



**LOCAL GOVERNING BODY MINUTES OF MEETING**  
**Tuesday 7<sup>th</sup> July 2020, held remotely on Microsoft Teams**

**Present:**

Marion Lloyd (Chair)  
Kate Yeoman (Chesterton Head Teacher)  
Bryony Surtees (Isle of Ely Head Teacher)  
Richard Martin (Chesterton)  
Laura Fielding (Isle of Ely)  
Annabel Charles  
Allan Sanderson  
Tim Gingell  
David Monk  
Liz Wright (Clerk)

**Apologies:**

Stephen Dove  
Stephanie Peachey

Item	Agenda Item	Action
<b>1.0</b>	<b>Apologies for absence</b>	
1.1	As above.	
<b>2.0</b>	<b>Pecuniary and other interests</b>	
2.1	None declared for this meeting.	
2.2	DM will put his annual declaration in the school post box.	DM
<b>3.0</b>	<b>Chair's actions</b>	
3.1	ML approved a 2 <sup>nd</sup> Safeguarding Annex to the policies for both schools, with regard to Covid-19 on 1 <sup>st</sup> June 2020.	
3.2	AC re-iterated that it would be useful to have a governor timeline for papers. E.g. time to read and digest the papers and policies for comment and approval at the following meeting. It would also be useful to know which policies are; <ul style="list-style-type: none"> <li>• For rubber stamping (e.g. ALT policies)</li> <li>• For comment</li> <li>• For info</li> </ul> <p>LW aims to make clear in the email which papers are included, and the required response from governors for each item.</p>	LW
3.3	TG commented that governors are asked to approve a safeguarding policy retrospectively. ML explained that this was a Covid-19 annex and an immediate approval by the Chair was required. There will be a new version of KCSIE in September, which will be shared with governors.	
<b>4.0</b>	<b>Minutes of the meeting held on Tuesday 12<sup>th</sup> May 2020</b>	
4.1	The minutes of the previous meeting were agreed.	
4.2	Matters arising;  There were no matters arising.	
<b>5.0</b>	<b>Policies</b>	

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5.1	Covid-19 annex to the Safeguarding Policy – approved on 1 <sup>st</sup> June as above.	
5.2	CPS SEND Policy - KY confirmed this was an annual update. Lloyd, previous SENDCo's name will be removed and KY added. <b>Policy will be reviewed again in Jan 2021 when a new SENDCo was in post.</b>	KY
5.3	IOE SRE Policy – LF has adapted the policy from the PSHE LA model policy. Parents have been consulted and the main differences from the model policy highlighted. <b>LF will send the highlighted version to ML.</b>	LF/ML
5.4	IOE Marking & Feedback Policy – Natalie Godfrey from the management team has developed this policy. <b>AC agreed to send comments to NG by the end of term.</b>	AC
5.5	IOE Behaviour Policy – BS has spent lots of time developing this new policy with staff, there are some significant changes, but BS would like to relaunch it in September. <b>AC will send her comments to BS.</b>	AC
5.6	<b>AC asked if there was a SRE Policy for CPS.</b> KY commented that the CB4 cluster schools were working together on this, and were meeting this week.	KY
5.7	<b>AC asked what the difference was between an intent and a policy.</b> BS explained that the intent is the overall direction, and the policy is the implementation of the intent and impact.	
5.8	IOE English intent – <b>AC will send comments to BS</b>	AC
5.9	Maths intent - Natalie Godfrey is maths lead at IOE, and RM is maths lead at CPS. <b>ML would like to have a discussion with both of them regarding maths, to enable the GB to hold the school to account for curriculum delivery.</b>	RM/ ML
5.10	<b>LW has created a policy template to provide consistency for all IOE policies – this will be circulated.</b>	LW
<b>6.0</b>	<b>Head Teacher reports</b>	
6.1	<b>Chesterton Primary School</b>  Over 70% of Reception & Year 1 children have returned to school. Approx 50/60% of Year 6 have returned. Those returning have been thriving and benefiting from learning, there have been no major behaviour issues.	
6.2	<b>ML asked about the offer for children in Yrs2-5.</b> <ul style="list-style-type: none"> <li>• KY explained the home learning offer. One Teaching Assistant not in class has been phoning all children every three weeks, and the more vulnerable children weekly.</li> <li>• Those not engaging with the home learning have been followed up.</li> <li>• Staff have been creating videos and these are promoted to the children.</li> <li>• Under current guidance, there is no more capacity in school for more children.</li> </ul>	
6.3	<b>AC asked KY what concerns she had about catch up in September.</b> <ul style="list-style-type: none"> <li>• It is difficult to predict where the gaps will be until the children have returned, once gaps have been identified, these will be filled through interventions in school. There is staff capacity and experience across the school for interventions.</li> <li>• There is likely to be catch up funding available at £80 per pupil.</li> <li>• KY is awaiting further guidance on the tutor programme &amp; funding.</li> </ul> <p><b>TG asked whether mental health was a priority under the recovery curriculum.</b> KY re-iterated that it was, and that getting children ready to learn and creating the</p>	

