



# Chesterton Primary School

Green End Road  
Cambridge  
CB4 1RW

admin@chestertonprimary.org



## Minutes of the virtual Local Governing Body meeting held on Tuesday 25<sup>th</sup> January 2022 at 6pm

### Present:

Annabel Charles (AC)  
Philip Dowell (PD)  
David Hilton (DH) - Acting Chair  
Richard Martin (RM) - Interim Head Teacher  
Ian Murray (IM)  
Alexandra Singer (ASi)  
Andrew Smith (ASm)

### Apologies:

Andy Atkins  
Sue Hunt  
Gwilym Purchase

### Also In attendance:

Helen Andrews, Locum Clerk

| No | Item  | Action       |
|----|---|--------------|
| 1. | <p><b>Welcome &amp; Apologies</b></p> <p>The meeting was chaired by DH. DH wished a happy new year to all, reporting that it had been a busy return to school. He praised school staff for their work in keeping the school open and operational despite rising C-19 cases.</p> <p>Apologies were received and accepted from AA, SH, and GP.</p> <p>Sarah Rawlinson did not attend the meeting.</p> <p>The meeting was quorate and held via MS Teams.</p>   |              |
| 2. | <p><b>Declaration of Interests</b></p> <p>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 14<sup>th</sup> December 2021</b></p> <p>3.1 <u>Review of previous meeting minutes, dated 14<sup>th</sup> December 2021</u></p> <p><b>Challenge:</b> A governor queried Item 8 (pg. 9) namely the sentence at the end of first paragraph relating to a question – who asked it?<br/>The Head Teacher unpicked the wording and explained the rationale for the question.</p> <p><b>Challenge:</b> A governor asked if wellbeing was on the agenda for this meeting?<br/>The Chair confirmed it would be added to Any Other Business for the purposes of this meeting.</p> <p><b>Action:</b> Clerk to add Wellbeing as a standing item on the agenda for future LGB meetings.</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> | <b>Clerk</b> |



