



Academy

An Active Learning Trust



Chesterton Primary School

Green End Road

Cambridge
CB4 1RW

admin@chestertonprimary.org

Minutes of the virtual Local Governing Body meeting held on Tuesday 29th March 2022 at 6pm

No	Item	Action
1.	<p>Welcome & Apologies Present: Annabel Charles (AC) David Hilton (DH) - Acting Chair Richard Martin (RM) - Interim Head Teacher Ian Murray (IM) Alexandra Singer (ASi) Andy Atkins (AA) Sue Hunt (SH) Gwilym Purchase (GP -entered meeting at 6.30pm) Sarah Rawlinson (SR) Kate Yeoman (KY - Incoming Head Teacher)</p> <p>Apologies: Philip Dowell (PD)</p> <p>Also In attendance: Louise Todd, Locum Clerk</p> <p>The meeting was chaired by DH. To open the meeting, the Chair reassured governors of how hard the staff at the school had worked during this difficult time. He praised the staff and team at the school, especially the professionalism of RM and other members of staff who have ensured the school carried on being open. The Chair requested an AOB to thank RM for his work. He welcomed back KY to the leadership team and thanked them for ensuring a smooth cross over.</p> <p>The meeting was quorate and held via MS Teams.</p>	
2.	<p>Declaration of Interests There were no declarations made with regards pecuniary and items on the agenda for this meeting.</p>	



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<p>3.</p>	<p>Minutes of the previous meeting, dated 25th January 2022</p> <p>The minutes from the previous meeting were submitted as a true record of the meeting and will be signed by the Chair when C-19 restrictions permit.</p> <p>3.2 The actions from the previous meeting not already appearing on the agenda were then reviewed:</p> <p>(3.1) Clerk to add Wellbeing as a standing item on the agenda - Completed, closed.</p> <p>(3.2)(9.1) Progress on the development of marketing materials for the school - the Trust is putting the finishing touches to a regular magazine about the Trust and the school has a prominent interest in there. The Trust have recruited a new Marketing and Communication manager, they will establish links with the leadership team and work on a school communication plan. It is hoped she could attend a future LGB meeting to share the plan. Closed.</p>	<p>Clerk</p>
	<p>(3.2)(4.3) Governors to sign off their safeguarding declarations on My Concern, completed. Governors to complete their pecuniary interest form as soon as possible. Some outstanding, this can be completed via Governor Hub. Ongoing.</p> <p>DBS paperwork – The Chair suggested governors contact the central team if they are having difficulties completing the DBS paperwork. Ongoing now urgent.</p> <p>(3.2)(4.2) - Governors were urged to check their profiles are up to date on Governor Hub. The Chair reassured governors that the data would not be shared and that only basic details were needed. Ongoing</p> <p>(3.2)(4.3) - RM to update the Roles & Responsibilities document with approved governor link roles and the decision to convene all panels based on governor expertise and availability to update the school website. Completed, close.</p> <p>(3.2)(5) - Governors were urged to complete the Annual Safeguarding for Governors module through the National College - RM encouraged governors to contact himself or KY if they have any queries - ongoing</p> <p>(11) Clerk to share links to Governor Hub “basics” training to enable to LGB to get the maximum use out of the platform. Completed, closed.</p> <p>Governors discussed the minutes from the last meeting, specifically encouraging children to have aspirations and links to the university. A governor explained there is a possibility of arranging visits for Y5 and Y6 to the university. The Chair felt it was a good connection to build on as the Trust already have strong links with the university.</p>	



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<p>4.</p>	<p>Local Governing Body Business</p> <p>The link roles are now established. The Chair will conduct a quality of education visit during the first week back of the summer term. He invited governors to contact him if they needed support for the format of a visit or if they would like to shadow him.</p> <ul style="list-style-type: none"> • AC has been visiting the school regarding safeguarding and producing reports to collect evidence of monitoring. • AS will conduct a health and safety visit, possibly over the Easter holidays. • SH has had several meetings around Pupil Premium. • AA is checking website compliance. • The Chair outlined the aims of the visits, which is to build up a schedule of monitoring so there is a cycle of reporting at each LGB meeting. • The Chair will work with the Head on the schedule as a starting point and take back to the LGB for discussion. Timeline would be to start in the autumn term. • AS has communicated with RM about attendance. She stated that the figures were good. • Behaviour has been looked at with DH, IM and SH <p>Action: DH and KY to start work on a monitoring schedule and plan for the LGB to start in the autumn term.</p>	<p>Forward planner Autumn term</p>
<p>5.</p>	<p>Chair's Update</p> <p>The Chair reported back, main points are:</p> <ul style="list-style-type: none"> • The permanent exclusion panel met and upheld the decision of the school. The Chair will meet with the governor panel to review the meeting, looking at lessons learned and how to move forward to ensure the safety of children is key and governors are protected from decisions made. • Governors agreed that issues around behaviour were an important part of staff and whole school wellbeing. <p>Staffing</p>	



