

Chesterton Primary School
Local Governing Board
Minutes of the Meeting
Held on Tuesday 28th June 2016

Present: Bryony Surtees Surtees (Executive Headteacher)
 Jenny Nelder (Chair in absence of Marion Lloyd)
 Ian Murray
 Kate Heywood
 Jaco Beukes
 Jo Guillod-Rees

In attendance: Jo Sanders (Clerk)

Apologies: Ian Manning
 Paula Brenchley
 Maxine Cole
 Marion Lloyd

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> <p>JN asked that in the light of the recent email received from one of the LGB, should the LGB accept their proposal to step down. It was noted that the email stated that the governor concerned was considering their position, rather than actually making a formal proposal to step down. BS had sought advice from the ALT Governance Lead and relayed this to the LGB.</p> <p><i>In the absence of the Chair, it was agreed to defer this matter until the Chair was available.</i></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. She will chase again.</p>	JS
3.	<p><u>Chair's Action</u> In the absence of the Chair, there were no urgent actions to report.</p>	

4.	<p>Minutes of the last meeting</p> <p>4.1. Confirm the Minutes of the previous meeting The Minutes circulated for the meeting held on 10th May 2016 were confirmed as a true record.</p> <p>4.2. Matter arising from the minutes</p> <p><u>Apologies for absence:</u> It was noted that apologies had actually been received by PB prior to the last meeting, but unfortunately they were not seen until the meeting had concluded</p> <p><u>Agenda Item 9:</u> The E & D action plan is still in the process of being drawn up and BS indicated that this would be done by the end of term.</p>	BS
5.	<p>Academy Improvement</p> <p>5.1. Anne McCormicks review of Teaching & Learning The LGB were referred to the copy of the report following the observation visit made by Anne McCormick, Cambridgeshire Hub lead for the ALT, in June 2016. Questions arising from this report were:</p> <p>JN - What measureable evidence can the school demonstrate to support the phrase “weekly opportunities for parents to visit classrooms and observe their children’s learning is very well received and highly effective in developing parental partnerships”</p> <p>BS replied: Anne McCormick wrote the report after speaking to several parents in Apple class. Obviously, we’ve had conversations about Willow class and changes have been made. The next parents’ forum is a review of the year and this be one of the topics of conversation. Many schools do not hold such mornings and yet we open our doors every week and invite parents in, this is a time when the children can be in the class with their parents.</p> <p>BS asked the committee to consider that the above question is an operational question. Please remember that Anne McCormick has given her views and the Headteacher cannot really comment on her perceptions.</p> <p>JN commented that Ms McCormick talking to a few apple class children is not measurable evidence about how parents across the school feel about this topic. JN felt that for an ofsted review the inspector might want more robust evidence such as data from of whole school parent survey. This is simply a question about the data the school holds and is similar to asking questions about the school’s pupil performance data.</p> <p>JN - Whilst the challenge curriculum “allows for problem solving and independence” how effectively is this being implemented for the “more able children”</p> <p>BS replied: The three star challenge and problem solving and independence approach is effective for more able children. We continue to review, work and tweak the curriculum. It is again a priority on our SDP. However, as our data shows, our more able children achieved greater depth in reading and maths. Those children that exceeded the ELG are now working at greater depth in these areas. We took the children from a lower starting point to a</p>	

higher expected standard which highlights that the children are being challenged. The children who are working at greater depth are working at the old Year and 4 level – it is really hard. All children have been boosted from old expectations to new expectations.

In regards to the new curriculum, we don't know where the other schools are at and what local and national expectations will be.

JN - Why were the extra sessions for the "more able children" being run by Kate Heywood stopped

BS: This is a managerial question, however, following training in January all of the teachers are more able to support and challenge within their own class.

JN - How is "clear guidance" to be given to parents to help with their children's learning"

BS: There are lots of things that the school does such as weekly newsletters, weekly stay and learns, information put on STARZ weekly, curriculum evenings, open door policy, sharing learning sessions, parents' forum, Inclusion Lead meets with parents, visible Executive and Head of School, 2 formal Parent's Evenings as well as informal ones, open sessions and Enable Enterprise. From September, lists of expectations for each book band will be sent home with the books and there will be open ended investigations.

JN - What support is going to be provided to "support teachers from good to outstanding by clearly focused learning activities and challenge for all, particularly the high achievers"

BS: Rigorous PM targets and CPD linked to SDP and RAP. Fortnightly drop-ins from Head of School, half termly formal monitoring by Executive Headteacher, external advisors, termly monitoring by ALT. We will continue to work with IOE and CB4 schools. Two of the teachers are taking part in a Maths course, led by the University and in the spring term, two teachers may be put on ITP and OTP programmes.

5.2. Standards and Progress

The headline news is that we have a confirmed 66% pupils that achieved GLD (good level of development). Unfortunately no pupil premium children achieved, this is mainly due to emotional needs.

84.6% of Year One passed the phonics screening which is well above the national average.

In Year 2, 15% achieved a greater depth in Reading and 15% achieved a greater depth in Maths. 40% are working at their expected level in writing. Although these percentages are not high, they are realistic and right. As this is the first year of the new style testing the school now has to wait and see what guidelines get given as the national averages and build from there.

6. Budget and Related items

6.1 Budget monitoring report

	<p>BS directed the LGB to the latest budget management report and to the planned budget for 2016/2017. There were no questions at this time about the management report.</p> <p>The 2016/2017 planned budget has had a little movement. The LGB asked if the School Business Manager could send out the updated version as soon as possible.</p>	
7.	<p><u>Committee Meetings</u> 7.1 To receive minutes from Finance Committee meeting The Finance Committee were received and there were no questions or matters arising at this time.</p>	
8.	<p><u>DfE Information</u> 11.1. 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>	
12.	<p><u>Any other business</u></p> <p>JN asked if all of the Governors visits had been completed for the year. BS said that Governors visits have been completed by JN and JGR and the reports will be available at the next meeting. MC is due to complete a governor visit for Place 2 Be and JB agreed to undertake a governor visit for Enabling Enterprise.</p> <p>At the Personnel Committee meeting held immediately prior to the LGB, JN had asked a question relating to the process involved in the Headteacher's PMR (see Personnel Subcommittee minutes for details). JN explained the issue and referred the question to the LGB for their consideration.</p> <p>JN, IM, JB and JGR agreed that the ALT policy clearly stated that an appointed governor should work with the CEO of all Headteacher reviews throughout the year. A governor had not been involved in accordance with the policy for the last two years. The governors agreed that this caused them concern.</p> <p><i>It was agreed that the matter be referred to the Chair for clarification and a decision on how to move this matter forward. JN will contact the Chair and ask for a face to face meeting with the Chair. JN and IM will attend this meeting.</i></p> <p>IM – In light of the fact the school has now been established for three years should we be considering how well we are doing as an LGB? What do we need to do better? BS said that either ALT could be asked to do an audit of the LGB, or that NGA can carry out a review of governance at Chesterton but this would cost approximately £1500. She also stated that some members may be up for re-election as a Parent Governor's tenure is 3 years and a Trust Governor's tenure is 4 years.</p> <p>IM – How do we improve/develop training for governors? BS said that all governors need to decide what further training is needed and ask. The meetings that ALT run are very effective and</p>	<p>JN/JGR MC / JB</p> <p>ML</p> <p>JS</p>

	professionally develop governors – two governors went to the last one but no one went to the first meeting. The next meeting is on 27th September at the Isle of Ely Primary school; details will be sent out in due course. JS agreed to ask the ALT Governance Lead what courses she may know of for governors.	
13.	Date of next meeting(s) No dates have been confirmed at this time.	