term dates are set by County, but the schools can set their own PD day, of which there are 5. There was some discussion about when these may be. Need to make a decision sooner rather than later as these need to be published. Mrs Lloyd said that Mrs Surtees could decide when these were and that the LGB would agree via email.</p>	
9.	<p><b><u>DfE Information</u></b> <b>9.1. To note any updates from the Need to Know area of the DfE website which is relevant to the Academy</b> <a href="http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools">http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools</a></p>	
10.	<p><b><u>Any Other Business</u></b> <b>10.1. Safeguarding Audit</b> All staff have received safeguarding training. Miss Heywood and Miss Garner are going on 'Delegated Person' training this week.</p> <p>Ian Murray is to arrange to meet with Mrs Surtees to sign off on the Safeguarding Audit.</p> <p><b>10.2. To note the new HR policies</b> Policies noted. Mrs Nelder said she would read through them and brief the LGB at the next meeting if any concerns.</p>	
11.	<p><b><u>Date of next meeting(s)</u></b></p> <p>FGB:                   1<sup>st</sup> March at 18.00 – apologies received from Jenny                               19<sup>th</sup> April at 18.00                               28<sup>th</sup> June at 18.00</p> <p>Finance Committee: 25<sup>th</sup> February at 12.30                               12<sup>th</sup> May at 12.30</p> <p>Personnel Committee: 1<sup>st</sup> February at 6.00pm ???                               15<sup>th</sup> March at 6.00pm</p>	