

# Isle of Ely/Chesterton Primary School

Learning, Growing, Achieving Together

**LOCAL GOVERNING BODY  
MINUTES OF MEETING  
Wednesday 6<sup>th</sup> March**

**PRESENT:** Bryony Surtees  
Kate Yeoman  
Marion Lloyd  
Tim Gingell  
Stephen Dove  
Annabel Charles  
David Monk  
Allan Sanderson

**IN ATTENDANCE:** Laura Beadles (New IoE Deputy)

Item	Agenda Item	Action
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Ian Murray and Stephanie Peachey</p> <p>Richard Martin was invited but unable to attend.</p> <p>Governors consented to the absences</p>	
2	<p><b>DECLARATIONS OF PECUNIARY AND NOT PECUNIARY INTEREST</b></p> <p>None recorded</p>	
3	<p><b>CHAIRS ACTION</b></p> <p>There were no Chair's actions to report at this time.</p>	
4	<p><b>MINUTES</b></p> <p><b><u>QUESTION: ML – What has happened since the last meeting with regards to the Year 5 children at Chesterton?</u></b> KY explained that she has arranged meetings with all of the Year 5 parents starting next week. They are ½ hour appointments and KY and RM will share exemplar writing, reading and maths papers and show the parents where the children need to get to by the end of Year 6. KY went on to explain that they have also asked for the children to be there at the meeting so they could discuss the child's attitude and in particular their attitude to learning. ML explained that most of the parents would want their children to do well. KY replied that the parents may be shocked</p>	

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by the expectations and standards and the school needs more buy in from the parents. KY further explained that the Year 5 children have also done some assessments. James Chester, ALT, is carrying out a review of Year 5 next week and an advert for a Year 6 teacher with a TLR has been placed. The school have had several people ask for the application pack.

**QUESTION: ML – will the class be a straight Year 6 class next Year?** KY confirmed that it would but that was not common knowledge at the moment.

**QUESTION: AC – Do you have any answers when parents ask what can I do?** KY explained that she would be giving exemplar materials to the parents and will discuss these with the parents at the meeting. AC explained that you don't want parents to rush out and buy materials. KY agreed and explained a lot of it is about attitude of the children.

**QUESTION: AC – How do you think you can change the attitudes of the children?** KY explained that it was about the gaps in learning and making the parents realise that they need to support the school.

**QUESTION: ML - What do you want to do that is different?**

KY will consider individually for each child and provide fun ideas for the parents to do with their child. KY feels that at the moment the parents don't realise how important the SATs are.

**QUESTION: BS – Has every parent signed up for the meetings?**

KY explained that only two parents haven't signed up. AC discussed whether the Year 5 could visit another school. KY explained that the local secondary school were opening up and our Year 5 children will be visiting next Thursday and will be able to mix with other Year 5s and older children.

**QUESTION: AS - Will IOE will consider similar links?**

LB agreed that it would.

**QUESTION: TG - What is the communication plan within the school?**

KY explained that no plans had been thought about yet. KY will send out information once we have appointed the Year 6 teacher to all of the parents.

**QUESTION: DM - What is the plan if they are unable to appoint a Year 6 teacher?** BS explained that the school would probably appoint an NQT and then rearrange the established staff. SLT will inform all of the parents prior to Easter if they have the teachers in place. BS/KY explained that the school is continually working on communication.

**QUESTION: AS - How well Parents' Council were disseminating information?**

KY explained that it worked well at Chesterton although still a learning curve. KY explained that they bring a lot of feedback to the meetings. ML explained that something like that should be devolved to Richard Martin. KY explained that we have established our roles and responsibilities document and it is part of his job.