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|  | <p>3.2 The actions from the previous meeting not already appearing on the agenda were then reviewed:</p> <p><b>(3.1)</b> The previous minutes were edited, <b>Completed, closed</b></p> <p><b>(5.1 previous meeting)</b> – The after-school Writing Club has been delayed due to C-19 guidance. Children are in ring-fenced groups due to rising numbers. Work with the community around Chesterton News has been started, work with the club will resume once guidance permits. <b>Completed, close</b></p> <p><b>(9.2 and 3.2 previous meeting)</b> - A marketing company has been lined up; work will start after Feb half-term to collect staff interviews. <b>Ongoing</b></p> <p><b>(4.3 and vi and 7.1 previous meetings)</b> - 3 governors still need to sign off their safeguarding declaration items on My Concern. RM will contact those governors direct and send links through the system. RM is happy to provide virtual training to use My Concern, should governors feel it useful.</p> <p>A safeguarding audit is planned for March 2022 which is being led by Trust, it would be helpful for governors to complete ALL declarations before that.</p> <p>Declarations of Pecuniary Interest forms – only one has been received by RM to date. Governors urged to complete and return ahead of the safeguarding audit in March 2022. The Clerk advised that Governor Hub could be used for declarations and sign offs going forward. <b>Ongoing, now URGENT</b></p> <p><b>(4.2 and vi previous meeting)</b> - Governor roles and responsibilities are on the agenda and to be agreed later in the meeting <b>Completed, closed</b></p> <p><b>(4.2)</b> – The Trust has sorted out governor terms of office which are now updated and published on the school website and GIAS. <b>Completed, closed</b></p> <p><b>(4.2)</b> - Governors were urged to check their entries on Governor Hub. <b>Ongoing</b></p> <p>The Clerk advised that there were useful links on Governor Hub to support governor training to get the most from this platform. She will share via the GHub noticeboard. <b>Completed, closed</b></p> <p><b>(4.2)</b> – The school website has been updated with the support of HA over the Christmas holidays. The website content remains a continuous task, but updates have been made in terms of governance compliance. <b>Completed, closed</b></p> <p><b>(4.3)</b> - Panels will convene based on governor availability and experience. RM to update the Roles &amp; Responsibilities document with this information and update the school website. <b>Ongoing</b></p> <p><b>(5)</b> - Governor training will be circulated by the Trust soon. Accounts with the National College have been set up, governors confirmed they had seen the emails to verify their accounts. Governors were urged to complete the Annual Safeguarding for Governors module but were invited to explore other areas of interest. The Chair is keen to provide an ongoing training offer to governors, presentations have been uploaded to GHub by the Trust. <b>Completed, closed.</b></p> <p><b>Challenge:</b> A governor enquired whether there was any anti-racism training for governors – would it be produced nationally for all governors?</p> <p>DH felt it was something the Trust will take on; the Trust has partnered with Unity Academy Trust to form an East of England Anti Racism Group to lead a diverse range of training aimed at all levels in education. A training package for governors could be developed through this partnership. The National College also offers a Certificate of Equality &amp; Diversity through its training package. <b>Completed, closed</b></p> <p><b>(7)</b> - Once the school can welcome parents with restrictions, opportunities for Early Years and KS1 will be re-established in the form of open afternoons for parental engagement. Opportunities to host class work presentations are being considered for other year groups. <b>Completed, closed</b></p> <p><b>(7.3)</b> – the trip hazard by the Scout Hut has now been actioned. <b>Completed, closed</b></p> <p><b>(8)</b> - RM and DH have met to discuss data, the data capture is due to be completed by half-term. <b>Completed, closed</b></p> <p><b>(10)</b> – The School Development Plan and support materials have been uploaded to GHub for future reference. <b>Completed, closed</b></p> | <p><b>Head</b></p> <p><b>GOVS</b></p> <p><b>GOVS</b></p> <p><b>RM</b></p> <p><b>GOVS</b></p> |
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|           | <p><b>(10) – Gifted &amp; Talented</b> – there is a lot of focus on vulnerable groups but need to promote what the school is doing for the more able. Documents about provision for the more abled cohort shared with staff can be circulated to governors – and possibly uploaded to the school website to promote the inclusivity at Chesterton Primary School. <b>Completed, closed</b></p> <p>A governor stated that the only way for the school to be judged an outstanding school is if governors consider all cohorts.</p> <p><b>Challenge:</b> A governor suggested that, if we are a school with predominantly disadvantaged children, it’s useful for parents to know that their abilities are rewarded with the opportunity for higher education as they grow older. The governor suggested a future discussion concerning a collaboration with the University of Cambridge.</p> <p>A governor noted that, due to C-19, so many children are behind in their learning. Governors do need to keep their focus on recovery but also consider the more able. Governors were urged to avoid labelling children as “gifted or talented” as it can be very damaging – the school is keen to push and develop all children in an unbiased way.</p> <p>The Chair agreed that “gifted &amp; talented” is old terminology that used to attract more funding but no longer used.</p> <p><b>(12.2.1)</b> – The Weather Policy has been updated and published on the school website. <b>Completed, closed</b></p> <p><b>(14.1)</b> – The Trust continues to support the work of Shirley Young in terms of pupil management strategies for the children of Chesterton Primary School. <b>Completed, closed</b></p> <p><b>(15.1)</b> – Wellbeing is to be a standing item on all future LGB meeting agendas.</p> <p><b>Sick Pay</b> – guidance received through the Trust HR Team. RM explained that it is based on pay for non-vaccinated staff who are absent with C-19 related illness. Staff have now been communicated about this policy amendment. Non-vaccinated staff are entitled to Statutory Sick Pay during periods of isolation. <b>Completed, closed</b></p> | <p><b>CLERK</b></p> |
| <p>4.</p> | <p><b>Local Governing Body Business</b></p> <p>4.1 <u>Governors to confirm their declarations are completed</u><br/>Discussed under Action 4.3 and vi and 7.1 previous meetings. Governors have received the formal Declaration of Interest form to complete and return to RM as soon as possible. (Action open)</p> <p>4.2 <u>Governor Hub Update</u><br/>DH confirmed that he had not received any feedback from governors on their thoughts about the Governor Hub platform. Governors were urged to send their comments to the Chair ahead of the next meeting. (Action open)</p>  |                     |
| <p>5.</p> | <p><b>Chair’s Update</b></p> <p>The Trust has found, through analysis, that support systems remained open for staff concerning mental health, wellbeing, and the reporting of positive cases to keep on top of staffing required for the first week of the return. At the start of the year, 2% of staff across Trust were absent with C-19 related illness. There has been a significant rise over the last</p>   |                     |



