



LOCAL GOVERNING BODY MINUTES OF MEETING
Tuesday, 1st October 2019

Present:

Marion Lloyd (Chair)
Toni Jackson (Chesterton Head Teacher)
Richard Martin (Chesterton Deputy Head)
Helen Davies (Isle of Ely Head Teacher)
Laura Fielding (Isle of Ely Deputy Head)
Ian Murray
Tim Gingell
Annabel Charles
Allan Sanderson
Stephen Dove
Liz Wright (Clerk)

Apologies:

Stephanie Peachey

Absent:

David Monk

Item	Agenda Item	Action
1.0	Apologies for absence	
1.1	Apologies were received from Stephanie Peachey. Consent to absence was agreed.	
1.2	David Hilton was due to attend to provide governors with a briefing as the recent governor training event was cancelled. David will now attend on 11th December 2019.	
2.0	Pecuniary and other interests	
2.1	There were no declarations of interest for this meeting.	
2.2	The new Trust declaration of pecuniary interests forms were circulated for all present to complete. The guidance had been circulated prior to the meeting. Liz will maintain the register of pecuniary interests.	LW
3.0	Chair's actions	
3.1	There were no outstanding Chair's actions.	
4.0	Minutes of the meeting held on Tuesday 9th July 2019	
4.1	The minutes of the previous meeting were agreed with one amendment. Stephen Dove was present at the meeting. Liz will amend this and also redact a confidential paragraph before the minutes are published on the school websites.	LW
4.2	Matters arising; <u>Prev 3.2</u> – Point 8 of the terms of reference (to be agreed at tonight's meeting) state; Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey. Those present agreed that this was more reasonable than all visits. <u>Prev 4.2</u> – The majority of governors have now completed the Home Office on line Prevent training, Liz will remind those outstanding.	LW
	<u>Prev 4.2</u> – There are a number of Safeguarding training slots available at both schools, delivered by Toni Jackson and Laura Fielding. Governors agreed to attend the following sessions; <ul style="list-style-type: none">• Tues 8th Oct at 3.30 at CPS – AC & TG	AC/TG

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	<ul style="list-style-type: none"> • Mon 28th Oct at 3pm at CPS • Wed 9th Oct at 1.30pm at IOE – ML & SD • Mon 14th Oct at 9am at IOE – AS • Thurs 17th Oct at 9am at IOE 	ML/ SD / AS
	<u>Prev 4.2</u> – The website overhaul of IOE is ongoing.	HD
	<u>Prev 4.2</u> – HD will give a presentation on the THRIVE approach at the December meeting.	HD
	<u>Prev 5.1</u> – ML raised the issue of exclusions due to violence with the ALT board – this was noted.	
	<u>Prev 5.2</u> – Annie Hunter, IOE Outdoor learning lead will be asked to showcase the school garden at the March 2020 meeting.	HD
5.0	Review Terms of Reference & Membership	
5.1	ML noted that this would be IM's last meeting as Trust governor, and as such, she thanked him for all his hard work and support on the governing body since CPS opened. This creates a vacancy for a Trust governor, and if anyone would like to suggest anyone, please contact ML	ALL
5.1	It was agreed that the governor's information would be updated and published on both schools websites.	LW/TJ
5.2	In reviewing the Terms of Reference, it was noted that some of the headings/sections do not appear to 'flow', e.g. with references to safeguarding not linked. ML will feed this back to ALT.	ML
5.3	The role of the Vice-Chair was raised, and the need for succession planning. 2 Vice-Chairs were elected, one to represent each school, or sit on each other's exclusion panels to avoid any conflicts of interest. <ul style="list-style-type: none"> • TG was elected Vice-Chair for CPS • SD was elected Vice-Chair for IOE 	
5.3	The suggested meeting dates for the rest of the academic year were agreed; <p>Wednesday 11th December 2019 at 5pm for nativity, 6pm for meeting at IOE.</p> <p>Tuesday 21st January 2020 at 6pm at CPS.</p> <p>Tuesday 24th March 2020 at 6pm at IOE.</p> <p>Tuesday 12th May 2020 at 6pm at CPS</p> <p>Tuesday 7th July 2020 at 6pm at IOE.</p>	
6.0	Safeguarding	
6.1	The new ALT Safeguarding policy was circulated prior to the meeting; appendix B summarises the changes following the most recent publication of 'Keeping Children Safe in Education'. Appendix A is a checklist of the criteria that governors should expect when undertaking Safeguarding visits in schools. <p>Caroline Driver, internal auditor, will be carrying out a Safeguarding audit after October half term at IOE.</p>	
6.2	CPS and IOE will update their policies to reflect the changes, and these will be published on both schools websites.	TJ/HD
6.3	IOE is reviewing its policy on mobile phones, as some older children are starting to bring mobile phones to school. It was agreed that the phones would be collected in by the class teacher at the beginning of the day, and handed back at the end of the day. It was	HD

