**Chesterton Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***Held on Tuesday 29th November 2016***

Present: Bryony Surtees Surtees (Executive Headteacher)

Kate Heywood (Chair in the absence of ML & IM)

Jaco Beukes

Maxine Cole

Jo Guillod-Rees

In attendance: Jo Sanders (Clerk)

Apologies: Marion Lloyd

Ian Murray

Jenny Nelder

Camilla King

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| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   Apologies were received from ML, IM, JN & CK.   * 1. ***Consent/Non-consent to absence***   It was agreed to accept the apologies as given. |  |
| 2. | **Pecuniary and other interests**  ***2.1. Declarations with regard to items on agenda***  No new interests were declared.  ***2.2. Update the register of Pecuniary Interests***  Some Declaration of Interest forms still outstanding. JS to chase. **UPDATE: JS emailed those outstanding 05/12/16** | **JS** |
| 3. | **Chair’s Action**  There were no urgent actions to report. |  |
| 4. | **Minutes of the last meeting**  ***4.1. Confirm the Minutes of the previous meeting***  The Minutes circulated for the meeting held on 10th October 2016 were confirmed as a true record.  ***4.2. Matter arising from the minutes***  There were no matters arising from the minutes. |  |
| 5. | **Headteachers report**  ***5.1. Report***  BS informed the LGB that the school had had a good, calm, and settled start to the year. The pastoral systems in place have worked well. The school has recently undergone an ALT review, carried out by Anne McCormick, ALT Hub Lead for Cambs. Chesterton Primary School was judged to be a good school, and Ms McCormick was pleased with both Teaching & Learning and Leadership in the school.  Questionnaires have recently been completed by staff, and have just been circulated to parents to gauge opinion on the school. BS said that they were looking into preparing a questionnaire for the children too.  BS said that feedback from the Parent Body of the school is extremely positive this year. They like the ‘Stay & Learn’ sessions and the newsletter is well liked. The Parent Forum is not so well supported, only a core group of people that attend, but BS wants to persevere.  BS informed the LGB that the school is having a mock OFSTED in the Spring Term and that it is due to be inspected at some point this academic year.  Pupil Premium children are being taught in groups by KH. Some other things that the school would like to use Pupil Premium money for include breakfast clubs and trips as well as Place 2 Be. The school needs to ensure that all children get the support they need, not just those using the P2B service.  The children are loving their music lesson. Year 1 have their violin lessons all year. Year 3 will have a series of 12 lessons. If at the end of that there are children that would like to continue, it is possible that it can be arranged but this would be at the cost of the parent.  The one-page profiles of the children are now in place and being used by all staff. BS showed the LGB her ‘war room’ and explained how the system worked. There are profiles there for every child in every class and these are colour coded as to where they are with their learning at the moment, which helps to identify where interventions may be needed and the child can get targeted support.  There is a lot of Professional Development at the moment.  Leading Active Learning (LAL): CK & LD  National Programme Qualification for Senior Leaders (NPQSL): KH  National Programme Qualification for Middle Leaders (NPQML): JP  Chesterton’s attendance figure this term is 96.36% - this is very good. The school admin support works very hard in monitoring attendance. Absences have been due to illness, not holidays being taken in term-time.  ***5.2. Data***  BS referred governors to the data sheets circulated prior to the meeting.  JGR commented that the National Averages for the Year 2 seem very high. BS said that the expectations for Year 2 have changed considerably and yes they are high. However, as mentioned in previous meetings, the fact that the school was moderated has provided an insight as to what is expected and with the good teaching and learning the school has BS is confident that results will improve against these averages. |  |
| 6. | **Budget and Related items**  ***6.1 Minutes from the Finance Committee***  The minutes from the Finance Committee meeting on 10th October were circulated prior to the meeting, but due to reduced numbers present, this was not discussed. |  |
| 7. | **Educational Visits**  ***7.1 To approve arrangements for visits planned***  There are no visits planned at the moment for the Governors to approve.  The Mepal trip and the Year 2 trips were both very successful. The Mepal trip in particular was a great success, with the children being supported in their resilience and self-esteem. This has had an impact on some individuals in the classroom as seen in Pupil Progress meetings so this is something that now needs to be built on. |  |
| 8. | **DfE Information**  ***8.1. To note any updates from the Need to Know area of the DfE website which is relevant to the Academy***  <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools> |  |
| 9. | **Any other business**  BS put it to the Governors that she would like to make a one-off bonus payment to Mr G Thomas, Site Custodian. Mr Thomas has worked over and above this year. Not only has he worked hard here at Chesterton, but has undertaken extra work at the Isle of Ely school, both mentoring the site supervisor at the Isle of Ely school, and also taking on extra work in the Isle of Ely school.  ***The LGB accepted this proposal and agreed on the amount proposed.*** |  |
| 13. | **Date of next meeting(s)**  JS had previously contacted the Headteacher regarding a possible change in the way that Finance/Personnel committees met, a copy of the plan was circulated at the meeting. Instead of having 3 separate meetings a year for each committee, it was proposed to just have 3 extra meetings over the course of a year that had a sole focus on these areas that everyone could attend.  ***The LGB were happy with this plan. JS to meet with BS and arrange two dates to be added to the planned schedule of meetings and distribute these to the LGB.***  Confirmed meetings for 2017 are:  LGB: Tuesday 17 January @ 6.00pm  Tuesday 07 March @ 6.00pm  Tuesday 02 May @ 6.00pm  Tuesday 20 June @ 6.00pm | **JS** |