



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 11<sup>th</sup> October 2022 at 6pm**

No	Item	Action
1.	<p><b>Welcome &amp; Apologies</b>  <b>Present:</b>            David Hilton (Chair), Ian Murray (IM) – Vice Chair, Philip Dowell (PD), Sarah Rawlinson (SR)            Poppy Garrod (PG) Kate Yeoman (KY Head Teacher)</p> <p><b>Apologies:</b>            Gwilym Purchase (GP), Alexandra Singer (ASi), Annabel Charles (AC)</p> <p><b>Also In attendance:</b></p> <p>The meeting was chaired by DH.</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declaration of Interests</b>            There were no declarations made with regards pecuniary and items on the agenda for this meeting.</p>	
3.	<p><b>Minutes of the previous meeting, dated 13<sup>th</sup> September 2022</b></p> <p><b>Notes to update in previous minutes:</b></p> <p><b>3.1</b> To confirm the minutes of the meeting held on 13<sup>th</sup> September 2022</p> <p><b>3.2</b> Matters arising from the minutes (Action grid is located at the bottom of this agenda)            EAL visit took place on Thursday 6<sup>th</sup> October report to be looked at at the next meeting.</p>	<p><b>EAL Gov report to be shared at next meeting</b></p>
4.	<p><b>Local Governing Body Business</b></p> <p>4.1 Pecuniary interests register – completion of forms</p>	<p><b>All GB to complete on Governor Hub</b></p>
5.	<p><b>Chair's Update</b></p> <p><b>5.1</b> Transition between leadership</p> <ul style="list-style-type: none"> <li>- Kate Yeoman's work on the school development plan (SDP) was praised for allowing focus on what the actions and timelines are going forward for the school</li> <li>- KY's meeting with Pixl will allow staff to support the children's learning progress and development. Pixl is an assessment tool, this comes with four visits from associates from Pixl. Aims for year six were discussed. Links were made to the school development plan, including changes to the maths curriculum. KY shared that information from this meeting should feedback to staff.</li> <li>- There has been a strong pace of work for the school moving forward from Richard to Kate's leadership</li> <li>- KY has shown a clear ownership and direction of the school which allows support from the trust to be directed well</li> </ul>	



<p>6.</p>	<p><b>Head Teacher’s Report</b></p> <p>Covering school development focus for Autumn term and lessons learnt from last year.</p> <ul style="list-style-type: none"> <li>- Influx of children joining this school – this is positive</li> <li>- Staff absences have been a challenge.</li> <li>- Few schools in the area where reception is full – this makes us a school of choice and was praised. Schools around the area are struggling. Challenges were discussed facing this year’s reception intake based on effects of Covid. Children’s readiness for school is a barrier and we are paying for an extra adult to support this. We have specialist support being tailored to the needs of this year’s intake.</li> <li>- Staffing – we have had two resignations from staff leaving teaching. Support has been offered to both staff. The staff’s professionalism was thanked. Staff retention barriers were discussed across the wider trust.</li> <li>- School improvement priorities focus areas were discussed. The structure of the report was explained.</li>   <li>- Q: DH asked how all staff would be aware of the priorities in the SDP.</li> <li>- The leadership team have met to write the plan. The SEND priority was written by the SENDCo. The reading area was written by the English team. Moving forward, the priorities will be shared with staff shortly. This builds on last year’s staff meeting where staff fed in their priorities. The clarity of the plan was praised for governor’s ability to identify what the school is working on.</li>   <li>- Q: Reading – DH asked whether further support or funding was needed from the trust?</li>   <li>- KY had met with Sam Chapman who has agreed to purchase Hopscotch to support teaching assistants who support with guided reading. Pie Corbett spine books will be purchased using book fair money.</li>   <li>- Q: Do the school have many volunteer readers?</li> <li>- Thanks were shared for Sarah Rawlinson continued support as a daily reading volunteer. Thanks for Annabel’s support in school was also shared. IM to put in local magazine ask for volunteer readers.</li>   <li>- Q: How is the school supporting emotional Well-being of pupils and staff?</li> <li>- Answer referred to agenda item 7.1</li> <li>-</li> </ul>	
<p>7.</p>	<p><b>Staff and Pupil Wellbeing (Standing Item)</b></p> <p>7.1 The report was uploaded to Governor Hub prior to the meeting.</p> <p>Emotional wellbeing of staff and pupils was discussed. Point four was clarified around Ollie and his super powers. Pupils also supported by our family support worker picking them up when KY or teachers identify need. Feeling boards and a worry monster are in every classroom. This is part of our everyday practise. This week we celebrated world mental health day. Our school value this term is about care.</p> <p>Staff absences have been a pressure on staff. KY has worked continually with staff to address ways we can support further. The school’s SENDCo listens carefully to teaching assistants</p>	