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- An associate deputy will be appointed in the summer term with a substantive deputy head to start in September. The interviews will be held later in the week.
- A new SENCo has been recruited from the existing staff and has benefitted from a handover period with the previous SENCo. Governors stated their appreciation of the work of the previous SENCo, especially in light of the complex nature of the role. He was an incredibly versatile, adaptable and strong member of staff. The Chair will send a letter of thanks to him from the governors.

Question: Is the associate deputy head full time?

Yes, they will be half in the classroom and half outside, this is to give staff extra capacity.

COVID update

The school has been able to maintain good levels of staffing during the current COVID outbreak which has hit the Trust and other schools. The Chair outlined the Trust's efforts in staffing other schools in the Trust during this challenging time, which has seen the highest level of staff absence over the 2 year pandemic.

Governors discussed the end of freely available lateral flow tests. Governors were signposted to the Regional Schools Commissioner if they wished to feedback their views about the supply of tests.

It was noted that Ofsted has been flexible and amenable when conducting inspections this term across Trust schools.

The next item is part of a confidential minute.



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6.	<p>Head Teacher's Report</p> <p>6.1 The Head Teacher's Report and the C-19 Risk Assessment were uploaded to Governor Hub ahead of the meeting. The report was shared onscreen. Main points are :</p> <ul style="list-style-type: none"> • The school has been able to manage staff absence from COVID successfully without the need to buy in supply. • School trips have taken place. • The school has been awarded £5k for forest school funding for Y6 children for the summer term. • Reading buddies – the school is involved in this project which includes schools within the CB4 postcode. • RM thanked governors and the Trust for their support during the recent panel meeting. <p>6.2 Safeguarding and behaviour</p> <p>The safeguarding table and the behaviour table were outlined in the report and explained by the Head.</p> <ul style="list-style-type: none"> • There have been no fixed term exclusions since December. This can be linked to the school's vision and values. This has had a positive impact on behaviour and engagement in school. • The support of the parent community has meant levels of COVID have been manageable. RM explained the current regulations. <p>6.3 Catch up funding/School-led Tutoring</p> <p>Mid to low ability children are being targeted to ensure they are secondary school ready.</p>	
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Catch up is being used for maths resources. Pupils with the greatest need are being supported and accessing the funding.

6.4 Attainment Data – Easter 22

The data was included in the Head’s report. RM explained the tables, this includes data for Pupil Premium and SEND pupils.

- Senior leaders have strategic impact meetings with teachers. The process of the meetings was explained. The focus is on children both ends of the spectrum.
- Y2 and Y4’s data is a concern.
- Y6 have shown progress and improvement through their mock SATS.
- Senior leaders engage in conversations with all class teachers to look at what support is in place, gaps and a strategic plan on how to close gaps.
- Y2 have missed a lot of school due to COVID. This is their first full year in school.
- RM noted that some teachers are more cautious in their assessments.
- There is a range of learners who are working above standard.
- The school reviews the interventions for learners who need to catch up and the provision for learners above standard.

Questions were invited.

Question: Do you feel staff have the skillset to push more able children?

The school has a more able strategy, supporting teachers with more able pupils. The level of skill sets is good. Lessons cater for all students and the stretch is considered in all learning. Writing is trickier to define than maths, the reasons for this were explained further.

Challenge: Are you sure staff can provide stretch in foundation subjects?

The range of challenge is not in foundation subjects but there is a level of challenge through the depth of questioning. There are four levels of challenge but not in each foundation subject. The school has created intent, implementation and impact documents for each subject for subject leaders, these are reviewed regularly. The next step will be to use pupil voice to review.

Challenge: Reading is a concern, particularly in Y2 and Y4 but across the board, this is especially in light of the government’s white paper. Does it make you reflect on the balance in the curriculum of reading, writing and maths, particularly reading compared with other subjects. Are you spending more time on the core subjects in order to catch up with pupils below age related expectations?

