



An Active Learning Trust Academy

Chesterton Primary School

Green End Road

Cambridge

CB4 1RW

admin@chestertonprimary.org



LOCAL GOVERNING BODY MINUTES OF MEETING
Monday 4th October 2021 at 6pm, held remotely on Microsoft Teams

Present:

- Andy Atkins (AA) (Trust Gov.)
- Annabel Charles (AC) (Trust Gov.)
- Phillip Dowell (PD) (Staff Gov.)
- David Hilton (DH) (Chair)
- Sue Hunt (SH) (Trust Gov.)
- Richard Martin (RM) (Interim HT)
- Gwilym Purchase (Trust Gov.)

Apologies:

- Ian Murray
(Trust Gov)

Key
Post-meeting notes appear in italics.

Also in attendance:

- Harriet Young (HY) (New Clerk)
- Marcos Ioannou (MI) (Int. Dept. Head)

Item	Agenda Item	Action
1.0	<p>Welcome & Apologies for absence</p> <p>The meeting began at 6.04pm with the new Chair welcoming everyone.</p> <p>Apologies were received and accepted from IM. The meeting was quorate.</p> <p>Challenge: A governor re-expressed her wish for agendas to state the nature of the action the Local Governing Body (LGB) were required to take.</p> <p>Action: Clerk to enhance future agendas.</p>	HY

Signed :.....

Dated:.....



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<p>2.0</p>	<p>Declaration of Interests</p> <p><i>Governors are reminded to complete their Declarations of Pecuniary interest forms 2021-22 and return to the Clerk as soon as possible.</i></p> <p>There were no declarations of pecuniary interest were reported re items on the agenda.</p>	<p>GOVS</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>(3.2 in July actions)</p> <p>5.1</p>	<p>Minutes of the LGB Meeting, held on Tuesday 20 July 2021, and Matters Arising</p> <p>With regard to <u>approving the minutes of the previous LGB Meeting</u>, a governor raised some queries with regard to precise wording and associated connotations. (Challenge)</p> <p>It was agreed that the Head and the governor concerned would work-through the alterations privately. Subject to these changes, the minutes were agreed in principle. The Head has subsequently organised for the tweaked July minutes to be signed and held on the school premises once the procedure in relation to personnel changes had been clarified.</p> <p>It was confirmed that the previous Acting Clerk had organised for the approved minutes of the meetings held remotely earlier in the year to be signed by the out-going Chair and stored on the school's premises.</p> <p>A governor stated they had identified strategies to engage boys in literacy and a copy of the research and associated files has been shared with the school's English lead and the Head.</p> <p>Regarding the <u>production of a school newsletter/newspaper</u> – which would have external profile-raising benefits – it was appreciated that this could be time-consuming for teaching staff. The Head felt the project could be undertaken by an After-School Club next half-term. The governor volunteered to help with the editing and compilation of the publication</p>	<p>ALREADY DONE by RM & AC</p> <p>RM Meeting - DH, RM & AC date TBA</p>



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<p>4.2</p>	<p>The Chair reminded attendees to confirm by email their agreement to abide by the ALT Code of Conduct.</p> <p>Clerk to clarify if email confirmation is adequate.</p> <p>I - The appointment of the Acting Chair was confirmed by governors.</p>	<p>HY</p>
<p>4.3</p>	<p>II - IM was appointed as Vice-Chair in absentia (but with his prior consent).</p> <p>III - The following roles and responsibilities were agreed:</p> <p>IM - Safeguarding</p> <p>AC – Attendance & Behaviour</p> <p>School website - the responsibility of monitoring the school’s website needs reallocating following the departure of a former Governor.</p> <p>SH – Pupil Premium, SEND, Learning and Quality of Education for disadvantaged pupils.</p> <p>DH – Curriculum (As Chair DH thought it was crucial that the curriculum reflects Ofsted’s current framework).</p> <p>RM – School self-evaluation (The Chair observed that would be most effective, efficient and rigorous if governor responsibilities mirrored the school’s five key priorities in the School Development Plan (SDP). The question underpinning each allocated area should be, “How does this focus meet our school’s developmental priority?” Thus, planning would naturally support development.</p> <p><u>IV – Terms of Office</u></p> <p>Clerk to clarify dates of governor’s appointments and respective terms with a view to ensuring the website is up-to-date and accurate. <i>The Head kindly offered support in this key area and has already added governor roles and an attendance list for 2021-22 online.</i></p> <p><u>V- Succession planning/recruitment</u> - parent governor election. See above (3.2)</p> <p>VI - <u>Appointments</u> may need re-approval/re-election. DH vocalised his expectation that his appointment as Chair – respectfully – would only be short-term (hopefully till the end of</p>	<p>DH, RM, HY</p> <p>HY, RM, DH</p> <p>ACTION CITED ABOVE</p>