**QUESTION: ML – Had any Governor Training been organised with**

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	<p><b>ALT?</b> BS didn't think it was appropriate for her to organise and so ML will discuss it further with DH, ALT. BS will send out Prevent link training for on line training and will look further into online safeguarding training. All Governors to complete the online training prior to the next meeting and then bring discussions to the meeting. All governors agreed to do the online training and then meet on Wednesday 19<sup>th</sup> June @ 1800 @ Ely to discuss training further. LB and RM to attend to lead the meeting.</p> <p>ML explained that the ALT HMI report had been published and it was very positive.</p> <p>ML also told the Governing Body that Gary Peile, ALT CEO, had recently died. Clive Bush is interim CEO whilst the Trust recruited a new CEO. The governors agreed it was very sad news about Gary.</p> <p>The minutes of the meeting held on 15<sup>th</sup> January were approved</p>	
5	<p><b>RESTRUCTURED GOVERNING BODY</b></p> <p>ML explained that the merged Governing Body would remain as it is until the new leadership of the schools are settled. Governors discussed what type of questions they could ask and ML explained that would be down to Helen Davies, new IOE Head teacher and Toni Jackson, interim Head teacher of Chesterton. ML proposed that Laura Beadles and Richard Martin, Deputy Head teachers should join the Governing Body for as long as is needed. The next meeting, the Governors will be looking at data and it may be prudent for Richard and Laura to organise the data and discuss it with the new Heads prior to the next meeting.</p>	LB/RM
6 6.1	<p><b>ACADEMY IMPROVEMENT</b></p> <p><b><u>QUESTION: TG – I am surprised there is no mention of SEND or SENCO activities which the SDPs (particularly Chesterton) highlight as priorities within the EHT Report – can you give us an update?</u></b> BS explained that she meets with the SENCOs regularly to review where we are at with individual children and to prioritize specific needs. SENCOs have focused on Assess, Plan, Do, Reviews and setting SMART targets with the teachers. The vast majority of these children are making progress although their attainment is behind that of their peers in some cases. At Ely, we have significant need in our Nursery class which we are seeking early help for and across the schools many children with SEMH. The Learning Den/Mulberry class has had a positive impact on the learning of the children who work within them and the children have made good progress and some children are now ready to transition back to class.</p> <p><b><u>QUESTION: TG – can you give us an update of what you found</u></b></p>	

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<p>6.2</p>	<p><b><u>out during your data and work scrutiny for Pupil Premium pupils?</u></b> BS explained that from our data scrutiny/work scrutiny from our SIM meetings we can see that this group of children are making progress. Those with additional needs are making progress but it may be slower than the rest of the group. This was a focus for our recent lesson study which has meant this group have been a high priority for the children. KY/BS recently carried out a learning walk and found that the pupil premium children were all engaged in their learning with good learning behaviours and outcomes. KY also found this during recent monitoring of teaching.</p> <p><b><u>QUESTION: TG - Considering the outlook for the forthcoming Yr 6 at Chesterton, what is the plan and the communication plan?</u></b> We have already advertised for a teacher with a TLR to be responsible for Pupil Premium children and be Year 6 teacher. James Chester is coming to school on 14<sup>th</sup> March to carry out a review of our Year 5 provision. Once all of the teachers are in place, the school will communicate this to the parents although it is always open to change as Teachers have until May 31<sup>st</sup> to resign.</p> <p><b><u>QUESTION: TG - it would be good to have your perspective, and Marion's, on the staff surveys, particularly with the significant change at IoE?</u></b> BS explained that these surveys were done before Christmas when I think staff morale was quite low at Ely. All of the comments come from one teacher as much of it had already been said to me. After using the government toolkit for workload, we considerably reduced the workload for teachers, e.g. displays only need to be changed termly, assessments only need to be done termly, made the marking simpler. Since HoS has left, I have reiterated the behaviour policy and been very consistent with that and with curriculum expectations. Morale at the moment is higher. However, at Ely, the staff are very young and inexperienced and they have nothing to compare their workload to. However, the new Head will need to do some work on team building.</p> <p><b><u>QUESTION: ML – What can be done to bring the team together at Ely?</u></b> BS explained that a consistent approach with the new behaviour management strategy will support the teachers and build the team – this is called Step on training. They are more of a team than they like to believe and things feel better this term. Helen will need to do lots of team building with the staff. BS explained that the staff found it hard having an EHT and a HoS at Ely but this term we have worked hard to ensure the messages are clear and consistent. AS explained that having peer leading theme conversations can help with workload and having offered opportunities for peer building. AC explained that she had attended a seminar recently on teacher recruitment and retention and she said that relationships are critical and one strong relationship both for pupils and teachers can make a difference.</p> <p><b><u>QUESTION: ML – The number of responses was low, why was</u></b></p>	
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	<p><b>this?</b> BS explained that questionnaires are always hit and miss and you can't make people fill them in. LB explained that as she is happy in her role and at school, she didn't feel the need to fill it in. It is often only the people who want to complain who fill in questionnaires and this would appear to be the case with this one. BS explained that she carried out another paper based questionnaire from the government tool kit and had a greater response and from this she reduced the teacher's workload.</p> <p><b>QUESTION: AS – With new SLTs at IOE and Chesterton, how will the sense of drive and vision be maintained?</b> BS &amp; KY explained that schools have to change and evolve continually. ALT are keen for the schools' to maintain their ethos and vision and for the curriculum to stay the same but ultimately, the direction of the schools will be up to the new leadership teams in the future. Schools have to continually be proactive.</p> <p><b>QUESTION: ML – How does the appraisal system support wellbeing?</b> I feel our appraisal system works quite well. The teachers have three targets and a CPD action plan which links to them achieving their targets. They are then monitored termly and a review meeting takes place in February. Evidence suggests that an appraisal system doesn't encourage staff to work harder or better. Chesterton staff felt that the system was of value and the data from the survey's support this.</p>	
7	<p><b>BUDGET</b></p> <p><b>QUESTION ML: What are the main expenses with the Chesterton budget?</b> Chesterton has quite a healthy carry forward. The school is having to pay a lot for maintenance of the building at this time. We have also had to overspend on supply for PPA due to changes. LD was covering PPA and he now teaches Mulberry. KY has done less cover as she has been leading the school. TM and KY have met and looked at moving forward over the next few years and have a plan in place.</p> <p><b>QUESTION: TG – Will Mulberry will continue next year?</b> KY can't tell you as it depends on how we end the year. If the children are not ready to go back into class, we are setting them up to fail. Is it a core set? Different children have come and gone and it's for children that need it at that time.</p> <p><b>QUESTION: SD Whether there will be implications for the after school club closing?</b> KY explained that not as she is looking to outsource. Solution A is looking positive, it just need it finalising.</p> <p>Both schools have reasonable budgets and carry forwards. Everyone is being quite prudent</p>	
8	<p><b>SAFEGUARDING</b></p> <p><b>QUESTION: TG: Who owns completion of the actions from the</b></p>	

