



Chesterton Primary School

Learning, Growing, Achieving Together

**LOCAL GOVERNING BODY
MINUTES OF MEETING
21st June 2017 AT 6pm**

PRESENT:

Kate Heywood
Jo Guillod-Rees
Marion Lloyd
Jenny Nelder

IN ATTENDANCE:

Camilla King (Minute taker in absence of JS)

Item	Agenda Item	Action
1	APOLOGIES FOR ABSENCE Jaco Beukes Bryony Surtees Surtees (Executive Headteacher) Maxine Cole Ian Murray It was agreed to accept the apologies as given.	
2	DECLARATIONS OF PECUNIARY AND NOT PECUNIARY INTEREST No interests were declared.	
3	CHAIRS ACTION There were no Chair's actions to report at this time.	
4	MINUTES The previous minutes were Approved . Matters arising from the minutes. A 'thank you' to parents will be included in the newsletter. Completed BS will invite TM to the next resources meeting on the 6 th June to discuss the budget. It was noted that the budget must be submitted ALT by the 31 st May. Meeting was postponed	Head



	Governors required dates to be circulated for future meetings.	
5	<p>BUDGET</p> <p>This report was prepared by the Headteacher.</p> <p>Governors raised concern regarding the budget setting process, as the budget was agreed with the trust.</p> <p>Question: What input do governors have in relation to any carry forward monies? Answer: Governors were assured that the school isn't overspent.</p> <p>Question: What is %? 7.5% or 5% requirement to be held aside? Answer: It was suggested putting some aside for outside areas, however, it was noted that Ofsted are not keen.</p> <p>ALT recommend 5% for emergencies.</p> <p>It was confirmed that BS and KH met to discuss the outdoor area that will be ordered to improve playground activities. This work will include painting lines and the structure outside</p> <p>It was noted that TM would be visiting the school in Sept. with the aim of preparing for the year-end position.</p> <p>Question (Marion): If we have spent more than budgeted, do we need to set aside more monies in future budgets? Answer: Budgeting is based upon this years expenditure. Using this as a baseline, the school will be able to better plan for next year.</p> <p>Comment: Could the rent be increased for Chestnuts and who has control of lease? Answer: There is an agreement with Cambridgeshire Council Council, but the school is unaware of time limit on this. TM to attend next meeting to answer questions from governors.</p> <p>Budget Planning</p> <p>Question: Has this budget been approved by ALT? Answer: The budget had to be submitted by the end of May.</p> <p>Review of Health and Safety Meeting</p> <p>It was noted that this is not a 'Committee', and therefore has no delegated responsibility. It is a monthly meeting to review matters.</p> <p>It was noted that Jo was not included on the distribution list. Action</p> <p>It was noted in the minutes of this meeting that the Fire extinguishers are out of date, however, these passed inspection.</p>	Head



<p>Question: Do the exclusions represent the same child? Answer: No 2 separate.</p> <p>Mulberry has made a significant difference. Having SE needs. 2 staff, 4 children.</p> <p>Question: Can we afford? Answer: The staff are already employed.</p> <p>Comment: (JN) Had big impact on Willow, children are happier. KH: There has been an impact on school as a whole. Massive impact on 4 children with their learning needs met.</p> <p>Question: How do we teach them? Answer: KH: Was 3 different classes, rotating adult time between the children and making them independent. Aim for them to be able to come back to class.</p> <p>Question: Time? Answer: KH: Depending on child. Lots of baselines and assessments incl. reintegrating scale with mainstream. 70% will then be back in class.</p> <p>Standards and progress</p> <p>Willow: 4 leave, 1 started and left in yr. 6 join 32% joined in currently R: 5 leave, came in yr. 7 yr A: 3 left, 2 in yr. placements, 3 joined. M: 4 left, 5 joined.</p> <p>The children moving in and out can mean the figures can be very disruptive. It does not give a true reflection of the Chesterton progress and that actually at the end of the year we should look at the percentages for children who have been here in reception and that will give a true reflection of Chesterton and these should be sent out to Governors. Action</p> <p>Comment: The numbers don't match up and this was confusing. This is again because we have so much movement the percentages are from different numbers each term. It does make it hard to compare for the Governors.</p> <p>Question (ML): Output of classroom monitor. How much do we look through data, are we on track to meet targets? KH: Phonics: not 90%, above national.</p> <p>Question (ML): Why so high: KH: Because of the last years statistic and we must be building on each year and having aspirational targets.</p> <p>Question: What % of children that have been with us from start will be on 90%? KH: We haven't had input for whole yr. haven't had the pass mark for their test yet.</p> <p>Question: When published, what is % that passed from start? KH: Children who have been here from the start have made good progress, justification of resource. Even if for 1 whole year. Children coming and going is having an impact on data and what it looks like. More rewarding as consistent group.</p>	<p>Head Clerk /</p>
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	<p>Yr2: some exceeding. SATS looking at lot better than last yr. The school is not sure if will reach national; it is likely to be a couple of % lower.</p> <p>GLD: on upward trend, should meet national.</p> <p>Curriculum reports</p> <p>The governors would like to encourage coordinators to come to the LGB meeting to discuss curriculum reports.</p> <p>Governors would like to thank staff again for all their hard work over the past year.</p>	
8	<p>DfE INFORMATION</p> <p>The following policy information was noted.</p> <p>http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools</p>	
9	<p>ANY OTHER BUSINESS</p> <p>Governors Visits: It was noted that there was one outstanding (teaching and learning).</p> <p>ML: Response from Jan Steel about the policies that were questioned. They are all central from the ALT so cannot be changed. They did appreciate the time and effort the governors went to on checking the policies so thoroughly.</p> <p>Sex education policy: SRE isn't explained. Update policy. Sexual relation policy. Not aware that parents got letter? It was agreed that a letter would be sent to parents next year. Action</p> <p>Gov. body acting as safer employment champion. It was agreed Marion would support this role, if required.</p> <p>It was agreed to recirculate the Governors appraisal policy. Action</p>	<p>Head</p> <p>HR</p>
10	<p>DATE OF NEXT MEETING</p> <p>Date to be finalised</p>	

The meeting closed at:

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