**Chesterton Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***Held on Monday 10th October 2016***

Present: Bryony Surtees Surtees (Executive Headteacher)

Marion Lloyd (Chair)

Jenny Nelder

Ian Murray

Kate Heywood

Maxine Cole

Jaco Beukes

Jo Guillod-Rees

Camilla King

In attendance: Jo Sanders (Clerk)

Apologies:

|  |  |  |
| --- | --- | --- |
| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   There were no apologies for this meeting. ML informed the LGB that both Mr Manning and Ms Brenchley had resigned from the LGB   * 1. ***Consent/Non-consent to absence***   Not applicable. |  |
| 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***  Declaration of Interest forms had been circulated prior to the meeting. Some were returned at the beginning of the meeting. ML asked LGB to ensure that the forms were directed back to JS as soon as possible. | **LGB** |
| 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***  The Minutes circulated for the meeting held on 28th June 2016 were confirmed as a true record.  ***4.2. Matter arising from the minutes***  ***Apologies for absence:*** It was noted that the matter regarding a possible ‘stepping down’ which had been deferred in the absence of the Chair was now resolved as the LGB member in question had tendered their resignation.  ***Equality & Diversity Plan:*** BS confirmed that the E & D action plan is now complete and that this would be emailed out to the LGB.  ***Agenda Item 12: Any other business***   * It was confirmed that all Governors Visit reports had been received and circulated. * Headteachers PMR process: In the previous meeting there had been concerns raised as to whether or not the ALT policy on governor attendance or involvement in these was being adhered to. In the absence of the Chair this matter had been deferred. ML stated that she had been involved in the final PMR meeting of the Headteacher recently, but JN stated that there had still not been any clarification as to whether the process, and by default the policy, had changed or needed changing. JN to forward the ALT policy to ML for explanation and clarification. * LGB Audit: At the last meeting a question was asked as to whether or not the LGB needed to consider how well they were doing as a Governing Body. ML told the LGB to remember that at the last OFSTED inspection they LGB had been considered effective. As an external audit could cost in the region of £1500 IM asked whether there was anything available that the LGB could use as a self-evaluation exercise. JS said that she would look at the NGA website and circulate any information found. **UPDATE: JS distributed a link to a self-evaluation tool available from the NGA (11.10.16). It has a cost of £199.** * IM had asked a question about how to develop/improve training for Governors. JN told the LGB that the recent Governors session held at the Isle of Ely Primary School on 27th September was very good and some good points had been raised. JN asked if it was possible to email the LGB the presentations used at the session. JS said that she would do this. **UPDATE:** **Jo circulated the presentation papers to the Governing Body 18.10.16** | **BS**  **JN/ML**  **JS**  **JS** |
| 5. | **Policy Updates**  ***5.1. Safeguarding***  BS informed the LGB that a new document in relation to safeguarding was released in September 2016. The main updates are in relation to PREVENT training (radicalisation) and female genital mutilation. BS said they had now had to amend their own policy to reflect these changes. Questions arising included:   * As IM is the Safeguarding Governor, have they completed the training? **BS confirmed that they had.** * Who appointed BS & KH as DP’s and why?  **BS explained that DP’s (Designated Persons) are often Senior Leaders as they are often out of class and have the time to deal with situations and make telephone calls. Also, safeguarding issues can be quite difficult and there are times when SLT have to listen to Social Services and not send children home. Therefore it is more appropriate that the DP’s be Senior Leaders.** * Do staff undergo training at induction? Who does the training and how much does it cost? **BS informed the LGB that at induction ALL staff receive a staff handbook which has a section on Safeguarding in it. They also receive the safeguarding booklet, and all receive training either at a County course or delivered by BS herself as she has completed all the necessary training and is in the position to train others. Miss Purvey will be undertaking training in January. JS explained that there was some on-line PREVENT training that the LGB could access, and that she would find and circulate the information. Once completed, governors are requested to print off the certificate and forward this to the clerk. UPDATE: JS emailed the link to the PREVENT training on the gov.co.uk website (11.10.16).