



*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 13<sup>th</sup> September 2022 at 6pm**

No	Item	Action
1.	<p><b>Welcome &amp; Apologies</b>  <b>Present:</b>            Annabel Charles (AC), Ian Murray (IM) – Vice Chair, Philip Dowell (PD), Alexandra Singer (ASi), Sarah Rawlinson (SR) Poppy Garrod (PG) Kate Yeoman (KY Head Teacher)</p> <p><b>Apologies:</b>            Gwilym Purchase, David Hilton</p> <p><b>Also In attendance:</b></p> <p>The meeting was chaired by IM.</p> <p>The meeting was quorate.</p>	Duly accepted by the LGB
2.	<p><b>Declaration of Interests</b>            There were no declarations made with regards pecuniary interests and items on the agenda for this meeting.</p>	
3.	<p><b>Minutes of the previous meeting, dated 24<sup>th</sup> May 2022</b></p> <p><b>Notes to update in previous minutes:</b>            3.2 Names of parent councillors to be confirmed            7.1 Information about read easy scheme should be available to parents            7.1 Plenty of evidence of rigour noted, according to another governor            11 Delete reference to behaviour bp. 2</p> <p>Clarify in confidential document – RM instead of ‘he’</p>	
4.	<p><b>Local Governing Body Business</b>            4.1 Elect Vice Chair:            KY took chair, IM elected. All governors in agreement            4.2 Code of conduct; ALT code to be looked at, at a future meeting            4.3 Skills Audit (deferred)            4.4 Roles and responsibilities:            Safeguarding: SR (Supported by IM)            Behaviour and Attendance: AC            Pupil Premium: To be discussed with Andy Atkins            English as an Additional Language: ASi            Health and Safety: ASi            SEND: GP To be confirmed            4.5 Standing orders (deferred)            4.6 Pecuniary interests register            4.7 Succession Planning (deferred)            4.8 Dates of planned meetings: Tuesday 11th October            Tuesday 29th November            Tuesday 31st January            Tuesday 21st March</p>	<p>4.2 ALT code to be look at</p> <p>4 Check Gwilym’s capacity to continue the role</p> <p>4.4 EAL needs to be priority visit.</p> <p>Dates agreed</p>



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	Tuesday 16th May Tuesday 4th July	
5.	<p><b>Chair's Update</b>  <b>5.1 Transition between leadership</b></p> <p>In the absence of the chair at the meeting this agenda item was held over for the next meeting.</p>	
6.	<p><b>Head Teacher's Report</b></p> <p>Governors congratulated KY and staff on the exciting and interesting activities reported in the summer term and on successfully managing SATs for the first time.</p> <p>Q – Has the HLTA been replaced?</p> <p>Due to changes in staffing, the role is no longer needed in that form. Tightening budgets means the role has not been replaced by a TA. PPA is covered by existing staff at present.</p> <p>Governors requested more details on the financial situation of school, in order to understand and support pressures the school is facing. This is in light of rising energy costs and non-funded pay increases.</p> <p>Q – Do you feel you have enough staff?</p> <p>Staffing in EYFS has been increased; this has been the correct decision. Sufficiently staffed across the rest of the school.</p> <p>Q – Students with EAL. Is there sufficient provision for pupils for whom English is an additional language?</p> <p>CPS has connected with another school (Ipswich) to collaborate on this going forward. VS (SENDCo) has been appointed EAL lead. Resources have been shared with teachers from the Bell foundation.</p> <p>There was some discussion of the need for training for staff and whether the Trust could provide further support with this – and with sharing resources.</p> <p>Q – According to the data presented, a higher percentage of children in Year 5 were working below the expected standard at the end of the Summer Term than at Easter.</p> <p>Four children joined Year 5 who had English as an additional language which explains this change to the statistics.</p> <p>Do you have targets for achievements in terms of Age Related Expectations?</p> <p>There was discussion of end of KS1 and KS2 data targets set by the Trust in line with KY's appraisal. Without National assessments (ie SATS etc???) taking place last year there were no targets but there will be this year.</p>	<p>HT report to detail more financial credentials</p> <p>To be item on next agenda</p>



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	<p>What has the school learnt from the first year of doing SATs both academically and in terms of developing children’s resilience and independence? What does this mean looking forward for the younger years?</p> <p>To be discussed at next meeting</p>	
7.	<p><b>Staff and Pupil Wellbeing (Standing Item)</b>          7.1 The report was uploaded to Governor Hub prior to the meeting.</p> <p>An issue for future discussion: how is wellbeing embedded into planning rather than an add on?</p>	Deferred to next meeting
8.	<p><b>Review of Policies</b>          8.1 School Uniform Policy for final ratification agreed          8.2 School Attendance Policy for ratification move ‘legal requirement’ – then agreed</p>	
9.	<p><b>Governor Monitoring</b>          9.1 Attendance and Punctuality visit feedback (Head and AC)          9.2 Behaviour Visit report (AC, Headteacher and Sue Hunt)</p> <p>KY and staff were congratulated on good attendance figures, despite challenges faced in current climate. New significant guidance has been issued. All staff now responsible for attendance. School needs to be a place where all parents and children are welcome and where children have the right to learn.</p> <p>Punctuality discussion to be revisited later in the year. Breakfast club offered as an option.</p> <p>Behaviour – a disciplinary panel was held in the previous academic year and some lessons learned discussed. Policies need to be applied fairly with appropriate adaptations and understanding of individual circumstances. Links between wellbeing, behaviour and attainments were highlighted. Consistency in applying policy has led to improvements in behaviour. Wider support has been positive in supporting teachers and pupils across the school to encourage prosocial behaviour. Relationships are key between the staff and the children for them to feel safe and valued. Increased parental involvement was noted to support with connections across the wider school community.</p> <p><b>It was noted that the Behaviour Policy works because it is implemented consistently, with full backing from SLT, to ensure staff feel supported.</b></p>	<b>9.1. report to be compiled twice yearly</b>
10.	<p><b>Governor Training &amp; Development</b></p> <p>Deferred</p>	
13.	<p><b>Any Other Business</b>          13.1 Items for the next agenda</p> <p>There being no further business, the meeting closed at 8:07pm.  <b>Next meeting 11<sup>th</sup> October 2022 at 6pm on site</b></p>	

**Actions from the LGB meeting, 13<sup>th</sup> September 2022 and roll over actions from 24<sup>th</sup> May 2022**



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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 in Oct 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 <sup>th</sup> 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 <sup>th</sup> June 2022
03	Chair's Update Transition between leadership to be added to agenda	Chair	LGB 19 <sup>th</sup> July 2022
04	Identifying ways to improve pupil resilience and independence within school.	Head	Item on October 2022
05	Safeguarding training, prevent, KSIE and pecuniary interest documents checked and updated annually	Clerk	September 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 <sup>th</sup> June 2022
4.4	EAL needs to be priority visit.	Head and AS	October 2022
9	Attendance report to Governors twice yearly.	Head	February and July 23
6	HT report to detail more financial credentials	Head and Business manager	Ongoing from October 22