



An Active Learning Trust Academy
Chesterton Primary School

Green End Road
Cambridge
CB4 1RW
admin@chestertonprimary.org



**Minutes of the Local Governing Body meeting
held on Tuesday 24th May 2022 at 6pm**

No	Item	Action
1.	<p>Welcome & Apologies</p> <p>Present: Annabel Charles (AC), Richard Martin (RM) - Ian Murray (IM) – Vice Chair, Philip Dowell (PD), Alexandra Singer (ASi), Andy Atkins (AA), Sue Hunt (SH), Sarah Rawlinson (SR) Kate Yeoman (KY Head Teacher)</p> <p>Apologies: Gwilym Purchase, David Hilton</p> <p>Also In attendance: Meleena Walsh Camclerk</p> <p>The meeting was chaired by IM.</p> <p>The meeting was quorate.</p>	Duly accepted by the LGB
2.	<p>Declaration of Interests</p> <p>There were no declarations made with regards pecuniary and items on the agenda for this meeting.</p>	
3.	<p>Minutes of the previous meeting, dated 29th March 2022</p> <p>3.1 The minutes from the previous meeting were submitted as a true record of the meeting and duly signed by the Chair. Item 4 AC changed to IM and the statement RM has communicated with AHC. A meeting has been planned to discuss behaviour. Confidential minute will be circulated to the governors for approval at the next meeting.</p> <p>3.2 Matters arising from minutes of 29th March 2022 and any previous roll over</p> <p>The actions from the previous meeting will be picked up within the context of this meeting and minuted.</p> <p>Item 7 – The LGB will not be continuing with the Red Hen Project</p> <p>AOB – It was confirmed that there is still a parent council in operation. It was agreed that the parent council would be communicated with once they had been identified.</p>	<p>01 Clerk to circulate minute</p> <p>02 Head to find out who is part of the parent council</p>
4.	<p>Local Governing Body Business</p> <p>Nothing to report</p>	



5.	<p>Chair's Update 5.1 Transition between leadership</p> <p>In the absence of the chair at the meeting this agenda item was held over for the next meeting.</p>	<p>03 To be added to agenda for 19/7/2022</p>
6.	<p>Head Teacher's Report</p> <p>6.1 Head Teacher's Report (available via Governor Hub prior to the meeting) It was noted that the Head had noticed that there had been a high level of mobility of pupils through the school during the course of the current academic year.</p> <p>LGB were informed that a Permanent Deputy Head had been recruited to start in September Poppy Garrod. Victoria Storey has taken over the role of SENCO. Maternity cover is currently being sort for Jess Smith, the role will be from September 2022.</p> <p>It was noted that there were low numbers of covid cases recorded within the school across both pupils and staff.</p> <p>A governor noted that during a recent visit into invigilate within the school, the recent SATS tests was exceptionally well managed and organised by staff members.</p> <p>Q./ What provision is in place for the EAL children that are coming into the school? A./ KY PD noted that the were 5 devices in each KS2 class that can act as translators. The head informed the LGB that the staff provide a number of resources for EAL children such as flash cards to ease transition into the school.</p> <p>Q./ What resources does the school have to support EAL? This was moved for discussion under item 11.</p> <p>Q./ What is in place to assist the Year 6 to transition to Year 7. A./ The head advised that specific children that have been identified as needing more support will have additional sessions to aid transition. Sam Chapman has been making contact with the local secondary schools to put this in place. It was noted that the size of CPS provides the children with a nurturing environment which makes moving into year 7 very daunting.</p> <p>There was a discussion around how the school could manage resilience and independence within the year 6 children to aid the transition. The head made it clear that this year there would be move up days for the children in year 6 post covid.</p> <p>A governor mentioned that there was a whole series of programs available on BBC that documents transition from year 6 into year 7. This could be disseminated to parents for viewing.</p>	<p>04 Head to look into ways in which independence and resilience can be raised within the school</p>
7.	<p>School Improvement</p> <p>7.1 School Development priorities – the document was made available on Governor Hub prior to the meeting.</p>	



	<p>Head and Chair have looked at the SDP and set the priorities that have been set for the school. Monthly meeting with staff has been undertaken to feed into the SDP. There are 5 key areas as detailed in the report.</p> <p>Reading -A number of schemes are being looked into to support the progression of reading. The English leads have undertaken a SWOT to identify areas that need to be put into place to support children that are not making good levels of progress.</p> <p>A governor noted that Read Easy, a scheme that helps adults to upskill their reading ability could be made available to parents that are not confident in this area. This in turn could help with parents' engagement with their children's' reading at home.</p> <p>SEND - provision is currently working well and has been improved. Leadership – Key staffing changes and role responsibilities outlined. Quality of Education – Focus of recent staff meeting and the subject leaders have all been met with. The outcome is that subject leads need to carry out Quality Assurance activities in their subjects and ensure coverage and content are in line with the national curriculum Behaviour and Well-being - Cambridgeshire STEPS program has seen an impact on improving the level of behaviour. The behaviour has improved. The head advised that a key focus will be that the year 6 children will be given roles to help with ownership i.e. library monitors, school prefects.</p> <p>A governor commented that there should be a drive on tightening up/being more rigorous on how behaviour, uniform, manners are adhered to by the pupils within school. The comment was noted but felt that at the current time this was not a priority for the school.</p> <p>The head discussed the journey that the school had been on a journey in terms of behaviour, particularly in terms of exclusion numbers reducing significantly. It was noted that the hard work of the staff has been intrinsic to the behavioural improvements from the pupils across the school.</p> <p>7.2 Actions taken so far – as detailed in the report</p> <p>7.3 Next Steps – it was noted that the SDP when created will be a working document that all governors could access. The SDP will be brought to the September2022 meeting.</p>	
<p>8.</p>	<p>Safeguarding 8.1 Trust Safeguarding Audit – Final (available on Governor Hub prior to the meeting)</p> <p>SR and IM met with the head to discuss the findings from the internal safeguarding audit. The head informed the LGB that the staff had been given further safeguarding training and during staff meetings the staff were using scenarios for a basis of discussion.</p> <p>The head informed the governors that single central record has been brought up to standard ensuring that all records are for DBS, ID etc for staff, visitors and contractors is up to date.</p> <p>My Concern is being used to record all data. The DSL and DDSL are meeting monthly (and recording the meeting) to discuss all My Concerns.</p>	