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|           | <p>two and a half weeks, reaching 8-9% of staff absence currently. Staff absence is making a huge impact, but it has only been necessary to close two classes across the Trust.</p> <p>DH advised of a recent Board Meeting where the work of schools have been praised by Trustees. The school has been working hard in terms of curriculum development. DH has met with staff about how the curriculum is refined as we come out of C-19. Staff attendance at Chesterton Primary School is good.</p>   |  |
| <p>6.</p> | <p><b>Head Teacher's Report</b></p> <p>6.1 <u>Head Teachers Report</u></p> <p>The Head Teacher's Report was circulated ahead of meeting for review by governors. No data is available for this meeting, a data drop is expected next half term.</p> <p>RM provided an overview of the headlines detailed within his report:<br/>RM recollected that for one day last week, 27 children were absent through testing positive for C-19. Today, that figure has fallen to 17. Classes are now being ring-fenced to manage risk in significantly affected classes. Classes no longer form bubbles to allow adults to move around groups of children more easily. Parents have been communicated all the recent changes to government guidance. Daily updates are being provided to those families in ringfenced classes.</p> <p>RM raised the current challenge filling 1:1 support vacancies, the school is approaching agencies for short-term solutions.</p> <p>A Disciplinary Committee has been formed to respond to a permanent exclusion.</p> <p>There are funds to spend for catchup and school led tutoring. Leaders are trying to plan for the transition to secondary education for the current Year 6 cohort. Other options for school-led tutoring are currently being explored across the school.</p> <p><b>Challenge:</b> A governor advised that parents are sharing their concerns about an incident that has occurred at school, are you receiving support from Social Services and the Trust.</p> <p>RM confirmed that he is being supported by the Trust and advice from the current Clerk through the local authority. He confirmed there is a strong connection with the local authority, as a Trust, concerning such incidents. Both the local authority and Trust are ensuring that the correct process is being followed. RM advised that there will be no advice to parents about this issue as it is confidential. DH explained the PEX process for the benefit of governors. The Clerk advised against any further discussion concerning the PEX in the event of an appeal and breach of confidentiality.</p> <p><b>Challenge:</b> A governor, noting the school's preparations for the Year 6 transition to secondary, asked if any specific strategies around the shift from a small school to a much larger school with a stricter behaviour policy was being considered.</p> <p>RM explained that the current focus for Year 6 is around curriculum planning, SATs, and homework planning. After May, staff will contact feeder secondaries to arrange open days and dialogue with last year's Year 6 cohort. PSHE opportunities will work around transition. RM confirmed that it has not been documented concerning the key areas determining whether a cohort is secondary ready. DH considered that this was a piece of work to be shared with feeder secondaries going forward.</p> |  |



