



**LOCAL GOVERNING BODY MINUTES OF MEETING**  
**Tuesday, 9<sup>th</sup> July 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)  
 Tim Gingell  
 Annabel Charles  
 Allan Sanderson  
 Stephanie Peachey  
 Stephen Dove  
 Liz Wright (Clerk)

**Apologies:**

Ian Murray

**Absent:**

David Monk

Item	Agenda Item	Action
<b>1.0</b>	<b>Apologies for absence &amp; introductions</b>	
1.1	Apologies were received from Ian Murray. Consent to absence was agreed.	
1.2	ML introduced Liz Wright who is Business Manager at Isle of Ely and has also agreed to be the Clerk to the Governing Body. Everyone introduced themselves.	
<b>2.0</b>	<b>Pecuniary and other interests</b>	
2.1	None recorded.	
<b>3.0</b>	<b>Chair's actions</b>	
3.1	ML has approved a school trip for Isle of Ely.	
3.2	HD/TJ to refer all trips to ML for approval (excluding sports events).	HD/TJ
<b>4.0</b>	<b>Minutes of the meeting held on Tuesday 30<sup>th</sup> April 2019</b>	
4.1	The minutes were agreed as a true record and signed by ML.	
4.2	Matters arising; <ul style="list-style-type: none"> <li>• Previously item 7-Safeguarding.                             <ul style="list-style-type: none"> <li>○ All governors to complete the on-line Home Office PREVENT training and forward their certificates to LW for the Single Central Record.</li> <li>○ LF to arrange safeguarding training for governors via our Safeguarding subscription with Cambs County Council.</li> <li>○ The Safeguarding sections of both websites are now up to date. HD will be overhauling the Isle of Ely website. AS agreed to be involved.</li> </ul> </li> </ul> <p>Previously item 10-Place2be. HD is meeting with Place2be on 10<sup>th</sup> July 2019. It was agreed that it has been difficult to show impact from the service, and as a result, greater impact and accountability needs to be shown for the money spent.</p>	ALL LF/ALL HD/AS

	<p>It was agreed that HD would give Place2be notice and the service would end at Christmas 2019. HD intends to employ a full time member of staff to provide support using the THRIVE approach. This would enable more children to be supported, would be more cost effective and would enable the school to show greater impact.</p> <p>HD intends to involve other staff in THRIVE training, and as a THRIVE trainer, she could also generate income for the school. HD agreed to give a presentation on the THRIVE approach at a future meeting.</p> <p>TJ explained that Chesterton would be using the 'Ollie and his superpowers' to help children understand and control their emotions. This involved the use of external 'Ollie' coaches in school.</p>	<p>HD</p> <p>HD</p>
<p><b>5.0</b></p>	<p><b>Head Teacher reports</b></p>	
<p>5.1</p>	<p><b>Chesterton - TJ reported;</b></p> <ul style="list-style-type: none"> <li>• The current reception and year 5 pupil numbers are low, which impacts on funding, however, the new reception intake for September 19 is 30.</li> <li>• EAL is approx. 40%</li> <li>• SEND is approx. 24%</li> <li>• EHCP – Currently only 1 child; applications for a further 8 are being made. <i>(TG asked why these applications have not previously been progressed. TJ replied that the SEND cycle &amp; evidence process is long, the criteria is high, and there is no guarantee of an EHCP.)</i> The SEND needs across the school are generally related to high needs behaviour, which is not always evident until children are older.</li> <li>• A fire drill had recently been carried out, resulting in an issue with a locked gate, which has now been replaced with a number padlock.</li> <li>• IM has been into school to carry out a check of the Single Central Record.</li> <li>• Next term priorities; <ul style="list-style-type: none"> <li>○ New 'Storytime/fairy phonics' scheme for reception and year 1.</li> <li>○ Improving behaviour for high needs children. Currently 6 children presenting as violent in school. 1 child is on a reduced timetable and the family are working closely with school.</li> <li>○ Settling in new staff.</li> <li>○ Ensuring the Y6 curriculum provides appropriate challenge.</li> <li>○ Embedding PiXL with RM as the raising standards lead.</li> <li>○ Developing outdoor provision.</li> <li>○ Developing leadership roles.</li> </ul> </li> <li>• ALT carried out a review of Teaching &amp; Learning on 16<sup>th</sup> May 2019 and a copy was circulated. All teaching was judged to be 'good' and areas for development were identified, these included; developing the arts provision, and working towards Artsmark.</li> <li>• Attendance figures reflect the recent fixed term exclusions and the child on a</li> </ul>	