** * Are the registers of training updated annually and are staff given training annually? **BS informed the LGB that there is a record kept of all training undertaken by the staff and it is updated as and when needed to include when refresher training may be due – some training is not necessarily needed annually.** * What does a school do with a record of concern? **BS directed the LGB to note the ‘Logging a Concern’ forms displayed in the staffroom. Normal practice would be that if a staff member has a concern, they take a form and once completed they hand it in to the DP. Dependent on what is contained within the concern form, the DP will either deal with it in school; or seek advice from the specialist helpdesk at County as to whether or not a referral is needed or make a direct referral to an outside agency such as social services.**   The LGB ratified the new policy.  ***5.2. HR – Pay Policy***  The ALT Director of HR, Jan Steel, had recently circulated an updated version of the ALT Pay Policy which had been ratified by the Trust Board for LGB’s to note. There was also a briefing note to explain what changes to the policy had been made for ease. Some Governors felt that the briefing note did not necessarily make it easy to see what had changed without comparing the new policy to the previous one. The LGB duly noted the change.  ***5.3 Policy Reviews***  KH has been going through the school policies to check that all are valid and current. The plan is to identify those policies which are the schools, which are ALT’s, and which need updating etc. The Governors felt that this was a big task for KH to complete by themselves, and that also it was a task that governors wanted to be involved in. A discussion was had about splitting the policies between the governors (according to specialities/areas of expertise/school link where possible) in order to lessen the load. KH to do the preliminary checks and then arrange to distribute. | **JS**  **KH**  **LGB** |
| 6. | **Budget and Related items**  ***6.1 Budget monitoring report***  BS directed the LGB to the school’s year-end out-turn report. It was noted that the carry forward had significantly changed from that which had been predicted at the beginning of the academic year. BS also informed the LGB that the 16/17 budget had been rebased since they had last met. Unfortunately this information was not to hand at the meeting and the Chair felt it prudent that there should be an opportunity to discuss in more details the changes. It was agreed to convene a meeting of the Finance Committee the following week. JGR agreed to poll the committee with some date options. **UPDATE: The finance committee met on 19 October.**  ***6.2 Pupil Premium Review***  BS directed the LGB to the report produced by the National Educational Trust. BS explained that the audit went really well and that there were a lot of positives coming out of the report. The main action point for the school was the evidencing of what actions take place and the impacts that they have on the pupils. Questions arising included:   * What is proposed or planned in order to build stronger understanding of how disadvantaged children have been supported? **BS explained that the suggested ‘pen portraits’, which are basic profiles of each child and their individual need, will be produced and will be a document that all staff can input to.** * What is the schools strategy for tackling educational disadvantage? **BS reiterated the report’s findings by saying that once gaps or needs are identified, there are targeted interventions put in place. These interventions are there for all needs including those with higher abilities and whether PP pupils or not. Place 2 Be is there also to help those more vulnerable learners. The school needs to evaluate and evidence the impact that P2B has had on these learners** * The report states that P2B is highly regarded by teachers, pupils and parents. Where did the data re. parent perception come from? **BS said that she could not comment on this, as this was obviously the perception of the individual constructing the report.** | **JGR** |
| 7. | **PMR and Pay recommendations**  ***7.1 For ratification by LGB***  At this point BS, KH & CK were asked to leave the meeting temporarily.  Please refer to separate sheet for details of discussion. |  |