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|           | <p>RM reported that there were positives to report around Year 6 behaviours; there has been a notable impact in relations with pupils by a new TA in their class.</p> <p>A parent governor talked about her child’s experience of transitioning to college last year. It was suggested by governors that an opportunity for parents for a session led by Mrs Chapman be considered. The Head Teacher took this idea on board.</p> <p>6.2 <u>C-19 Recovery Strategy. C-19 Risk Assessment – JAN 2022 and C-19 Contingency Plan</u></p> <p>The C-19 Risk Assessment and Contingency Plan was circulated ahead of the meeting. The recovery strategy around C-19 specifically is not in place but is linked to the School Development Plan (SDP). DH confirmed that recovery forms part of the curriculum being provided Trust-wide. DH gave his thanks to RM and members of the Trust who worked over Christmas on their planning for the start of the new term. The local authority support on national guidance was exceptional, as usual.</p> <p>The Chair confirmed that the next LGB meeting will focus more on the development of the curriculum.</p>   |  |
| <p>7.</p> | <p><b>Safeguarding</b></p> <p>DH reminded governors of the pending Safeguarding Audit. Safeguarding training is available for governors to access online at their own convenience. A new session for volunteers is also in process to record their receipt and understanding of key documents for the Single Central Record (SCR).</p> <p>The Safeguarding Audit will be an external audit who will provide an independent review and will offer guidance around compliance regulations to RM going forward.</p>  |  |
| <p>8.</p> | <p><b>School Development Plan [SDP]</b></p> <p>RM explained that ongoing work, the work of the Senior Leadership Team around good criteria has been uploaded to Governor Hub. Before the next meeting, the Head Teacher will return from maternity leave. RM and KY will keep in touch for a joined-up approach for consistency in the development of the 5 key areas identified for improvement in the SDP.</p> <p>Curriculum development is underway, leaders are now held to account for their subject areas. Many Subject Leads are new in their roles, support is provided to bring them up to speed. A school improvement folder on Governor Hub will store all documents going forward.</p> <p><b>Challenge:</b> A governor expressed their concern at what point will C-19 not be used as rationale for children not making progress – especially for reading and writing. DH explained that as a school, there is no reference to C-19, all focus is on the rapid improvement of the progress of children. The use of interventions and assessment help leaders fill those gaps.</p> <p><b>Challenge:</b> A governor stated that many staff show a lot of enthusiasm and energy towards their new roles. Trust strength is providing support and CPD but how far do staff get the opportunity to visit other schools to evidence best practice? DH advised of the formation subject learning communities across the Trust which are now online. Each community is linked to national associations for their subject. The Trust is also linked with Delta to be part of communities sharing best practice, this federation is fully funded by Trust. Staff can visit other schools. RM explained that CB4 cluster networks also meet, these sessions include a writing cluster.</p> |  |



