



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 29th November 2022 at 6pm**

No	Item	Action
1.	<p>Welcome & Apologies</p> <p>Present: Ian Murray (IM) – Vice Chair, Andy Atkins (AA) Annabel Charles (AC) Philip Dowell (PD), Gwilym Purchase (GP) Sarah Rawlinson (SR) Alexandra Singer (ASi) Kate Yeoman (KY Head Teacher)</p> <p>Apologies: David Hilton (DH) Poppy Garrod (PG)</p> <p>The meeting was chaired by IM. GP attended via Teams.</p> <p>The meeting was quorate.</p>	
2.	<p>Declaration of Interests</p> <p>There were no declarations made with regards pecuniary interests or other items on the agenda for this meeting.</p>	
3.	<p>Minutes of the previous meeting, dated 11th October, 2022</p> <p>It was agreed to defer approving the minutes of the previous meeting until the next meeting.</p> <p>Asi to provide a report of the EAL governor visit for the next meeting.</p>	<p>Action point Govs Action point Asi</p>
4.	<p>Local Governing Body Business</p> <p>This is waiting for the arrival of the new Clerk</p>	<p>Action point Clerk</p>
5.	<p>Chair's Update</p> <p>In the absence of DH, there was no Chair's update.</p> <p>KY reported that DH had approved pay increases for teaching staff.</p> <p>IM noted that he had attended a Trust briefing for Vice Chairs, and reported the following:</p> <ul style="list-style-type: none"> - the situation at CPS with an interim Chair who also has Trust responsibilities was raised - short training videos used as part of LGB meetings was welcomed as potentially useful - a new CEO for the Trust, Lindsey Holzel, has been appointed - the Trust is going to use half of school reserves to create an investment fund with the aim of generating more resources for schools - the Trust is creating an interactive data dashboard to access schools' data and reduce admin for schools. 	



6.	<p>Head Teacher's Report</p> <p>KY reported that positives include:</p> <ul style="list-style-type: none"> - the SEND review – Victoria Storey (SENDCO) has made considerable progress developing SEND provision and upskilling staff - parental engagement – there have been a number of successful events for parents this term, including parent evenings and sessions about reading. There are also events linked to Christmas scheduled for later in the term. <p>PD noted that his class assemblies etc had been well attended and a number of parents had offered to help in school.</p> <p>Challenges include:</p> <ul style="list-style-type: none"> - the recruitment and retention of staff - issues with the behaviour of a small number of Y1 children. <p>Question: What is 'Blue Sky' (AC)?</p> <p>KY explained this is an online platform to support staff appraisal.</p> <p>Question: What is the current situation in relation to recruitment (ASi)?</p> <p>KY reported that staffing for the Y2 class is now covered, but a Y3 teacher is still required. Two supply agencies have said they someone available and KY is pursuing this and will consider other alternatives if these possibilities come to nothing.</p> <p>A new office administrator is required following the departure of Maxine Searle. There are two candidates currently being considered.</p> <p>There is also a vacancy for a TA which a member of staff (supply) doing the job at present has applied for.</p> <p>There was some discussion of the issues around the recruitment and retention of staff, with the following points made:</p> <ul style="list-style-type: none"> - The resignation of staff has an impact on the morale of other members of the school. - Exit interviews are a useful way of collecting feedback. - Teaching is a challenging job and requires considerable commitment. - Recruitment of staff is a widespread issue in schools and more broadly in the country. <p>Question: Is the school aware of families being impacted by the current economic challenges (AC)?</p> <p>KY reported that there has been evidence of stress amongst some parents and KC (Family Support Worker) has been aware of this in her interactions with families; this may stem from the financial and other pressures facing families at the moment.</p> <p>There was some discussion of ways information about support available could be</p>	
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disseminated in a sensitive way.

The following points were made:

- IM and AA are well informed about local support provision and could provide details / advice if helpful.
- Information couched as requests for help/support can be a subtle way to make information available.
- Information about local support could be compiled and posted on a school noticeboard, included in a school newsletter or available in the reception area.

PD suggested that since this term's theme is Care, his class could make posters linked to the topic for display, a proposal that was welcomed.

The School Development Plan (SDP)

KY introduced the SDP by explaining that:

- it includes the targets for school improvement for the whole year
- it outlines the five focuses – leadership and management, quality of teaching, learning and assessment, reading, SEND and behaviour and well-being, with key priorities for each focus
- some focuses and priorities were shared at the previous meeting but this is a fuller, updated version of the plan
- impact has been RAG rated, with amber indicating some evidence of progress and red that action is not yet underway. Green suggests evidence of ongoing impact though it is too early to gauge impact fully.