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	<p><b>January visit?</b> BS explained that herself and KY are responsible and accountable for the actions along with the Business Managers at both schools. Much has already been actioned.</p> <p><b>QUESTION: IM</b> - I am due in school on Wednesday 13<sup>th</sup> at 13.30 for the termly safeguarding visit to include the annual audit. I look forward to seeing Kate then. I assume that decisions have been made as to who will be the DSL at Chesterton and that they will be ready to hit the ground running at the start of next term? Jess Smith and Lloyd Douglas are already DSLs and Richard Martin will be training shortly. BS/KY assume that the interim Head will also be a DSL.</p>	
9	<p><b>HEALTH AND SAFETY REVIEW</b></p> <p><b>QUESTION: IM</b> - <u>Relating to the H&amp;S review – will the governing body be given an indication of who is accountable for the actions required? I can't recall whether Chesterton has an H&amp;S governor who will be able to support through visits to school?</u> Business Managers and caretakers and Head teachers. The H &amp; S governors I believe is Allan Sanderson. The H &amp; S committees meet monthly and have gone through the reports.</p>	
10	<p><b>CHESTERTON'S START OF THE DAY TIMES</b></p> <p>KY explained that she had looked at the children who are consistently late and questioned was that going to change if the start of the day was later? KY also discussed it at Parents' Council and it was very split between the parents. The school can now set its own time with breakfast club. KY explained that It is the same parents every day and so there would be more parents affected by making it later in a negative way than parents who aren't getting in on time. KY further explained that the EWO did a late sweep and that had reduced our persistent lates. The way forward is to do more late sweeps. KY would like to leave the start time as it is and the Governors agreed.</p> <p><b>QUESTION: AC</b> - <u>what do the children do first thing in the morning?</u> KY explained that there is a morning task. KY explained that the children know what they are going to be doing and that the learning starts at 0835.</p>	
12	<p><b>DfE Information</b></p> <p>There will be a new Ofsted Framework from September which puts a big emphasis on the curriculum. Helen Davies, the new Head teacher at IoE is a Lead Ofsted Inspector and could update the governors about this at the next meeting.</p> <p>Reception children will take a statutory online baseline assessment</p>	HD

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	from 2020. However, 2019 will be a pilot year and schools are being encouraged to sign up to this. IoE has already signed up.	
12	<b>GOVERNOR TRAINING</b> See item 4	
13	<b><u>Any Other Business</u></b> Bushcraft will be going ahead as we have the right numbers so the children at Ely and Chesterton will be going on a residential. <b><u>QUESTION: AS – was it necessary to fund raise?</u></b> KY explained that it wasn't. The Governors thanked the Executive Head teacher, Bryony Surtees, and wished her all the best for her future career. The Governors also wished Kate Yeoman well as she goes on her maternity leave	
14	<b><u>Dates of Future Meetings</u></b> – to confirm the date of the next meeting. Tuesday 30 <sup>th</sup> April Wednesday 9 <sup>th</sup> July	