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	<p>the Autumn term) and highlighted that the Trust were “reaching out” to source a new Chair from the wider community. The Chair confirmed his willingness to help the candidate for Chair transition into their role, pledging his support as the individual grows into the role.</p> <p>VI – <u>Handbook</u></p> <p>Action: Governors were asked to confirm they had read and understood the changes to the Trust and Academies Handbook. A governor declared that they had not had a chance to digest the document yet. (The Chair conceded that in times gone by the handbook was designed to be read by those with financial responsibilities but now knowing its contents was vital for all governors.)</p> <p>Action: DH offered to source a document highlighting the changes in the latest edition, thereby helping prior readers with the task.</p> <p><u>VII - Governor Hub Population</u> -The Head reminded Governors of Governor Hub’s potential to facilitate various legal requirements, pointing Governors to the documents stored there. Governors were informed they may be required to acknowledge their consent to the same documented procedures in different context (ie GH and in school’s written records).</p> <p>Action: Governors were encouraged to activate their GH logins. Clerk to follow-up.</p> <p><u>VIII - Dates of Governor Meetings</u> - The Chair expressed a wish that future meetings would be held face to face, but it was acknowledged that rates of Covid were high within schools, especially secondaries, a final decision approximately a week before the meeting. Governors attention was drawn to the revised meeting dates in the Summer Term.</p>	<p>GOVS</p> <p>DH</p> <p>GOVS HY</p> <p>GOVS</p>
<p>5.0</p>	<p>Chair’s Update</p> <p>The Chair was keen to specify how the LGB “drives school improvement” citing the crucial role of self-evaluation. He advised school leaders to use terminology Ofsted employ when assessing each sphere and also advocated colour-coding judgements in paperwork. The LGB must hold the executive to account and seek to “embed” school improvement. The Chair also highlighted the importance of integrating the School Development Plan within current structures, rather than making it “an additional layer”. He outlined his vision of Chesterton as a community-facing school which would be the “school of choice” for local</p>	



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	<p>families. He highlighted the school’s strong Ofsted reports and its intimate size – both school strengths. He repeated his pledge that the Trust would help the school achieve greater recognition through supporting its publicity.</p> <p>Challenge: A governor asked what form this help would take.</p> <p>The Chair replied the Trust would help with press briefings and social media support through its network of contacts in this area. He urged the school to take advantage of these “platforms”.</p> <p>The Chair also said the Trust could help promote Chesterton primary within its own association.</p>	<p>Action cited above</p>
<p>6.0</p> <p>6.1</p>	<p>Head Teacher’s Report</p> <p>The Head reported on the arrival of new staff, one of whom was to start on 11.10.2021. He informed people of his work on school policies, especially in relation to behaviour. The Head thought that there had already been some positive impact on learning and behaviour and emphasised that the vast majority of pupils in the school both conformed to and exceeded behavioural expectations. He expressed his gratitude to the parental body for accommodating the slight change to school starting times – and highlighted how supportive parents had been throughout the pandemic with regard to staggered starts. He drew Governors attention to his written report and the challenges documented therein. Catch-up funding is planned to be used to support Year 6; he was very clear about his objectives for this cohort – the school needs to not only support them achieve good SATs (standard attainment test) results but also to aid their social and emotional development. He articulated his vision of Year 6 Pupils being “ready to leave” and progress onto secondary.</p> <p>Challenge: One of the governors raised a concern that the school – having been originally conceived as an infant school – was “literally and metaphorically” too small for pupils in Key Stage 2. Another governor concurred with this analysis citing the lack of school field and the fact that as the school had grown organically the most established classes were not used to having a year group “above them”.</p>	