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	<p>reduced timetable. Currently 4 children are on roll who are not at school including children who have moved but not yet registered at a new school. Incentives are offered for good attendance, including a class cake, teddy bears, and breakfast with the teacher.</p> <ul style="list-style-type: none"> <li>• Pupil Premium – Sam Chapman will take the lead on this from September.</li> <li>• Exclusions are high, and could result in 3 permanent exclusions, due to the violence being inflicted on staff and the safety of other children.</li> </ul> <p>(AS asked why these children had not already been excluded. TJ replied that she wanted to give the new strategies a chance to work, and that County had recently overturned a permanent exclusion at another school, as there is no alternative provision in Cambs. TJ re-iterated that County had been supportive over fixed-term exclusions.)</p> <p>[REDACTED]</p> <p>(AC asked what other support was available. TJ replied that they were working with the County SEND services, the EP, and were trying to get a CAMH referral.)</p> <p>All governors agreed that staff should not be subjected to physical violence and that as a governing body they wished to offer their support in the form of political lobbying for more funding to be able to support these needs, either in school or through alternative provision. <b>ML agreed to raise this issue at the ALT Board meeting this week.</b></p> <p>HD explained that she had recently been to the House of Commons with Lucy Frazer (MP for South East Cambs) and other Cambridgeshire Heads to discuss schools funding with Nick Gibb; who had reassured Heads that schools funding would be on the agenda, particularly high needs and post 16 provision.</p> <ul style="list-style-type: none"> <li>• Pupil outcomes. EYFS- 65% GLD. This includes a high number of EAL children, and 1 child not in school. Phonics – 83% although this may be higher if 1 child comes off roll. Reading, Writing &amp; Maths – broadly in line with national average, combined result – 66%</li> <li>• Staffing. No teachers absent since Easter and 2 days TA absence. A new caretaker has been appointed, a new class teacher to be appointed on Friday, and a Learning &amp; Behaviour mentor to be appointed for September. (AC congratulated Chesterton on excellent staff attendance.)</li> <li>• TJ ended her report by saying how well she had settled and how welcome she had felt at Chesterton since starting. (All governors echoed positive feedback about TJ’s appointment.)</li> </ul>	ML
5.2	<p><b>Isle of Ely</b>, HD reported;</p> <ul style="list-style-type: none"> <li>• The Current years 1 and 4 have low numbers. HD explained that the current year 3 /4 mixed classes would be separated into 2 smaller year-5 and 2 year-4 classes from September. As this year group will form the first set of KS2</li> </ul>	

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	<p>results, this will enable a greater focus on progress. (AS asked whether admissions for these year groups would be opened as they are currently capped. LF confirmed that admissions would be open for these groups.) The reception intake for September 19 is 60 children. Numbers for the nursery are slightly down for September, but expected to pick up in January 2020.</p> <ul style="list-style-type: none"> <li>• The school has low FSM, EAL and Pupil Premium. There are some complex medical needs.</li> <li>• SEND; 24 children receiving school support, 21 children receiving external support, 4 children with an EHCP, and 3 applications currently being submitted. 2 admissions for September are expected to arrive with EHCP's.</li> <li>• Fire drill – an unplanned fire drill was recently carried out (pan left on in the kitchen), which resulted in us being made aware that the alarm does not automatically despatch a call to the fire service during normal school hours.</li> <li>• ML has carried out a governor visit.</li> <li>• Next term priorities;             <ul style="list-style-type: none"> <li>○ Reading/Phonics; we are part of the DofE English Hub attached to a Grazebrook School in Hackney, through the English Hub/Opportunities area we can access support and training for reading &amp; phonics, and up to 6k matched funding for resources.</li> <li>○ Maths mastery &amp; reasoning, using the Singapore bar method.</li> <li>○ The THRIVE approach to social &amp; emotional difficulties, helping to address the root causes of such difficulties and repairing the interruptions to development of the 6 stages of social and emotional development.</li> <li>○ Embedding PiXL for assessment.</li> <li>○ Development of the curriculum – LF to lead.</li> <li>○ Develop the outdoor provision in Early Years and across the school. (AS asked what HD felt was missing from the outdoor provision. HD replied that as a new building the outdoor areas are quite sparse, and she would like to redefine the use of outdoor space more effectively.) Annie Hunter, who has recently been appointed to lead the outdoor curriculum has already made an excellent start in developing the garden/Forest School area, and has involved Tesco in funding and digging a pond, and is working with other charitable donors to secure further grants. (AS commented that the recent publicity around the development of the pond has been well received by the parent body.)</li> <li>○ It was agreed that Annie Hunter would be asked to showcase the garden/forest school area to the governors at a future meeting.</li> <li>○ HD commented that she is keen to continue branding &amp; marketing the school through promotion of the outdoors, and our recent arts week, which both link to the SEMD approach, providing a safe expression of emotion. This approach will contribute towards creating a unique ethos to the school, and help to make it the school of choice in Ely.</li> </ul> </li> <li>• Pupil outcomes. GLD in Early Years is in line with national average, but not</li> </ul>	<p>HD</p>
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	<p>hitting our aspirational target. Phonics is a declining picture; however, our plans to address this through the English hub are discussed above. Reading is in line with national average. Writing and maths are above. Combined score was 70%. (AS asked what had made the impact in writing following the last Ofsted inspection where writing was an area for development. LF replied that Talk4Writing had been introduced across the school, and this was having a good impact.) (AC asked whether other publications, anthologies etc. were available to children. LF agreed to look at this.)</p> <ul style="list-style-type: none"> <li>• Raise quality of teaching &amp; learning. All teaching judged to be 'good', however there is a lack of consistency and experience amongst the staff. We have appointed several experienced teachers for September. (AC asked whether staff understood how they can improve? HD replied that this would be discussed with staff, and improvements would be made through a range of strategies, including; observations, targets, feedback, peer observations with SLT. Staff will be supported to develop the quality of questioning to encourage deeper thinking.</li> <li>• Attendance. Currently 95.2% (AS questioned the dip as attendance had been higher. LF replied that 1 child was on a part time timetable, and the low numbers in the current year 4, affect the overall percentage score.)</li> <li>• 1 child on a 'Child In Need' plan, 2 children on 'Child Protection' plans. 18 days in fixed term exclusions since September 18.</li> <li>• Staffing. Staffing absence includes maternity leave (2 currently, 3 in the previous year) and planned surgery for 2 staff. 7 new teachers appointed for September, in response to growth. 2 teachers are leaving, Sam Chapman to Chesterton, and Kate Lloyd, SENCo will be returning to St Johns. Christine Burnford, an existing teacher, will be taking on the SENCo role, supported through the Opportunity Area Inclusion Offer, and through Highfields, Ely. 2 teachers are currently on maternity leave.</li> </ul>	<p>LF</p>
<p><b>6.0</b> <b>6.1</b></p>	<p><b>Any Other Business</b></p> <p><b>Governance</b></p> <p>ML asked everyone how they felt the joint governing body was working, and if there was any scope for considering splitting the governing body now that the schools have separate Head Teachers.</p> <p>AS felt that the joint governing body was a success in terms of making internal comparisons/benchmarking and giving different perspectives.</p> <p>AC echoed this and added that a joint governing body provides more challenge and stimulus.</p> <p>TG commented that it might be difficult to know both schools well in the event of an Ofsted inspection. ML replied that we would be able to choose which governors were involved in an Ofsted inspection and we could choose governors allocated to each school.</p> <p>SP asked Head Teachers what support they required from the governing body and which model would be more effective in providing support.</p>	