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	<p>during TA. This afternoon’s staff meeting was rescheduled due to staffing absences to support with teacher workload. This year’s staff meetings have been more succinct and in a variety of contexts – online training on the national college was praised. The open door policy of the SLT has continued and the small nature of the school means that staff are continually in conversations with KY and PG to share thoughts and feelings.</p> <p>Support from the trust for KY is to take place this week, through Elaine Hammond (HR Director) visiting to discuss recruitment retention and staff support.</p> <p>Counselling continues to be funded and offered by the school for staff.</p> <p>Replacement teachers have been used to support staff morale rather than use HLTAs more regularly to prioritise children’s learning.</p> <p>Workload has been a clear focus to support with wellbeing – reducing marking has been discussed as a staff to reduce workload. A staff/ pupil questionnaire was discussed.</p>	
8.	<p><b>Review of Policies</b>        8.1 Special Educational Needs: KY didn’t upload it so will send it out.</p>	KY to highlight changes from the last policy
9.	<p><b>Governor Monitoring</b>        9.1 Monitoring Schedule for Academic Year 22/23        9.2 Quality of education monitoring report DH        9.3 ASi Completed EAL visit with VS and PG report to next meeting</p> <p>9.1 Valid reasons were provided for GP’s absence but his wish to remain an active part of the Governing body was noted.        9.2 Workload linked to governor visits were clarified by DH. Links with subject leaders were discussed around the vision and values of the school. Subject leadership is a key focus of the school going forward. The capacity of the school has a strong starting point going forward for developing subject leadership going forward. Release time has been provided to support subject leaders with accessing 1:1 trust support: this helps with reducing workload outside of contact hours. Links to 2.1 SDP area around subject leadership were clarified. Release time for teachers during the day was prioritised when conducting link governor visits.</p>	The SEND report and visit requires priority in November
10.	<p><b>Governor Training &amp; Development</b>        10.1 Governor training: ALT Gov training next Tuesday at IOE.        New Gov training available through Cambs let KY know if you are interested.</p> <p>Further Ofsted training around quality of education inspection format was offered by DH.        There are a number of training courses on Governor Hub which will be made available</p>	DH to make training accessible on Governor Hub
11.	<p><b>Any Other Business</b>        13.1 Items for the next agenda</p>	Share and



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	<p>Performance management changes were discussed. This will inform coming changes and links to the SDP.</p> <p>There being no further business, the meeting closed at 19:20</p> <p><b>Next meeting 29<sup>th</sup> November 2022 at 6pm on site</b></p>	<p>review the full SDP</p>
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**Actions from the LGB meeting, 13<sup>th</sup> September 2022 and roll over actions from 24<sup>th</sup> May 2022**

Item	Action	Delegated to	Timeframe
3.2	EAL visit report to be sent to KY for next meeting	ASi and KY	By next meeting 29 <sup>th</sup> Nov
4	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 <sup>th</sup> June 2022
4	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 <sup>th</sup> June 2022
4	Safeguarding training, prevent, KSIE and pecuniary interest documents checked and updated annually	Clerk	September 2022
6	HT report to detail more financial credentials	Head and Business manager	Ongoing from October 22
8	New SEND policy to be sent to Gov with changes highlighted.	KY	By next meeting 29 <sup>th</sup> Nov
9	Attendance report to Governors twice yearly.	Head	February and July 23
10	Governor Hub training tab to be made available	DH	By next meeting 29 <sup>th</sup> Nov
10	Governor Induction training email KY if you would like to attend	Govs	By next meeting 29 <sup>th</sup> Nov
11	Share the full School Development Plan at the next meeting	KY	By next meeting 29 <sup>th</sup> Nov