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	also agreed that IOE visitors will no longer be asked to leave their phones with the school office. All visitors either have a current DBS recorded on the SCR, or are accompanied within the school. A new policy will be written.	
6.4	IM raised the issue of ensuring that all governors had read and understood their responsibilities regarding safeguarding. It was agreed that all governors would be set up on the 'My Concern' software (which is used in school to log concerns), as this also provided an area where policies could be uploaded and users have to 'tick' to confirm they have read them. Reports can be run from the software to show any outstanding. IM raised a concern about governors being able to access confidential reports, LF assured governors that access would be restricted to policies and being able to log a concern. Only admins were able to access confidential reports	LF
7.0	Governor links for 2019/20	
7.1	The following governors were linked to the following areas; <ul style="list-style-type: none"> • SEND – SD. SD to arrange meetings with Christine Burnford (IOE) and Lloyd Douglas (CPS) • Safeguarding – ML • Health & Safety – AS. LW will invite AS to the next H&S Committee • Attendance – AC • Pupil Premium – AC <p>These links will be added to the governor information (as in 5.1 above) on both websites.</p>	LW/AS
8.0	Handsam	
8.1	Following a restructure of premises staff at IOE, LW informed governors that she would be responsible for the overview of H&S, and Chloe Amory in the school office would be responsible for the admin of the Handsam system (updating, reporting & chasing outstanding actions). Chloe and Liz will be having Handsam training with the Trust on 28 th Oct.	
8.2	TJ commented that CPS had a similar arrangement following the departure of their last caretaker, which seemed to be working well.	
9.0	Head Teacher reports	
9.1	Chesterton <p>TJ's report was circulated prior to the meeting, summarised as;</p> <ul style="list-style-type: none"> • 177 now on roll. • Attendance is at 95.1% overall; 89.2% in yr1, 98.3% in yr2, and 98.9% in yr 3. 3 children who had not been in school have now been taken off roll and backdated, which has improved attendance figures. • 1 management move in in progress with parental agreement, the child is currently on a reduced timetable. • ML asked about the Mulberry nurture class. TJ commented that all 4 children had now been successfully re-integrated into mainstream classes. This was a testament to the class teachers who had embraced inclusion within their classes, and there were fewer exclusions overall. AS asked what had made the difference? TJ commented that the appointment of a Learning & Behaviour mentor last year had been a success, as they were able to be fluid in the afternoons to address any 	

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	<p>needs.</p> <ul style="list-style-type: none"> • CPS has 2 NQT+1 teachers, and 1 teacher who qualified in Australia, but will be a UK NQT in 2 years. IM mentioned the need for confidentiality with regard to pay negotiations in governor meetings. AC asked about the impact on teachers from observations. TJ commented that individual lessons are not graded, and that any weaknesses are addressed supportively through improvement plans and targets. • The new school development plan for CPS was circulated prior to the meeting. 	
9.2	<p>Isle of Ely</p> <p>HD's report was circulated prior to the meeting, summarised as;</p> <ul style="list-style-type: none"> • IOE has lower than national average of FSM/PP children. • There has been one governor visit this term, regarding a staff appeal. • SLT have carried out teaching observations. There are some inconsistencies; however, all staff will receive feedback and the school's improvement plan is to raise expectations and move towards outstanding. AS asked if outstanding was achievable. HD commented that although the school had several new, young and inexperienced staff, there was no reason why we could not achieve outstanding in time. AC commented that although inexperienced staff brought challenges, they also brought opportunities, enthusiasm and an openness to new ideas. AS asked whether mentoring was in place for new staff, HD confirmed that it was. AC asked whether staff were supported to take risks and make mistakes; HD confirmed that they were. • Attendance is at 96.21% 1 yr 5 child is on a reduced timetable, and 1 child is on a Child in Need plan. AS asked about support for Looked After Children, and HD and LF confirmed that both financial and emotional support was in place. • HD summarised the staff new starters and leavers; as a growing school we are constantly recruiting and this, together with natural turnover of staff, makes our figures higher. • There have been some internal promotions in response to school growth and the need to put additional leadership structures in place. 2 lead Teaching Assistants (1 for KS1, and 1 for KS2) have been appointed, along with an after school club manager. AS asked what the expectations were of the lead TA's. LF replied that they were to make decisions about the structure of the day, and deal with day to day low level queries from other TA's, e.g. wet play, lunchtimes etc. They would also be called on to provide PPA cover from time to time. AS asked what the threshold was for providing PPA cover. LF replied that they would not cover for more than one day at a time. LF also commented that as Lead TA's they were best placed to spot and respond to any issues early. AS asked whether there were gaps in induction which was resulting in more low level queries from staff. HD responded that due to the rapid growth of the school, SLT cannot be as responsive as when the school was small, and so an additional leadership layer was needed. • 2 teacher are currently on maternity leave, with 2 more staff planning to take maternity leave next year. All present offered their congratulations to LF. NG (KS1 phase lead) is planning to return to work part time in Feb 2020. • The premises function had been redefined due to staff restructure, with LW being responsible for the strategic overview, and the admin staff providing admin support to LW and the new caretaker, who, when appointed, will have a more 'hands on' role. • TG mentioned that the SENDco name was out of date on the school website. The new SENDco is Christine Burnford. LW will arrange for the website to be updated. 	