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<p>6.2 6.3 6.4</p>	<p>HD read an extract from the new Ofsted framework regarding governance within MAT's, which confirmed that the governance is carried out at Trust Board level, and local Governing Bodies have a monitoring role.</p> <p>HD &amp; TJ both felt that a joint governing body was effective for the reasons stated by other governors, and HD expressed concern over governor recruitment if they were split.</p> <p>It was agreed to continue with current arrangements and review in a year.</p> <p>(All governors thanked both Head Teachers for their clear reports with the correct level of detail.)</p> <p><b>Ofsted Framework update</b></p> <p>HD gave a short update on the new Ofsted Framework, covering the following;</p> <ul style="list-style-type: none"> <li>• S8 and S5 inspections will both be 2 day inspections. S8 inspections cannot change the previous overall grading, S5 inspections can change the overall grading. S8 inspections will result in a further S8 inspection after 4 years, unless there are concerns.</li> <li>• Schools will be notified by noon on the day before the inspection, followed up with a telephone call from the Lead Inspector to the Head Teacher the same day, to reflect on progress and discuss practical and logistical arrangements.</li> <li>• The 4 judgements remain the same.</li> <li>• The following areas will be judged; Quality of Education, Behaviour and Attitudes, Personal Development, and Leadership &amp; Management (including Safeguarding).</li> <li>• There will be no internal data scrutiny, only external data will be looked at.</li> <li>• HD will give a more detailed update at a future meeting.</li> </ul>	
<p>7.0 7.1 7.2</p>	<p><b>Dates of future meetings</b></p> <p>The next meeting will be held on Tuesday 1<sup>st</sup> October 2019 at 6pm at Chesterton Primary School. Head Teacher data reports will not be required until the 2<sup>nd</sup> half of the term. <b>Head Teachers should report on their initial plans for the coming year at the 1<sup>st</sup> meeting of the term.</b></p> <p><b>The December meeting will be held at Isle of Ely to co-incide with the school Christmas production, date to be confirmed.</b></p>	<p>H D/TJ  ML</p>
<p>8.0 8.1</p>	<p><b>Items for future agendas</b></p> <ul style="list-style-type: none"> <li>• Declaration of pecuniary interest forms</li> <li>• Head Teachers initial plans for the school year.</li> <li>• Budget report</li> <li>• Risk register</li> </ul>	

Green – Governor questions/comments



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Red - actions