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	conditions for learning would be a priority. All staff will have refresher training on 'Ollie and his superpowers' which is a therapeutic approach to building resilience and wellbeing in children.	
6.4	AC asked what the challenges were for different levels of children. KY replied that all classes have always have a range of needs and these are met through Quality First Teaching and an effective lesson structure.	
6.5	<p>ML said that although emotional wellbeing and catch up is a priority, how do we know what success in these areas looks like? What is the success criteria and the evidence?</p> <p>KY replied that progress would be tracked through testing.</p> <p>ML asked that governors be given information on the actions which lead to the success criteria of the priorities in the SDP.</p> <p>BS said that the HT report template for governors was due to be overhauled for September, which aligns more closely to the SDP enables governors to hold the school to account more effectively.</p> <p>ML found the pen portraits for the new staff at IOE useful and asked if CPS could do the same.</p>	<p>BS</p> <p>KY</p>
6.6	AC asked if CPS were running a summer school. KY replied that there was a limited demand for it, and she felt that the staff needed a rest.	
6.7	<p><b>Isle of Ely</b></p> <p>Currently there are approx. 130 children in school across nursery, reception, year 1 and key worker bubbles.</p> <p>All children considered disadvantaged are in school, except for 1 who is having regular contact.</p> <p>120 children (Yrs 2-5) are booked into summer school w/c 27<sup>th</sup> July, and 8 teachers have volunteered to work.</p> <p>The renewal curriculum in September will focus on moving children forward from where they are, rather than catch up.</p>	
6.8	ML asked about the development of Thrive in the school. Hayley Ashman, TA is the Thrive lead and the school have appointed a pastoral support assistant to work alongside Hayley supporting behaviour needs. The successful candidate is currently a mental health nurse working at The Croft in Cambridge (a residential unit for children with mental health conditions) and will be an asset to the school.	
6.9	AS asked if the school would be able to 'hit the ground running' with Thrive next term. BS said that SLT were doing Thrive training this week, and all staff would be trained on the Sept PD day. All staff have already completed behaviour management training.	
6.10	AS asked if the feedback from staff on the new behaviour policy had been positive. BS said that staff had been involved in developing the policy and had all read the book 'When the adults change, everything changes' by Paul Dix. LF suggested that governors might like to also read the book.	
6.11	AC asked if the aims for next term were practical. BS re-iterated the need to move forwards, there are many things in the pipeline; however, staff wellbeing was also a priority and all staff are positive about September.	

