**Chesterton Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***Held on Tuesday 9th May 2017***

Present: Bryony Surtees Surtees (Executive Headteacher)

Kate Heywood (Minute taker in absence of JS)

Jaco Beukes

Maxine Cole

Jo Guillod-Rees

Marion Lloyd

Camilla King

In attendance:

Apologies: Ian Murray

Jenny Nelder

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| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   Apologies were received from IM & JN.   * 1. ***Consent/Non-consent to absence***   It was agreed to accept the apologies as given. |  |
| 2. | **Pecuniary and other interests**  ***2.1. Declarations with regard to items on agenda***  No new interests were declared.  ***2.2. Update the register of Pecuniary Interests*** |  |
| 3. | **Chair’s Action**  There were no urgent actions to report. |  |
| 4. | **Minutes of the last meeting**  ***4.1. Confirm the Minutes of the previous meeting***  There were no minutes circulated from the last meeting on the 7th March. These need to be circulated.  ***4.2. Matter arising from the minutes***  Was not possible to raise without minutes. | **JS** |
| 5. | **Headteachers report**  ***5.1. Report***  KH reported that this monitoring took place last term from a monitoring schedule that is shared with all staff. Then the monitoring takes place every other week and can be in the form of; learning walk, book scrutiny, planning scrutiny, gathering children’s perspectives or a learning environment check.  From last term the majority of the monitoring was good with some areas of weakness identified and being addressed this term. There was an issue with learning environments needing to be refreshed and not up to expectations however with feedback the staff have corrected this.  It was noted that in further reports it would be helpful to reflect on the previous monitoring reports. It would be helpful to look back at the even better if comments and the actions from the last report and say what actions have been put in place and the progress against the even better if comments to see if improvements have been made.  It was asked how this term had started. This term has started well, monitoring has taken place and there are positives from the monitoring so far. The school is very calm and settled place with an emphasis on the learning across the school.  ***5.2. Data***  BS referred governors to the data sheets circulated prior to the meeting.  ML asked if there was an increase in the numbers of EAL children and pupil premium children.  There has been an increase in both of these. The pupil premium children we are partly putting down to, year 3 being the first year group who have had to pay for lunches and this has led to an increase in parents filling in the form to receive pupil premium funding.  **5.3 Safeguarding**  BS commented the review that took place at Ely was positive, there were a few improvement points for the school to work on and it is felt they will be the same points at Chesterton also.  BS went through the positives; The challenge curriculum was felt to be positive as the children were in a nurturing environment and it created an open culture for the children to talk. The audit looked at every aspect of the safeguarding systems in place within the school including the record keeping and speaking to the designated persons.  BS went through the areas for development:  -The child protection policy for both schools is taken from the Cambridgeshire policy, the audit felt that this should be more personalised to the school.  ML asked what the difference was between the ALT policy and the Cambridgeshire policy. BS stated the ALT policy was for two counties where as the Cambridgeshire policy was specific for all the systems in place for Cambridgeshire, which we use.  -Need to keep relating back to the Keeping Children Safe in Education document with staff and governors. That it should be an agenda item on every meeting and not just the generic safeguarding but specifically looking at different elements of this document to ensure that all staff and governors are being vigilant and are aware of all duties. It was also suggested that to ensure staff are knowledgeable on the topic that there are questions and quizzes on it in meetings. These discussions around this document should then be minuted and kept for reference.  ML asked if it was thought that staff felt comfortable with whistleblowing, which it was responded that it was thought they would be.  -Safer Recruitment, there needs to be a wider pool of staff and governors trained on this. This has already been actioned as safer recruitment training took place that day and staff and governors from both schools were on the training.  -There needs to be a handbook for Keeping Children Safe that staff can easily refer to, with the main points. The school already have a staff handbook but it needs looking at to incorporate the Keeping Children Safe Document.  -It was suggested that the governors complete the channel awareness training online. That BS will send out the link to all governors, they will complete it before the next meeting and then at the next meeting it will be discussed.  **5.4 Attendance**  BS the attendance report has come from ALT being unhappy with the schools level of persistent absence. In the report it was noted that there are high amounts but there are reasons why that we are aware of. There is a child on a part-time timetable, there have been exclusions and ongoing medical needs.  BS noted that whilst the persistent absence was higher that actually as a whole school our attendance has improved a lot since our first year. It is at 96%, which is the national average. Also Karen Langford is very good with absence, she has had training on it and keeps on top of it, closely monitoring it following absences up. Karen has sent the required letters out and we have the EWO coming into school tomorrow (10th May).  BS noted that as a positive there was no unauthorised holiday at all in the Spring term and so far this term there has been none requested. This is a positive and it seems that the two INSET days either side of half term is good. It is to be put in this week’s newsletter about no unauthorised requested and a thank you to parents. | **BS**  **All**  **JS**  **KH** |
| 6. | **Financial Matters**  ***6.1 Minutes from the Finance Committee***  The budget is on track, where it should be and it looks like there will be a carry forward of £45,000 which is 7%. The ALT require at least 5% so this is a healthy carry forward.  ML asked if there were any areas which were increased.  BS commented supply was above where it was expected due to supply needing to cover a day PPA Jan to July but this would not take place next year.  Maintenance may also rise as there are issues with the drains at present.  Capital has also been spent on clevertouches for two new classrooms.  JGR asked why two new classes and it was explained that Willow would move and Rowan would be moving but this would be further discussed at the resources meeting on the 6th June.  BS will invite TM to the next resources meeting on the 6th June to discuss the budget as it will have been sent to the ALT by then as it has to be sent to them on 31st May. | **BS** |
| 7. | **Governor Visits**  Two visits took place last term a safeguarding visit and SEN visit.  This term there would be two new visits added to the existing list and it would be sent out.  Governor visits are really important and they have slipped recently at the school and not enough have taken place last term. This term there needs to be more visits taking place. |  |
| 7. | **Educational Visits**  ***7.1 To approve arrangements for visits planned***  Reception would like to go to South Angle Farm in Soham, next term, this will enhance their learning on animals and caring for them.  Year 1 would like to go to Milton Tesco one afternoon. This is to learn about where the food in the shops comes from and how the shops run.  Year 2 would like to go to Duxford as year 2 did last year. This will be part of their up and away topic.  JGR asked if the schools break even on trips?  Although the money is a voluntaty contribution the schools cannot make a loss on the trips. However if parents are struggling to pay the money then we have helped out parents in the past.  JGR asked if there was always a first aider on the trip?  Yes there is always a first aider on a trip. |  |
| 8. | **DfE Information**  ***8.1. To note any updates from the Need to Know area of the DfE website which is relevant to the Academy***  <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools>  Currently there is KS1 SATs consultation on the website, whether they should go ahead or note and there is an e-questionnaire to fill in to have your say on it.  KS1 SATs will take place next week at the school.  ML asked if we got the papers for the year 6 SATS as they would soon be upon us? They are not sent to us but we can access them when they are released online.  Phonics will take place the week beginning 23rd June.  There is also on there we have to pay an apprenticeship levy from next year. It means we could take on apprentices and train them up from next year. Currently we are not taking any on but it could be something to look at for the future. |  |
| 9. | **Any other business**  JGR asked if we were being affected like other schools by the budget cuts?  BS we are in a different position because our roll is going up each year so is our funding and by the time we are full we will know how much we can spend and keep to that amount, where as other schools are having visible cuts to their budgets and having to address this. |  |
| 13. | **Date of next meeting(s)**  There was some confusion over dates for meetings and so it is felt they need to be clarified for all Governors.  Confirmed meetings for 2017 are:  Resources: Tuesday 6th June  LGB: Tuesday 20 June @ 6.00pm | **JS** |