

MINUTES:

BOARD: Local Governing Board

SCHOOL: Chesterton Primary School

DATE: Tuesday 6th February 2024

TIME: 13:30 – 15:30

VENUE: Chesterton Primary School

ATTENDED:

Rae Aldous (RA)	Active Learning Trust
Karen Jarvis (KJ)	Trust Governor
Andy Atkins (AA)	Trust Governor
Ian Murray (IM)	Vice Chair & Trust Governor
Alexandra Singer (AS)	Parent Governor
Victoria Storey (VS)	Staff Governor

APOLOGIES: Clare Andrews (CA) Headteacher

IN ATTENDANCE: Emma Bowman Judicium Clerk (attended virtually)
Joan Ashley Observer to be ratified as Trust Governor

QUORUM: Half the number of the membership rounded up - 3

MEETING FOLDER: [06.02.2024](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Introductions: <i>Those present were welcomed by the Vice Chair-IM.</i>
1.2	Apologies for absence <i>Apologies for the absence had been received from CA (HT).</i>
2	Procedural items:
2.1	Confirmation of Quorum <i>The meeting was confirmed as quorate.</i>
2.2	Declarations of interest for this Meeting: <i>No pecuniary or personal interests were advised for any agenda item for this meeting. The Governors were reminded to register any declarations of interest on GovernorHub.</i>

2.3	Potential Conflict: <i>None were declared.</i>
2.4	<p>Confidentiality Statement: <i>The Vice Chair read the Confidentiality Statement. All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.</i></p>
3	<p>Chair & Vice Chair for 2023-2024: The last LGC meeting was in July 2023. As this is the first meeting of the academic year, it is also the first opportunity for Governors to discuss Chair elections. RA has been acting as interim HT for the school whilst CA is absent due to long-term sickness. VS is a key role, supporting RA. The board does not currently have a Chair. KJ advised Governors that the Chair is appointed by the Trust, and invited any members to liaise with her if they wish to elect themselves. The Trust has actively advertised and continues to do so, but the position has had no interest so far.</p> <p>3.1 Q: How long have we been without a Chair for now? A: It has been 6 months.</p> <p>IM recommended JA to join as a Trust Governor who has been ratified by the Trust. KJ stated that local people for the role are desirable, and this is what the Trust is pursuing. IM confirmed that he is happy to continue as Vice Chair, however, he offered to step down if another Governor wanted the role and no other persons offered.</p> <p>Governors expressed grave concern for the current situation and are dissatisfied that the school has no official acting HT, no Chair in place, and no full HT report within the last 6 months.</p> <p>3.2 Q: Does that influence your choice of me for the Vice Chair role? 3.3 A: No, the role needs to remain outside of the trust, and I am happy for you to continue. Governors re-elected and approved IM as Vice Chair.</p> <p>KJ explained that the Trust has circulated the Chair position to local businesses, Universities, and parents, and this remains their top priority. An application has been received for a Parent Governor and there is other interest from parents in the school.</p> <p>3.4 Q: Is it Debbie? A: No it isn't, it's another parent so that's a positive that we have interest and those positions should soon be filled. Governors explained that the role should be fully explained to parents, that it is a commitment and comes with responsibility and learning.</p> <p>3.5 Q: How many Parent Governors should we have? A: 2 as a minimum and we have 1 now. As AS has been a Parent Governor for a few years we could move AS to a Trust Governor and that we allow for 2 new Parent Governors to be appointed.</p> <p>3.6 Q: How many Trust Governors should we have? A: 4 in total but there is no reason why we can't have more, the Trust can approve this. We would never want to turn anyone down.</p> <p>All Governors agreed they would liaise with new Governors to offer help and support with the new roles.</p>