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6.2	<p>Action: It was agreed that the Chair would support the Head in making links with other secondary schools in particular Chesterton Community College. There was potential not just to support transition activities directly but also give both Year 5 and 6 opportunities to participate in sporting activities supported by older pupils. Open public spaces around the school could potentially be utilised more, thus helping to define a unique “offering” Chesterton Primary pupils can experience. The Chair was keen for the school to be in the position by which it could clearly define a portfolio of experiences for each year group.</p> <p>Challenge: Governors commented on the unique historical associations of the city and how these too presented many potential opportunities to enhance pupils’ “cultural capital”.</p> <p>Challenge: a governor queried why reading/writing had not had a prominent place within the report.</p> <p>The Head was keen to highlight that the quality of educational provision across the curriculum remains a key focus for the school and its staff. He reported many strategies and activities were being put in place to support literacy:</p> <ul style="list-style-type: none"> • daily whole school reading slot; • teachers hearing lower attaining pupils read aloud; • volunteers and PGCE students listening to disadvantaged pupils reading; • phonic emphasis between Reception -Year 2; • literacy assessment in Years 1 and 2; • employment of two new TAs to run interventions; • new library books for the library; • timetabled library access for each class; and • a phonics workshop for Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) families. <p>Challenge: A governor questioned whether these activities were having any impact with regard to pupils catching-up post Covid lockdowns. The Head honestly stated that not</p>	DH RM
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	<p>enough time had elapsed to assess this, but stated pupils were “engaged” and had been “immersed in opportunities”.</p> <p>In relation to Safeguarding and Covid-19 matters, links are being made between the Safeguarding Lead and peers across the Trust. Action: Trust.</p> <p>The Chair stressed that compliance was not the same as impact and one must have clear measures to judge the degree of impact.</p> <p>Action Safeguarding Lead to define such measures.</p> <p>Re Covid-19, the Head reported a new Risk Assessment document had been produced, whilst contingency plans were required by the local authority. Action Head.</p> <p>The Chair thanked the Council for its support during the pandemic, citing the information sharing, the quality of their support and their openness.</p>	<p>Trust</p> <p>RM, IM</p> <p>RM</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p>Safeguarding</p> <p>The Head reported The School Central Record has been updated.</p> <p>Action: Governors were reminded to acknowledge they had read Keeping Children Safe in Education and to use their MyConcern login to confirm this has been done. If access difficulties are encountered using the on-line safeguarding system, please inform the Head.</p> <p>Two attendees believed their Safeguarding training needed to be updated. An open invitation was extended to the staff-training session taking place the next afternoon, otherwise the training should be completed on-line.</p> <p>Action: Complete training.</p>	<p>GOVS</p> <p>GOVS</p> <p>Meeting now passed.</p>
<p>8.0</p>	<p>School Development Plan (SDP)</p> <p>Governors were advised to evaluate the SDP bearing in mind three key questions:</p> <ul style="list-style-type: none"> • Where are we now? • What are we doing? • How do we know we are having an impact? 	



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<p>9.0</p>	<p>Review of School Policies</p> <p>Three policies were put to the LGB.</p> <ul style="list-style-type: none"> • <u>Safeguarding</u> - this was the County’s policy, branded appropriately • <u>Behaviour</u> - this had taken considerable work. Staff were adapting to the STEPS ethos and responding to incidents appropriately.¹ Governors praised the document stating it was clear. <p>AC agreed to communicate via a separate channel with the Head regarding a few suggestions.</p> <p>Head stated it was imperative to ratify the policy that week as the revised policy needed to be on-line by 8.10.21. The policy was agreed in principle with small edits to follow.</p> <ul style="list-style-type: none"> • <u>ALT Admissions Policy and Admission Appeals Timetable</u> - Governors accepted these. 	<p>AC & RM</p>
<p>10</p>	<p>Governor Monitoring</p> <p>The Chair stated the central role of the LGB was to hold the executive to account. This is done both within the LGB meeting and beyond it, through visits and reports.</p> <p>Challenge: A governor stated that it had not been made clear to them that governors had a duty to participate in any discussions or attend any visits (beyond the LGB meetings).</p> <p>In relation to these responsibilities five areas for monitoring were suggested – echoing the five priorities of the SDP. A meeting should be held in each of these domains between the LGB and the next one in December.</p> <p>Action: The Head and Chair agreed they would meet separately to draw up a timetable for individual Governor monitoring visits, with Safeguarding being a priority.</p>	<p>RM & DH</p>

¹ The STEP-UP (STEPS) approach to behaviour is a whole-school approach to manage school behaviour. It aims to be simple, effective and sustainable. At its heart lies a belief that the learning environment can impact pupil behaviour, whilst it acknowledges that it is pupils themselves who control their own behaviour. They should therefore be encouraged to reflect upon their own behaviour and make suggestions as to how to improve the situation.