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|     | <p><b>Challenge:</b> A governor noted at last meeting, emphasis was given on the importance of reading. It was the opinion of a Parent Governor that many parents are receiving so many communications by school currently that they are no longer reading them. The Head Teacher was urged to re-communicate the school’s invitation for parents to volunteer to read with the children via the School Council and WhatsApp.</p> <p>The Head Teacher confirmed that getting the right measure of school communications is difficult due to the ever-changing guidance around the pandemic. Different forms of communication to retain parental engagement will be considered going forward.</p>  |              |
| 9.  | <p><b>Review of Policies</b></p> <p>There were no policies for review at this meeting.</p>  |              |
| 10. | <p><b>Governor Monitoring</b></p> <p>A draft monitoring schedule has been drafted by the Head Teacher in relation to the Link Roles assigned to governors.</p> <p><b>Ratification:</b> Governors approved the following link role appointments:<br/>Quality of Education – DH<br/>Safeguarding – SR and IM (meeting with HT)<br/>Attendance &amp; Behaviour – AC<br/>PP – SH (meeting with SC)<br/>SEND – GP (meeting with MI)<br/>H&amp;S – AS (meeting the School Business Manager and Site Manager)<br/>Website – AA (meeting with the HT)</p> <p>Staff will be urged to contact their Link Governors to arrange their first meetings. Where staff are new to the role, the first meeting will focus on introductions and initial conversations about their role and subject. This will be built upon to standardise monitoring arrangements across the school as the year progresses.</p>   |              |
| 11. | <p><b>Governor Training &amp; Development</b></p> <p>The Clerk advised governors of the training record facility on Governor Hub. She elaborated further by explaining the other functions of Governor Hub, such as declaration captures and signoffs.</p> <p><b>Action:</b> Clerk to share links to Governor Hub “basics” training to enable to LGB to get the maximum use out of the platform.</p>  | <b>Clerk</b> |
| 12. | <p><b>Any Other Business</b></p> <p>12.1 <u>Wellbeing (SI)</u></p> <p>DH confirmed mental health first aiders for staff in all schools across the Trust remained accessible over Christmas and continue to be available this year. There is also a phone line for staff to call for emotional/financial support and guidance. In-house mental health first aiders have been popular with staff, who have been able to signpost additional support where required.</p> <p><b>Challenge:</b> A governor asked how the school plan to maximise wellbeing support the way that school is run every day.</p> <p>DH suggested it was about creating a culture of wellbeing for all when new staff arrive. DH agreed that it would be useful to revisit this concept at the next LGB meeting.</p> <p>RM advised that a member of staff organises fruit and biscuits in the staff room, which has raised morale to know that this is an ongoing consideration. RM</p> |              |



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|  | <p>recognised that different staff required varying levels of input; school leaders are available to staff as they need them.</p> <p>For pupils, they should be able to approach staff with their concerns. Safeguarding training provides the ability for staff to spot concerns. Posters and messages of “the importance of you” and general feelings boards are maintained in each classroom. MI is planning activities for Mental Health Week. Parents will be communicated about the arrangements soon.</p> <p>12.2 <b>Challenge:</b> A governor suggested RM send a simple communication to remind governors of their priorities/actions over the next few weeks. RM reminded governors verbally.</p> <p>12.3 Governors appreciate RM and all staff for the efforts they are putting in, developments are always ongoing. Staff flexibility and their ability to adapt to different circumstances are a credit. Children are happy and appear resilient.</p> <p>12.4 The Chair gave thanks to HA for clerking the meeting.</p> <p>There being no further business, the meeting closed at 7.30pm.</p> |  |
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**Forthcoming LGB Meetings for the Academic Year 2021-2022 (all to start at 6pm)**

- Tuesday 29<sup>th</sup> March 2022
- Tuesday 24<sup>th</sup> May 2022
- Tuesday 19<sup>th</sup> July 2022

**Actions from the LGB meeting, dated 25<sup>th</sup> JANUARY 2022**

| Item      | Action   | Delegated to | Timeframe     |
|-----------|--|--------------|---------------|
| 3.1       | Clerk to add Wellbeing as a standing item on the agenda for future LGB meetings.   | Clerk        | Next meeting  |
| 3.2 (9.1) | Progress on the development of marketing materials for the school to be updated at next meeting.   | HEAD         | Next meeting  |
| 3.2 (4.3) | Governors to sign off their safeguarding declarations on My Concern as soon as possible.   | GOVS         | <b>URGENT</b> |
|           | Governors to complete their Declarations of Pecuniary Interest as soon as possible.  | GOVS         | <b>URGENT</b> |
| 3.2 (4.2) | Governors to ensure their profiles are up to date on Governor Hub as soon as possible.   | GOVS         | <b>URGENT</b> |
| 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. | RM           | ASAP          |
| 3.2 (5)   | Governors were urged to complete the Annual Safeguarding for Governors module through the National College ahead of the Safeguarding Audit in March 2022.  | GOVS         | March 2022    |
| 11.0      | Clerk to share links to Governor Hub “basics” training to enable to LGB to get the maximum use out of the platform. <b>Completed</b>   | CLERK        | ASAP          |