4	<p>Membership of the Governing Board/Committees & Statutory requirements:</p>
4.1	<p>IM reminded Governors that the Scheme of Delegation and Terms of Reference is available on the Active Learning Trust's GovernorHub's page. KJ stated she would upload these to Chesterton Primary School's GovernorHub page.</p> <p style="text-align: right;">ACTION: KJ</p>
4.2	<p>Governors explained that they must understand the boards' structure and the true essence of the role and that new Governors must read the Scheme of Delegation. In addition to this, they would like access to more training modules.</p> <p>Q: Have you access to National College?</p>
4.3	<p>A: Yes, we have, but it's difficult as we all have time management restraints.</p> <p>Q: Have we been in a school improvement plan recently?</p>
	<p>A: The school was in an EIP-Early Intervention Programme for a while. This wasn't for the Governors, it was additional help and designed to serve pupils who may have potentially been at risk of not achieving benchmarks. The school is no longer in an EIP.</p>
4.4	<p>The Governors raised issues with acronyms and language in Governance documentation as this can be difficult to understand. They also requested that all Governance papers should be in one place, a 'one-stop-shop'. Another Governor expressed the need to refer to the school as Chesterton Primary School to avoid any confusion with the Chesterton Community College.</p> <p>Q: Can Governance documents be put into plain English?</p>
	<p>A: There is a system that can translate jargon and we could have a key or glossary of terms for acronyms.</p>
4.5	<p>-IM stated the Code of Conduct for 2023/2024 is yet to be adopted and suggested this be discussed at the next meeting. The Governors agreed and will plan additional meeting dates. RA offered to create a Governor checklist with links and instructions to help assist with Governor matters.</p> <p style="text-align: right;">ACTION: RA</p>
4.6	<p>-Membership attendance was not discussed as this is the first meeting of the academic year. -RA advised that GIAS can be updated once Governors have updated their declarations of interest and KCSIE 2023. There are 6 Link roles for Governors to lead. It was agreed that each Governor would have the following roles: AS: Behaviour & Attendance IM: Safeguarding JA: SEND AA: Pupil Premium EAL and Health & Safety are to remain vacant until further Governors are appointed.</p> <p>Q: Can I have training, as I have not covered this area before?</p> <p>A: Yes, there will be staff members to help, VS is the person to liaise with regarding Behaviour & Attendance.</p>

4.	<p>Minutes: The Minutes of the previous meeting on 11th July 2023 were approved at this meeting and will be signed by the Vice- Chair on GovernorHub.</p>																								
5	<p>Matters Arising from the Minutes: Actions arising from the Minutes of the Chesterton Primary School Local Governing Board meeting held on 11th July 2023:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>8.3</td> <td>Share newsletter with Governors</td> <td>CA</td> <td>Ongoing. CA to upload the newsletters to GovernorHub</td> </tr> <tr> <td>8.9</td> <td>CA to review and improve the process for phonics testing</td> <td>CA</td> <td>Actioned and completed by RA.</td> </tr> <tr> <td>8.9</td> <td>Phonics testing review</td> <td>Clerk</td> <td>Actioned and completed by RA.</td> </tr> <tr> <td>11.2</td> <td>CA to ensure that Trust and School Policies are aligned</td> <td>CA</td> <td>Ongoing</td> </tr> <tr> <td>12.2</td> <td>KS to update Governor Hub with FGB Date</td> <td>Clerk</td> <td>Completed</td> </tr> </tbody> </table> <p>5.1 Q: Can you delete the brackets for the VS name in item 8.3? A: I will do this. ACTION: CLERK</p> <p>5.2 Q: Can you show me how to sign the minutes on GovernorHub? A: Yes, I can help you do this. ACTION: CLERK</p> <p>5.3 Q: JA, do you have a transferable DBS? A: The last one I had was from a previous job role RA explained that the school requires photo ID and address verification which will be included in the checklist that RA will circulate.</p> <p>5.4 <i>KJ acted as Chair from 2.18 pm onwards.</i></p>	Item	Action	Actionee	Status	8.3	Share newsletter with Governors	CA	Ongoing. CA to upload the newsletters to GovernorHub	8.9	CA to review and improve the process for phonics testing	CA	Actioned and completed by RA.	8.9	Phonics testing review	Clerk	Actioned and completed by RA.	11.2	CA to ensure that Trust and School Policies are aligned	CA	Ongoing	12.2	KS to update Governor Hub with FGB Date	Clerk	Completed
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6	<p>Educational Performance: <i>General update - AE had shared the termly report with Governors in advance of the meeting. KJ explained that CA is the only person who can produce a HT report and apologised that this is not available.</i> RA confirmed there should be 3 HT reports per academic year that are shared with the Governors.</p> <p>6.1 Q: So, we are missing one report? A: Yes, and I'm able to share information on the termly report with you today. The main highlights included: - Overall profile data showed a GLD (good level of development) apart from EYFS (Early Years Foundation stage) at 60%. -Data track 2 is the prediction for EYFS and the expected achievement level is 70%, this is not aspirational but on-track data.</p>																								