	<p>There will be a progress report towards the Safeguarding Audit recommendations given to Governors next term.</p> <p>It was agreed that all governors need to maintain up to date safeguarding training. It was safeguarding training, prevent, KSIE and pecuniary interest documents agreed that this should be done at the start of the academic year.</p>	<p>05 Clerk to ensure that governors have training etc and documents in place 9/22</p>
9	<p>Staff and Pupil Wellbeing (Standing Item) 9.1 The report was uploaded to Governor Hub prior to the meeting. The governors thanked the head for the report. Q./ Could we have a snapshot of wellbeing at the present time. A./ The head stated that staff had been offered the support of a counsellor service which is anonymous. The head also commented that there are clear lines of communication with her and members of staff.</p>	
10.	<p>Review of Policies School uniform policy – circulated prior to the meeting. The LGB agreed in principle to the School Uniform Policy, however a small number of editorial changes would be made to improve clarity. The policy would be issued to the LGB via Governor Hub for virtual approval.</p>	<p>06 AC and Head to agree wording change and upload onto Governor Hub</p>
11.	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • EAL governor (AS volunteered but to be confirmed at LGB 19th July 2022) • AC meeting with Head scheduled for 7th June regarding attendance and behaviour – findings to be uploaded onto Governor Hub • It was noted that SH has been in to discuss pupil premium. 	<p>07 To be set at the meeting on 19 July 2022</p> <p>08 Attendance and Behaviour meeting feedback LGB meeting 19th July 2022</p>
12.	<p>Governor Training & Development Governor Hub training Governor Induction for AS and SR Governor self-assessment document Prevent training Safeguarding training</p>	<p>09 Clerk to arrange for documents to be sent out by 10th June 2022</p>
13.	<p>Any Other Business 13.1 Items for the next agenda</p> <p>A governor raised the point that a parent had recently passed away and the governors agreed that a mention should be made in the school newsletter.</p> <p>It was agreed that parents should be encouraged to come into school as volunteers although it was noted that parent volunteers incur DBS checks and costs.</p> <p>Governors were invited to come in and help with the school fete on 1st July 2022.</p>	<p>10 Head to decide suitable action for this item. Mon 6th June 2022</p>



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	There being no further business, the meeting closed at 8:07pm. Next meeting 19th July 2022 at 6pm on site	
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Actions from the LGB meeting, 24th May 2022 and roll over actions from 29th March 2022

Item	Action	Delegated to	Timeframe
4	DH and KY to start work on a monitoring schedule and plan for the LGB to start in the autumn term.	DH/KY	First LGB meeting in Sept 2022
11	Quality of education monitoring report to be shared when completed.	DH	To be provided at LGB meeting 19 th July 2022
3.2 (4.3)	Governors to complete their Declarations of Pecuniary Interest as soon as possible. Outstanding DBS paperwork to be completed	GOVS GOVS	Clerk to share instruction on how to complete – to be done by 6 th June 2022
3.2 (4.2)	Governors to ensure their profiles are up to date on Governor Hub as soon as possible.	GOVS	Clerk to share instruction on how to complete – to be done by 6 th June 2022
3.2 (5)	Governors were urged to complete the Annual Safeguarding for Governors module through the National College	GOVS	Head to clarify if the training needs to be through National College by 6 th June 2022
01	Confidential minute from meeting on 29 th March 2022 to be circulated to LGB	Clerk	By 25 th May 2022
02	Parent Council liaison (to find out who is part of the parent council)	Head	By 6 th June 2022
03	Chair's Update Transition between leadership to be added to agenda	Chair	LGB 19 th July 2022
04	Identifying ways to improve pupil resilience and independence within school.	Head	September 2022
05	Safeguarding training, prevent, KSIE and pecuniary interest documents checked and updated annually	Clerk	September 2022
06	School uniform policy wording edits to be made and then uploaded onto Governor Hub. Approval given online and ratification to be made at LGB on 19 th July 2022	AC and Head	By 6 th June 2022 Ratification at LGB 19 th July 2022
07	Governor link roles to be confirmed with addition on EAL link governor	All	LGB meeting 19 th July 2022



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08	Attendance and behaviour meeting (6/6/2022) feedback	AC and Head	LGB meeting 19 th July 2022
09	Governor Hub training Governor Induction for AS and SR Governor self-assessment document Prevent training Safeguarding training Clerk to ensure all details rolled out to governors	All and Clerk	10 th June 2022
10	Inclusion in school newsletter about recent death.	Head	6 th June 2022