Signed :.....

Dated:.....



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11	<p>Governor Training & Development</p> <p>The Chair drew attention to the various options available to governors to enhance their knowledge and skills in relation to governance. He also said the Trust would be happy to offer bespoke training, potentially “piggy-backing” some training onto other LGB meetings. Likewise, the Trust could offer Governors the potential to network with other governors.</p> <p>Action: Governors to consider if they have any training requirements.</p>	GOVS
12	<p>AOB</p> <p>Challenge: SH brought up the topic of monitoring Staff Wellbeing.</p> <p>The Chair shared initiatives carried out within sister schools in the Trust eg surveys, the role of Mental First aiders. Consideration was given as to whether any of these measures would be burdensome in their own right, whilst also thought was given to the place of on-line training and support.</p> <p>The Head said the staff were grateful that the school paid for them to potentially use Lifeworks’ services, whilst the Chair informed Governors the Trust had a 24 hour mental health team available to colleagues.</p>	
13	<p>Next Meeting Date: Tuesday 14 December 2021</p>	



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Actions from the LGB meeting, dated 04th October 2021

Item	Action	Delegated to	Timeframe
1	Nature of LGB action in relation to agenda items to be specified on agenda going forward.	HY	Going forward
July numbering 3.1	Tweak approved July minutes, organising their signing and store at school.	RM & AC	Completed
July numbering 5.1	Hold an action-planning meeting, with a view to organisation and running of an after-school publicity club.	RM & AC	November
July numbering 9.2	Organisation of election process for new parent governor, publicity to go out next half-term	TRUST HCY RM	November
July numbering 9.2	Head, Deputy Head and Staff to collaborate to define criteria for web pages and select weekly news for wider dissemination	RM, MI & staff	November – news selection going forward
3.2	Marketing expertise and Trust structures to be used by Chesterton Primary School enhance its profile within the wider community.	TRUST	Going forward
4.2	Clerk to clarify if email sufficient with regard to confirmation of agreement to abide by Code of Conduct.	HY	October
4.3,iii	Table in the next LBG meeting the need to allocate a Governor responsible for monitoring the school's website; allocate this responsibility as appropriate.	HY, RM, DH	December



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4.3, vi	Clarify governor appointment terms and facilitate update of the website appropriately.	HY RM	November
4.3, vi	Source and share a summary document relating to Trust & Academies	DH	October
4.3, vi	Governors to confirm have read and understood changes to the Trust and Academies Handbook.	GOVS	October
4.3, vii	Please activate Governor Hub logins. Clerk to follow-up.	GOVS & HY	October
6	School SMT to work with Chair to establish links with local secondary schools.	DH	November
6.2	Establish networks with other schools to support Safeguarding lead in duties.	TRUST	November
6.2	New Covid-19 contingency plans to be submitted to the Local Authority	RM	October
6.2	Define measures of impact to judge effectiveness of Safeguarding provision.	RM & MI	November
7.1	Governors to use MyConcern login to confirm KCSE 2021 read and acknowledged such; any difficulties to be reported to the Head.	GOVS	October
7.1	Safeguarding training to be completed.	GOVS	October
9.0	Tweaks to behaviour policy to be submitted to Head as soon as possible prior to it being published online.	AC	October
10.1	Meeting to draw up timetable for Governor Monitoring visits	RM & DH	November
11.0	Governors to consider if they have any training requirements.	GOVS	December

LGB Meetings 2021-2022 (all to start at 6pm)

Tuesday 14th December 2021

Tuesday 25th January 2022

Tuesday 29th March 2022

Tuesday 24th May 2022

Tuesday 19th July 2022

Signed :.....

Dated:.....