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>-On track 2 for Year 1 Phonics is at 70.4%.</p> <p>Q: What's being done to close the gap for EYFS?</p> <p>A: As the children are new to us, we conduct initial assessments first. Following this we set individual profiles for the children, and which areas we can target.</p> <p>-Year 1 Phonics is being closely tracked by the trust and ELS (Essential letters and sounds). The children have mock tests that give indicative scores and 32 is the benchmark. If this is achieved now, it's expected they will reach 13 or above, and pass the Phonics tests to give 70%. The teacher is also being supported in this area.</p> <p>-Year 2 class comprises children with significant SEND and it is unlikely that they will pass Phonics.</p> <p>IM exited the meeting at 2.47 pm.</p> <p>RA explained to the Governors that over EYFS, Year 1, and 2 there is a high level of children with SEND needs and some have EHCPs.</p> <p>Q: What is an EHCP?</p> <p>A: Education Health Care Plan. Some children are being assessed or waiting for approval for specialist provision. Sometimes we have 4 or 5 children which can equate to 20% of the classroom.</p> <p>Q: Do they need extra help from the teachers?</p> <p>A: Myself and Simon from the trust, (who specialises in SEND needs) have reviewed what provision is available and continue to support staff. The local authority has visited the school and assessed the situation, and the next step may involve a specialist school for these children.</p> <p>KJ stated the EHCP process from application to approval takes over 12 months and there is a major problem with this in Cambridgeshire; the council is under a lot of pressure due to the volume of applications, and funding available.</p> <p>-The trust has provided additional TAs (Teaching Assistants) so the children are safe in the school. Some KS1 children have been moved to Reception as the numbers are lower at 27, this is not a long-term solution.</p> <p>Q: Do we know if there is a reason why we have higher numbers of children with SEND?</p> <p>A: There is a pattern for EYFS, Year 1 and 2's, probably because of the pandemic. A lot of the children also suffer more complex SEND needs such as SEMH (Social Emotional and Mental Health needs).</p> <p>-Several EAL families have also joined the school, however, pupil premium figures are not significantly high. The school is sending out information to parents about this, but a face-to-face meeting is considered easier for the parents if they cannot read the letters.</p> <p>-Year 2 is meeting national expectations for maths and reading, and writing is slightly below average. The teachers are attending 'best practice' meetings on how best to approach writing and have also been supported with forecasting results.</p> <p>Q: Can we have national results included in the tables next time, please?</p> <p>A: Yes.</p> <p style="text-align: right;">ACTION: RA</p> <p>Q: Do you find that Year 2's are improving?</p>
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6.8	<p>A: They have made massive strides forward. The problem is the servicing for the families who suffered, such as parents accessing the early support pathway, some didn't have access to this previously during the pandemic.</p> <p>Q: How many TAs are there for children with SEND needs?</p> <p>A: 1 teacher and 3 TAs.</p> <p>KJ explained that the Trust has provided TAs for the school. They will also have an Educational Psychologist and Speech and Language specialist available, as these resources via the local authority are severely stretched. Nonetheless, this will not impact on how quickly the EHCPs are granted.</p> <p>-Attendance is at 95%, above national figures. VS has implemented new improved follow-up processes.</p> <p>-The school has 1 exclusion and 1 suspension for Autumn 2023 with a total of 6 days lost.</p>
6.9	<p>Q: Do you know if the 7 suspensions in Spring 23 were for 7 different pupils?</p> <p>A: I think it may have been 3 or 4 different children.</p> <p>KJ concluded that although the school has faced problems, Chesterton Primary School overall is achieving, and attainment in most year groups is strong and progressing. The Trust will continue to support the school and considers its performance a success story.</p>
7	<p>Governor Monitoring:</p> <p>The Chair asked Governors if they carried out any monitoring visits. Governors thought IM had visited this term but were unsure of the details. It was agreed to discuss this at the next meeting.</p>
7.1	<p>Q: Should we plan a monitoring visit before the next board meeting?</p> <p>A: If we can allow for these, then yes, I will let you know.</p>
8	<p>Risk Management:</p> <p>KJ suggested to the Governors that there are no other specific risks that they have not already discussed, and the Governors agreed. There is no financial risk, although the school doesn't have a significant surplus, the trust is financially supporting the school.</p> <p>EYFS safety is considered a risk that is under review, AS stated the fences were open and doors open with builders working. RA clarified that the site manager was working and overseeing EYFS.</p>
9	<p>Safeguarding, Well-being, and Health and Safety/Premises:</p> <p>-RA advised the Governors that all staff has been given detailed information on how to access additional support such as counselling- this is now confidential for staff members.</p> <p>-VS explained that pupils have access to a trauma therapist who visits the children in school. Parental permission is required, and the therapist works closely with the children and shares reports with the teachers.</p>
9.1	<p>Q: How do children get to see that person?</p> <p>A: Any teacher or member of staff can flag that child. They then speak to me, and I seek permission from the parents, and then we refer them to the therapist. It could be a family bereavement or friendship issue for example.</p>
9.2	<p>Q: Is that support extended to families too?</p>