PD noted that the SDP was a working document and had usefully informed recent performance management processes.

Question: What is the difference between the day to day aims of the school and the specific areas for improvement in the SDP? Some of the aims look like the former. (AC) Is the level of detail potentially overwhelming? (ASi)

KY addressed these concerns by using Focus 3 reading as an example and explained that the key aims are to improve children's levels of comprehension, through using high quality texts and focusing on extending vocabulary. These specific priorities have been teased out in discussion with staff and are clear to all, but the plan includes reference to the wider picture as context.

PD noted that the SDP helps him to recognise what he has to focus on as a teacher and how, and also shows how what he is doing connects with the wider plan for the school. It also clarifies who is responsible for what which helps to ensure relevant people are held accountable.

It was noted that the SDP should be central to all discussions of school policy and practice, for example governor visit reports should include a reference to the relevant focus in the SDP

It was suggested that the 'Impact' column, which will be updated regularly as work progresses, should include evidence of impact linked to the aims and not just reference to actions undertaken. It was recognised that evidence of impact can be difficult to collect and



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	<p>PD reported that the longer-term impact of Covid was really emerging now and affected pupils in a number of ways, in particular their emotional readiness to learn.</p> <p>KY reported that in the case of Y1, the problems are arising because of children’s lack of resilience and self-regulation. The school is investing considerable amounts of staff time to work with these children, in order to identify barriers and overcome them.</p> <p>Concerns about staff absence were also noted and there was some discussion of the wider and ongoing aftermath of Covid on adults as well as children, and the importance of foregrounding well-being as a priority for the school community.</p> <p>It was suggested that well-being and behaviour could be linked as a focus for a governor visit later in the year.</p>	<p>Action point KY/Govs</p>
<p>8.</p>	<p>Review of Policies</p> <p>The SEND policy was unanimously approved, with one very minor change – to give the title in full on the front page.</p>	
<p>9.</p>	<p>Governor Monitoring</p> <p>The report of the EAL governor visit to be completed for the next meeting (Asi) (See Section 3)</p> <p>An SEN governor visit to be arranged and report written (GP) (See Section 6)</p> <p>A safeguarding visit to be arranged and report written (IM/SR)</p> <p>Asi noted that she had completed a Health and Safety visit and since there was a report by a professional company on Health and Safety an additional governor report was unnecessary.</p> <p>AC highlighted some key points in the report of the governor attendance visit, as follows:</p> <ul style="list-style-type: none"> - Attendance to date is good and higher than the ‘experimental statistics’ available from the DfE - A new attendance data dashboard is under development by the DfE and the LA and Trust are providing training - The new DfE guidance ‘Working together to improve attendance’ was discussed with KY and KC and many aspects are in place; outstanding areas for consideration are: revising the policy, ensuring attendance is central to planning, policy and culture, highlighting attendance as a whole school responsibility and including training for staff. 	<p>Action point IM/SR</p>
<p>10.</p>	<p>Governor Training & Development</p>	



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	KY has arranged training as requested. Any further requests to her.	
11.	<p>Any Other Business</p> <p>13.1 Items for the next agenda</p> <p>KY noted that attainment data would be a key focus for the next meeting.</p> <p>Add SDP as a standing item</p> <p>Website and provision for creative arts</p> <p>Next meeting 29th November 2022 at 6pm on site</p>	

Actions from the LGB meeting, 29th November, 2022 and roll over actions from 13th September 2022

Item	Action	Delegated to	Timeframe
3	Minutes to be checked and resubmitted for approval at the next meeting	KY	By next meeting 31.1.23
3	EAL visit report to be sent to KY for next meeting	ASi and KY	By next meeting 31.1.23
4	Governors to complete their Declarations of Pecuniary Interest. Outstanding DBS paperwork to be completed	Govs / Clerk Govs / Clerk	Awaiting arrival of new clerk
4	Governors to ensure their profiles are up to date on Governor Hub	Govs/ Clerk	Awaiting arrival of new clerk
4	Safeguarding training, prevent, KSIE and pecuniary interest documents checked and updated annually	Govs / Clerk	Awaiting arrival of new clerk
6	Consider a one-off governor visit linked to key focuses in the SDP	KY	By next meeting 31.1.22
6	Maths Development plan to be circulated	KY	ASAP
6	SEN governor visit to be arranged and report written	GP	By next meeting 31.1.23
7	Consider establishing a link governor role for well-being and behaviour	KY	By next meeting 31.1.23
9	Safeguarding visit to be arranged and report written	IM/SR	By next meeting 31.1.23



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