

**CHESTERTON PRIMARY SCHOOL  
LOCAL GOVERNING BODY  
MINUTES OF MEETING  
TUESDAY 13<sup>TH</sup> MARCH 2018 AT 6PM**

**PRESENT:**

M Lloyd                      Chair  
I Murray  
J Nelder  
C King  
M Cole  
J Beukes  
J Guildford-Rees

K Yeoman                      Head of School  
B Surtees                      Executive Headteacher

**IN ATTENDANCE:**

B Jones                      Clerk  
T Mason                      Business Manager  
A Charles

Item	Agenda Item	Action
1	<p><b>APOLOGIES FOR ABSENCE AND DISCLOSURE OF INTEREST</b></p> <p>No apologies were received</p>	
2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations were received</p>	
3	<p><b>CHAIRS ACTIONS</b></p> <p>None recorded</p>	
4	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>The Executive Headteacher confirmed that the safeguarding policy has been revised and available on the website.</p> <p>The Chair informed Governors that she had raised the question of 'delegated authority', at the trust board. Governors were reminded of the importance of focusing on the local role of the LGB versus that of the trust board which is strategic.</p> <p>The Executive Head informed Governors that a significant number of policies were due for review in the coming months which would require input from a local perspective.</p> <p>The Executive Head informed Governors that she was still considering the most appropriate way in which to compare data and would revisit this in due course.</p> <p>It was noted that the CCTV policy had been distributed and approved via email.</p> <p><b>The minutes were approved.</b></p>	

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	<p>The Chair welcomed and introduced Annabel Charles who was attending the meeting as a prospective governor.</p>	
5	<p><b>ACADEMY IMPROVEMENT</b></p> <p><u>Executive Headteacher's Report</u></p> <p>Governors were informed that the school had updated the SEF and kept the grades the same whilst the RAP had been revised to incorporate what the school has been doing this term</p> <p>It was noted that there was £6k available to spend on pupil premium children, the school was considering the most appropriate way in which it could be spent to provide the most effective use.</p> <p>It was noted that there is underway across the school that is now starting to have an impact. Nurture training is going well.</p> <p>The school is still working closely with Ely on the 'More-able program'. The Head of School advised Governors that there had been a staff meeting today, and SLT would be reviewing progress.</p> <p>Governors were informed that attendance is becoming an issue; the school was achieving the National target. However, there has been sickness alongside families committing to holidays during term time that has affected this figure. The 'persistent' average is higher than the National target. The school is focused on the matter, with everyone receiving a letter. Fines and penalty notices have also been issued.</p> <p>The Head of School advised Governors that the new Education Welfare Officer has met with the school, new strategies have been set up including revised letters.</p> <p><b>Question (ML): Year 4 looks the worse.</b> Executive Head: This is because the class is smaller therefore the numbers are disproportionate. The School confirmed that it is targeting individual families where absence is high.</p> <p>It was requested that there be a couple of paragraphs at the next meeting on the progress of the actions implemented by the EWO. <b>Action</b></p> <p>The Executive Head informed Governors that there had been one permanent exclusion of a boy which had been upheld by the Governors at a Disciplinary Meeting and again at a subsequent Independent Review Panel.</p> <p><u>Standards and Progress</u></p> <p>The Executive Head provided an example of the source data that is used to create performance information on behalf of the school.</p> <p><b>Question (ML): It would be useful to compare what happens between children that have always been at the school and those that have joined at a later stage?</b> The Executive Head explained how a child is monitored from a performance perspective by the school.</p> <p><b>Question (AC):</b> What is the data based upon? Executive Head – all of our teachers have learning objectives within the class that, in short, generate whether or not they have achieved their target. This is subject based.</p> <p><b>Comment (IM): People are still learning about the data.</b> Executive Head: I am intending to return to how the data was previously presented; this exercise was completed to show the raw data.</p> <p><b>Question (JN): Parents didn't understand the data, could a leaflet be written to support the parents understanding of the data?</b> Head of School: There is a</p>	Head