	<p>A: She does work with parents too and this relationship also helps with the child's attendance.</p> <p>-Governors were reminded to complete KCSIE (Keeping Children Safe in Education) 2023 and update the Declarations of Interest on GovernorHub once RA circulates the checklist and instructions.</p> <p>-There is no Safeguarding report available as the HT, CA is currently absent.</p> <p>-No Health & Safety report had been produced, although RA had previously covered this in detail earlier in the meeting.</p>
10	<p>Performance Management: The Chair and RA agreed to share this with Governors at the next meeting.</p>
10.1	ACTION: RA
11	<p>Policy Review: <i>The proposed Safeguarding policy was shared in advance of the meeting.</i></p> <p>KJ requested that all Governors read the policy and email the Clerk to confirm their acceptance of adopting the policy. Following this, it will then be uploaded to the school website.</p>
11.1	ACTION: ALL
12	<p>Governor Training and Development: The Chair asked if any Governors have completed any training and welcomed any feedback.</p> <p>-AA had completed Pupil Premium and Performance & Well-being training via The Key and GovernorHub.</p>
12.1	<p>Q: Do you think the cost is worth the training, were they good training modules? A: Yes, they were good and specific for Governors. I would highly recommend it.</p>
12.2	<p>The Clerk reminded Governors that Judicium offers training modules and will check who can access these in CA's absence.</p> <p style="text-align: right;">ACTION: CLERK</p> <p>The Chair advised that there will be more specific and structured training for all Governors once new positions are appointed.</p> <p>AS requested that RA and KJ pass on her contact details to new parent Governors so she can help with onboarding.</p>
13	<p>Trust Update: <i>KJ stated there was no further update from the Trust and welcomed any questions from the Governors to feedback to the board.</i></p> <p>No questions were given. There was positive consensus from Governors surrounding the comprehensive action plan shared with them today.</p>
14	<p>Any Other Business:</p>
14.1	<p>Q: There was an issue with emails for CA not being received, is this now resolved? A: All emails sent to the headteachers, and CA's email address are forwarded to VS.</p> <p>KJ advised the Governors that the school had received a complaint from a pupil's parent. The child no longer attends the school. The school has responded to the parents and</p>

	awaits a response. The board may be required to assist further, depending on the response.
15	Identify Items for Confidential Part II Minutes: <i>Filed in a separate confidential folder on GovernorHub.</i>
16	Meeting Dates: <i>The Chair, CA, and all Governors agreed on additional meeting dates as follows and will be added to GovernorHub calendar.</i> Tuesday 19 th March @ 1.30pm Tuesday 21 st May @ 1.30pm 16.1 *Thursday 11 th July @ 1.30 pm*- (<i>The clerk advised she was not available for this date and will ask Judicium if there is a cover clerk available.</i>) ACTION: CLERK
17	The meeting was closed by the Chair at 3.31 pm.

Actions arising from the Minutes of the Chesterton Local Governing Board held on 6th February 2024:

Item	Action	Actionee	Status
4.1	Scheme of Delegation and Terms of Reference are uploaded to GovernorHub.	KJ	
4.5	Create and circulate a Governor checklist	RA	
5.1	Remove brackets for VS	Clerk	
5.2	Advise IM how to digitally sign minutes	Clerk	
6.6	National results for comparison purposes	RA	
10	Performance Management- next meeting	RA	
11	Read and adopt Safeguarding policy-email Clerk	ALL	
12.2	Clerk to advise the board on how to access Judicium training modules	Clerk	
16.1	Clerk to request cover clerk for 11/07/24	Clerk	

Outstanding items:

Item	Responsible	Status
8.3 Newsletter to GovernorHub	RA	
11.2 CA to ensure that Trust and School Policies are aligned	RA & IM	

Minutes are signed digitally by the Chair on Governor Hub.