Senior leaders highlight why and what is happening. In Y2 it was their lack of access to phonics in the early years, phonics teaching has continued across Y2. How do we promote the need to be successful in reading across every subject and engage in a reading activity across the subjects?



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Governors discussed the options for promoting reading opportunities during the school day, including having adults and other pupils read to pupils, having flexibility in the curriculum to focus on reading every day, story times and promoting reading for pleasure.

Challenge: How would you reflect and monitor the reading experience of a child not reading fluently, especially in foundation subjects, how much time do they



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	<p>experience learning to read and having a positive experience of reading and is it enough?</p> <p>It was agreed a separate objective in the SDP was needed to promote the love of reading and ensure it is in the core of what the school is doing. This should be embedded in the school's ethos and values and made a USP of the school. For the curriculum, it would mean investing in the library and taking the time to sit with the children and read to them.</p> <p>Governors noted that reading should be a priority. It is critical to empower staff to reflect on this, to identify and remove barriers.</p>	
7.	<p>Safeguarding</p> <p>Governors requested an update regarding the Red Hen charity. The school buys into the service and there are a range of families who would benefit from this. The school is needing to match the funding, that is £5k to match £10k worth of provision. RM will pass the details to KY so she is aware.</p> <p>7.1 Trust Safeguarding Audit – verbal feedback</p> <p>The school had a successful audit, the auditor was pleased with the processes and found staff and pupils easy to talk to, children felt safe, training for staff was good, work around the attendance was good, including the pastoral work supporting families and individual provision to make it easier for children to access school. Attendance figures were above national and there were good figures for persistence absences, which was 10% versus the 35% national figure. This is accredited to robust systems.</p> <p>Recommended improvements included having regular pupil voice, asking children if they feel safe in school and regular designated safeguarding lead meetings to ensure robust procedures. There were also gaps on the Single Central Record, which were immediately actioned.</p> <p>Action : The report will be shared once released.</p>	
8	<p>Staff and Pupil Wellbeing (Standing Item)</p> <p>The report was uploaded to Governor Hub prior to the meeting. RM explained the key offer for pupils, which targets emotional wellbeing and support, especially in times of emotional challenge. There were no further questions</p>	
9.	<p>School Development Plan [SDP]</p> <p>It was agreed for reading to be a key thread. Work has been done during the transition in the leadership team to build on the work of RM and the outgoing SENCo. The SDP will be built upon during the first half of the summer term, it is a live document and governors can see it on visits as it will be in KY's office.</p>	



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10.	Review of Policies There were no policies for review at this meeting.	
11.	Governor Monitoring Dates of monitoring needs to be established. DH will share his quality of education report. Future reports can be modelled on this report. Action: Quality of education monitoring report to be shared when completed.	
12.	Governor Training & Development The Chair asked governors to think about what training is needed as a group. Training can be held in an LGB meeting especially when they resume in person. Training in LGB meetings could be around the curriculum, for instance, subject leaders to deliver on intent, implementation and impact.	
13.	Any Other Business The Chair congratulated RM on the amazing job he has done during his time at the school and with the Trust. He has grown as a leader and was thanked for his excellent work. He has remained calm throughout the challenges faced at the school. RM thanked governors, KY and the Trust for all their support. The Chair welcomed KY and thanked everyone for attending the meeting. Governors will be informed about whether the next meeting will be in person. Governors noted that the parent council has stopped. They were assured it will start up next term. There being no further business, the meeting closed at 7.42pm.	

Actions from the LGB meeting, dated 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	Autumn term
7.1	Safeguarding audit report to be shared with governors when ready	KY	Open



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11	Quality of education monitoring report to be shared when completed.	DH	Open
3.2 (4.3)	Governors to complete their Declarations of Pecuniary Interest as soon as possible. Outstanding DBS paperwork to be completed	GOVS	URGENT
		GOVS	URGENT
3.2 (4.2)	Governors to ensure their profiles are up to date on Governor Hub as soon as possible.	GOVS	URGENT
3.2 (5)	Governors were urged to complete the Annual Safeguarding for Governors module through the National College	GOVS	ASAP

Forthcoming LGB Meetings for the Academic Year 2021-2022 (all to start at 6pm)

Tuesday 24th May 2022

Tuesday 19th July 2022