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	<p>BS also explained that all classes have been having live lessons over Microsoft Teams</p> <p>AC said that all staff efforts over the last few months had been recognised, and asked that congratulations and thanks were passed on to all staff from the governors.</p>	
6.12	<p>ML asked what intake numbers were for each school for September;</p> <p>Ely – 38 Chesterton – 30</p>	
<b>7.0</b>	<b>Budget for 2019/20 and budget setting for 2020/21</b>	
7.1	<p><b>Chesterton</b></p> <ul style="list-style-type: none"> <li>• Expecting a carry forward this year of approximate £95k with an in year deficit of £1.8k</li> <li>• Initially expected an in year balance of £2454. Due to not receiving the expected EHC plans this figure has been reduced to a deficit but not to the extent that we had thought in April.</li> <li>• Savings made due to reduced utilities, cleaning, catering and supply staff costs during April &amp; May</li> <li>• Received more Pupil Premium that originally budgeted for as a number of Reception Year children were eligible for free school meals.</li> <li>• 2020/21 - With the carry forward £95k, in year deficit of -£56,488 and a carry forward of £38,512 is expected.</li> <li>• 2020/21 is the first year of funding on actual numbers, based on October 2019 Census - 173 pupils, resulting in a loss in income of approximately £99k.</li> <li>• The Trust will review the budget with CPS after October 2020 numbers are known, and again in January 2021, when the funding for 2021/22 will be clearer.</li> </ul>	
7.2	<p><b>Isle of Ely</b></p> <ul style="list-style-type: none"> <li>• Anticipating an end of year surplus of approx. £40,000, with a total carry forward of approximately £250,000</li> <li>• Anticipating a loss of wrap-around care income of approx. £23,000, and a loss of Nursery income of approx. £5,000.</li> <li>• Losses have been offset and savings made due to reduced supply staff, and not replacing staff leavers for the summer term. Increased income through grant donations to support the curriculum. Further savings achieved in catering and PPA costs this term.</li> <li>• 2020/21 will be the last year funded on guaranteed numbers, and the first year 6 cohort. Funding based on 420 children, but we anticipate 359 (plus 38 nursery).</li> <li>• 2021/22 will be funded on actual numbers from the October 2020 census, this is likely to be 381, and so we anticipate a drop in funding of £156,000.</li> <li>• In future years, the carry forward will support the revenue budget, although the aim is to continue to increase pupil numbers to be fully sustainable.</li> </ul>	
<b>9.0</b>	<b>Any other business</b>	
9.1	BS said she would like Natalie Godfrey to give a presentation on Power Maths to the GB	BS
9.2	AS commented that the home learning offer from IOE was greatly appreciated, and was highly commended.	
9.3	TG asked when the September plans would be communicated to everyone. BS & KY said that they were still awaiting advice & guidance. The current risk assessments were being	

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	<p>approved by the Trust. There are daily updates from the LA and the Trust and guidance was every changing; however, key messages will be disseminated as soon as they were finalised.</p> <p>SLT at both schools are currently drawing up plans to comply with current guidance.</p> <p>AS asked whether professional bodies or unions had a role. KY said some had provided useful examples of school plans.</p> <p>BS said the NAHT guidance was broadly in line with the Trust.</p>	
9.4	<p>AC asked about Head Teacher wellbeing, do the HT's feel supported and can the governors do more? BS said she was enjoying being back, and felt supported by ML and the governors, and the Trust and the LA.</p> <p>KY said she also felt supported by the above, and also by the local CB4 heads cluster.</p> <p>BS said she also felt she had a strong SLT supporting her, and KY echoed this for her team.</p>	
9.5	<p>AC asked that in view of the BLM movement, whether equality &amp; diversity would be reviewed in action and in the curriculum.</p> <p>BS said there was an upcoming staff meeting on diversity and inclusion.</p>	BS
<b>10.0</b>	<b>Dates of future meetings</b>	
10.1	<p>The next meeting will be held on Thursday 24<sup>th</sup> September 2020 at 6pm. This is due to be at Isle of Ely Primary School, however, this could be remotely or in person, we will await Covid-19 guidance before confirming.</p> <p>Further meetings;</p> <p>Tuesday 15<sup>th</sup> December 2020 at 6pm at Chesterton Primary School to include the CPS nativity.</p>	
<b>11.0</b>	<b>Items for future agendas</b>	
11.1	<ul style="list-style-type: none"> <li>• Review joint governing body.</li> <li>• Set dates for next academic year</li> <li>• Annual declaration of pecuniary interests</li> <li>• Power Maths presentation – Ely</li> </ul>	

ML thanked both schools for their hard work and commitment and the meeting closed at 19.33

Green – Governor questions/comments

Red - actions