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	<ul style="list-style-type: none"> TG queried the number of EHCP's at 22. HD/LF/LW confirmed that this was an error, there are currently 6 EHCP's with a further 4 being applied for. The Pupil Premium numbers will also be clarified, as there has recently been an issue with SIMS incorrectly recording. <i>Update: current PP numbers on SIMS recorded at 14 children.</i> 	LW
10.0	Any other business	
10.1	National Governors Association subscription – There is a new website, governors will need to reset their logins. Instructions were provided with the agenda to this meeting.	ALL
10.2	Budget reports – Year end budget reports were circulated for both schools, with both schools ending the year in surplus, with a carry forward balance.	
10.3	RPA Insurance – Governors considered insurance arrangements for both schools, and concluded the RPA is adequate for our needs.	
10.4	TJ would like to change PD days for the coming year to align with the CB4 Schools cluster. The dates will be approved by the Chair under Chair's actions after the meeting.	
10.5	<p>IOE Homework Policy – LF brought a proposed homework policy for approval. This has been discussed and welcomed by the parent council. AS mentioned that the parent council had been supportive of the policy, and re-inforcing messages in readiness for secondary school. ML commented that she felt that homework must be meaningful, not onerous, and kept under review. AC commented that there was much research to suggest that homework makes little difference to outcomes, and that we should aim to strike a balance between encouraging, for instance; reading, so that reading is a joy and not seen as a chore.</p> <p>HD commented that reading at home and adults reading to children develops vocabulary and concepts, and that de-codable books were being purchased for the school.</p> <p>LF said that the policy would be presented to parents as fun home learning as well as setting out the expectations.</p> <p>AS stated that the school had always encouraged home learning, and asked whether the policy was needed. LF re-iterated that the policy would be for consistency of expectations across the school, and there would be no consequences if the homework was not completed.</p> <p>AC suggested that the policy was reviewed in 12 months.</p> <p>ML suggested that the policy should be mainly for staff, with separate guidance for parents.</p> <p>LF said that the school is setting up a free homework club for year 5.</p> <p>TG asked whether it was inclusive for children with SEND. LF said that it would be adapted according to need.</p>	
7.0	Dates of future meetings	
7.1	The next meeting will be held on Wednesday 11 th December 2019 at Isle of Ely Primary School at 5pm for those wishing to watch the school nativity and 6pm for the meeting.	
7.2	<p>Dates for future meeting are as follows;</p> <p>Wednesday 11th December 2019 at IOE</p> <p>Tuesday 21st January 2020 at CPS</p> <p>Tuesday 24th March 2020 at IOE</p> <p>Tuesday 12th May 2020 at CPS</p> <p>Tuesday 7th July 2020 at IOE</p>	



8.0	Items for future agendas	
8.1	<ul style="list-style-type: none"> • David Hilton attendance • HD THRIVE presentation • Approve updated Safeguarding policies • Approve mobile phones policy 	

ML thanked IM for all his support over the last 5 years on the governing body, and IM said it had been a pleasure and that he would still be involved with CPS and was planning to come in for Harvest festival.

Meeting closed at 7.57pm

Green – Governor questions/comments

Red - actions