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	<p>training exercise this week on the data where it will be explained in detail. It was agreed that the Executive Head would draft a short instruction guide to support the training exercise. <b>Action</b></p> <p>The Chair advised Governors that they need to be aware that the school is on-target to meet performance targets and that the school has the money to achieve these objectives.</p> <p><b>Question (IM): How much work did this involve in compiling the raw data and was it a useful exercise?</b> Executive Head: It is important to compare the data at the end of each year.</p> <p>It was agreed that the school would provide an annual report describing where children go when they leave the school and why. <b>Action</b></p> <p><u>Place2Be reports</u></p> <p>The Executive Head informed Governors that there had been a request to 'prove that the program was value for money'. The Executive Head advised that the school is now receiving very specific reports for children which show the impact whilst annual and termly reports show how the time is used.</p> <p><b>Question (MC): Why did we decide to stick with Place2Be?</b> Executive Head: They have changed staffing and now provide much more improved and detailed reports. The service has completely changed. For some of the most difficult children, they are being managed well within that environment.</p> <p><b>Question (ML): Thinking of some of the more challenging children that have left the school, could they have been managed better if this service was previously available?</b> Executive Head: I don't believe that it would have made a difference, its not the right intervention for all children.</p> <p><b>Question (JN): There are very low numbers of Pupil Premium children using the service?</b> Executive Head: All children are able to access the service but the service is prioritized. The Executive Head informed Governors that the school tracks the progress of Pupil Premium children closely.</p> <p><b>Question (JN): In relation to Place2talk, it wasn't clear whether those children that couldn't access a place, what happens to them if they had an urgent issue?</b> Executive Head: The teachers work closely with the children and, if necessary, some of these issues are addressed during the 'bubble time'.</p> <p>Head of School: The communication between the staff and Place2be is much more effective now.</p> <p>The Executive Head informed Governors that the school now receives reports which explains themes and attendance at Place2talk etc.</p> <p><b>Question (AC): Has it raised the importance of mental health across the school with teachers?</b> Executive Head: Yes, the teachers understand that the children cannot learn if they aren't emotionally in the right place.</p> <p>It was noted that Ian Murray congratulated the Executive Head and Head of School for the hard work in making the service good.</p> <p><u>Safeguarding Audit</u></p> <p>The Executive Head informed Governors that the Active Learning Trust have confirmed that there is no requirement to revise Governor DBS. The trust is now considering the use of the update service instead.</p> <p>Ian Murray confirmed that he will come in and look at the single central record as 'Safeguarding' governor.</p>	<p>Head</p> <p>Head</p>

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	<p><u>Staffing</u></p> <p>The Executive Head informed Governors that the school had advertised for year 4 staff a number times. Mr. Douglas, Lloyd and Kate will teach the class until the end of the year. This would provide enough capacity to support each other.</p> <p>It was noted that a key stage 2 lead had been appointed.</p> <p>It was noted that there may be a possible need for a 0.5 WTE to work in year 4.</p> <p><b>Question (ML): Where are we up to with the appointment of teaching assistants?</b> Executive Head: We won't appoint any new TAs this year but will next year.</p> <p><b>Question (ML):</b> Where are we with the non-support staff? Executive Head: none are needed at this point.</p> <p>The Head of School informed Governors that the lunchtime supervisor has resigned and whilst the TA's cover lunchtimes, we have one supervisor.</p> <p><b>Question (ML): Once the budget is set, will an organogram be available?</b> Executive Head: Yes, but this is still early days.</p>	
6	<p><b>BUDGET AND RELATED ITEMS</b></p> <p>The School Business Manager introduced this item.</p> <p>The SBM advised that whilst the supporting paperwork shows that teaching budget is stating 33 per cent, this should be 37 per cent. The amount is correct.</p> <p>Governors were informed that the school currently has a carry forward position of £67k, however, the in-year position of budget against planned expenditure indicates an overspend in-year of £15,950.00.</p> <p>The School Business Manager informed Governors that the 'Repairs and Maintenance' is in a surplus position because the school hasn't paid any FM costs to date.</p> <p>It was noted that there had been additional expenditure of £654.00 on outdoor equipment whilst the EWO role was unfunded.</p> <p>February 2018 is showing an additional £9k surplus as a result of an individual leaving and this being covered in house.</p> <p><b>Question (ML): Strategically we have £32k anything else is an under-spend as a result of not appointing staff. How practical is it to keep any extra supply within the budget?</b> Executive Head: PPA will come out of the £9k.</p> <p><b>Question (ML): I would like to keep the 32k in reserve?</b> Executive Head: We have no other significant spend planned.</p> <p><b>Question (ML): Do the Scouts pay anything?</b> SBM: No because the Scouts have their own utilities supplies.</p>	

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	<p>The SBM informed the Governors that the nursery and Scouts are contributing towards the cost of grounds maintenance.</p> <p><b>Question (IM): When will we see the budget for next year?</b> Executive Head: We should have budget draft at the next meeting. <b>Action</b></p> <p>The Head of School informed Governors that the new play equipment is being installed at Easter.</p>	Head
7	<p><b>AOB</b></p> <p>The Chair informed the Governing that the trust is still considering the idea of amalgamating the governing bodies of Chesterton and Isle of Ely Primary Schools. The rationale for this is that where there is an Executive Head operating across two schools, there should only be one Governing Body.</p> <p>The Chair explained to the CEO of the trust that this will be difficult in this situation because of the distance between the schools. The Chair requested that Governors consider whether they would want to be on the joint governing body. <b>Action</b></p> <p>The Chair confirmed that the second issue that was raised with the trust CEO was that of where the LGB would meet. It was noted that there are a number of practical and strategic issues that need to be worked through.</p> <p>The Head of School reminded Governors that they need to conduct their Governor visits before Easter.</p>	Governors
8	<p><b>DATE OF NEXT MEETING</b></p> <p>24<sup>th</sup> April 2018</p> <p>10<sup>th</sup> July 2018</p>	

The meeting closed at 19:24

Signed:..... Date:.....