| 8. | **School matters 2016-17**  ***8.1 Targets***  BS directed the LGB to the RAP document circulated separately. The main targets being as detailed below:   * To ensure that the EYFS children achieve at least the National figure for GLD, 69.3% * Year 1 achieve 90% for the Year 1 phonics screening, * Year 2 **KS1** – to at least meet 2016 national   Reading: 74%  Writing: 65.5%  Maths: 72.6%  BS was asked whether these targets were realistic against previous results. BS explained that obviously the changes in the SATS process and the new expectations for Yr 2 were challenging. Schools are only just beginning to find out now where they actually are in terms of national averages etc. However, now that the school has been through the changes, it is in a better position to know going forward what the expectations are and ensure that the curriculum covers this. The first data collection point is next week (w/b 17/10/16) and progress meetings are being done now.  ***8.2 Staffing***  BS had nothing of note to report to the LGB. All staff appointed now and BS feels that Chesterton has a very good team moving forward through 2016-2017.  ***8.3*** ***School Wishlist***  BS explained to the LGB that there are some areas that she would like to improve around the school such as the ICT equipment in the classrooms which is felt is no longer fit for purpose. There are also some improvements to the outdoor space which are required, something that has been highlighted previously. It is anticipated that the school wishes to spend no more than a third of its projected carry forward. BS said that she would need to do some further research into costings and see what may or may not be feasible this year and she will report back to the LGB. |  |
| 9. | **Health & Safety Review**  Chesterton school had a Health & Safety Audit carried out by Handsam in July. On the whole the school has done well but there are a few actions to be completed. Mr Thomas, the custodian, has an action plan with clear targets set and BS is confident that he knows what he is doing and what further needs to be done. BS informed the LGB that a full audit is done annually. JGR informed the LGB that in her capacity as the Link Governor for H & S, she undertakes termly H & S walks with Mr Thomas and also Mrs K Jarvis from the ALT who has responsibility for Health & Safety across the Trust. |  |
| 10. | **Governing Body Matters**  As stated at the beginning of the meeting, both Mr I Manning and Ms J Brenchley had both tendered their resignation from the LGB. JN had also informed the Chair of their decision to resign the post of Vice-Chair. ML formally thanked JN for their contribution over the past 3 yrs. ML asked if anyone present would like to nominate themselves (or be prepared to be nominated) for the vacant position. A unanimous decision was reached and Ian Murray is now the Vice-Chair of the LGB.  BS introduced CK as the new staff governor. BS was unable to secure the services of a non-teaching member of staff, but had checked with the Trust and having two teachers on the LGB was agreed.  The Link Governor responsibilities for 2016-2017 were also confirmed:  JGR Health & Safety  MC SEN  IM Safeguarding & PREVENT  JB Pupil Premium  ML Attendance  In relation to sub-committees, this item has been deferred as BS is aware of a survey being circulated to school LGB’s on their thoughts as to the purposefulness of sub-committees. |  |
| 11. | **Governors visits**  It was confirmed that all Governors visits had been completed and the reports received and circulated. BS will circulate the visits needed for 2016-17 and the LGB will need to sign up to these. | **BS** |
| 12. | **Educational Visits**  There are no visits planned for this term. |  |
| 13. | **DfE Information**  ***11.1. 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> |  |
| 14. | **Any other business**  None at this time. |  |
| 13. | **Date of next meeting(s)**  No dates have been confirmed at this time. JS to circulate lists of dates, likely to be during the first week back after a school break to enable the Headteacher to complete her data collection and prepare the report. | **JS** |

**CONFIDENTIAL**

At this point BS, KH & CK were asked to leave the meeting temporarily.

ML informed the LGB that she had been present, alongside the CEO of the Trust, at the Headteacher’s PMR and that it had been agreed to grant a rise in pay. This has been taken to the Trust Board and ratified.

BS then rejoined the meeting to talk about staff PMR at Chesterton. BS said she had 3 staff that were eligible for pay reviews. Of these, one member of staff BS wanted to raise 2 points up the scale, the remaining two to be raised 1 point up the scale. All staff had worked extremely hard over the academic year and their results reflected their raises. The rise would come into effect as of 01 September 2016.

The LGB ratified the decision to award the pay increases as above.