

**MINUTES:**

**BOARD:** Local Governing Board

**SCHOOL:** Chesterton Primary School

**DATE:** Tuesday 11<sup>th</sup> July 2023

**TIME:** 14:30 – 15:50

**VENUE:** Chesterton School

**ATTENDED:**

Andy Atkins (AA)	Trust Governor
Kate Coates (KC)	Chair
Ian Murray (IM)	Vice Chair
Alexandra Singer (AS)	Parent Governor
Clare Andrews (CA)	Headteacher
Karen Jarvis (KJ)	Trust Governor (attended virtually)
Rae Aldous (RA)	Active Learning Trust (attended virtually)

**APOLOGIES:** Lisa Corby (LC) Observer to be ratified as Governor

**IN ATTENDANCE:** Kay Sandford-Beal Judicium Clerk (attended virtually)

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

**MEETING FOLDER:** [11.07.2023](#)

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	<b>Welcome and Introductions:</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> Apologies for absence had been received from Lisa Corby, observer to be ratified as Governor.
2.2	<b>Confirmation of Quorum</b> The meeting was confirmed as quorate.
2.3	<b>Declarations of interest for this Meeting:</b> No pecuniary or personal interests were advised for any agenda item for this meeting.

2.4	<p><b>Confidentiality Statement:</b> The Chair read the Confidentiality Statement. <i>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><b>Any Other Business:</b> 2 items were identified as AOB and would be discussed as part of the HT report, under agenda item 8: Pupil Voice and KS2 Results Data.</p>																																										
4.	<p><b>Minutes:</b> The Minutes of the previous meeting on 15<sup>th</sup> May 2023 were <b>approved</b> at this meeting and will be signed by the Chair on Governor hub.</p>																																										
5	<p><b>Matters Arising from the Minutes:</b></p> <p>Actions arising from the Minutes of the Chesterton Primary School Local Governing Board meeting held on 15<sup>th</sup> May 2023</p> <table border="1" data-bbox="268 853 1374 1597"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2.1</td> <td>Update Governor Hub with Gwil Purchase and Poppy Tonks Resignations</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>Amend minutes of 20.03.23 LGB to record AA as absent</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>8.16</td> <td>Check with IT to ensure which email addresses are for Governors</td> <td>CA</td> <td>Completed</td> </tr> <tr> <td>11.1</td> <td>Staff and pupil well-being survey to be conducted and shared at July LGC</td> <td>CA</td> <td>Completed</td> </tr> <tr> <td>12.1</td> <td>Carry over Risk Assessment Policy Review to July meeting</td> <td>Clerk/ CA</td> <td>Completed</td> </tr> <tr> <td>13.1</td> <td>SEN Governor Visit Report - Carry over to July meeting once roles and responsibilities have been reallocated</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>13.2</td> <td>Discuss how future Governing Board needs to operate</td> <td>KC/CA</td> <td>Completed</td> </tr> <tr> <td>13.3</td> <td>Governors to ensure Governor Visit Days in diary</td> <td>Governors</td> <td>Completed</td> </tr> </tbody> </table> <p><b>Outstanding Actions</b></p> <table border="1" data-bbox="268 1711 1331 1980"> <thead> <tr> <th>Item</th> <th>Responsible</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>KC to provide an up-to-date list to the governors about governor expectations and what needs to be completed in terms of paperwork and training, in a 'to do' list document format.</td> <td>KC</td> <td><i>In progress</i></td> </tr> </tbody> </table>	Item	Action	Actionee	Status	2.1	Update Governor Hub with Gwil Purchase and Poppy Tonks Resignations	Clerk	Completed	4	Amend minutes of 20.03.23 LGB to record AA as absent	Clerk	Completed	8.16	Check with IT to ensure which email addresses are for Governors	CA	Completed	11.1	Staff and pupil well-being survey to be conducted and shared at July LGC	CA	Completed	12.1	Carry over Risk Assessment Policy Review to July meeting	Clerk/ CA	Completed	13.1	SEN Governor Visit Report - Carry over to July meeting once roles and responsibilities have been reallocated	Clerk	Completed	13.2	Discuss how future Governing Board needs to operate	KC/CA	Completed	13.3	Governors to ensure Governor Visit Days in diary	Governors	Completed	Item	Responsible	Status	KC to provide an up-to-date list to the governors about governor expectations and what needs to be completed in terms of paperwork and training, in a 'to do' list document format.	KC	<i>In progress</i>
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	Circulate an updated staffing structure to the governing board.	CA/ Clerk	Completed
	KC to send a list of training courses to the governors who are encouraged to sign themselves up to any of the courses.	KC	See agenda item 13.1
	CA should split the data to show children who have been at school from Reception through to Year 6 and those new to English	CA	Completed
	KY to contact the Health & Safety Lead for Risk Assessment policy. Policy to be reviewed later	CA/H&S Lead/ Clerk	Completed
	Governors to complete their Declarations of Pecuniary Interest. Outstanding DBS paperwork to be completed	Governors	<i>In progress</i>
	SEN Governors visit to be arranged and report written	SEND	Completed - added to 11.07.23 agenda
6	<b>Correspondence:</b>		
6.1	Correspondence had been received by the Chair and documented separately as a confidential item.		
6.2	KC shared with Governors that a robust process of external recruitment had taken place last week for leadership of Chesterton. Claire Andrews had been selected as the substantive Head Teacher and a letter had been drafted and would be announced to parents, following the sharing of this news with Governors. KC and Governors congratulated CA.		
7.	<b>TAS (Team around the school – standing item).</b>		
7.1	<p>RA reported that the <b>Trust TAS</b> had visited Chesterton last week, with attendance by all those within the Trust who had been supporting Chesterton in recent months across all areas. These included HR, H &amp; S, governance, site security, teacher development and finance. A clear protocol and action plan was now in place for regular review.</p> <p>The findings were as follows:</p> <ol style="list-style-type: none"> <li>1. Staffing had been secured with an experienced range of teachers recruited for the Autumn term.</li> <li>2. Accurate SEF and Rapid Development Plan were in place.</li> <li>3. Focus on ensuring quality of education.</li> <li>4. Focus on embedding and developing the school culture.</li> <li>5. All statutory requirements now in place e.g. attendance monitoring, appropriate reporting and policies. Of particular note was the significant improvement in Safeguarding awareness and monitoring. Thanks in particular were given to Victoria Storey, who had delivered significant work and expertise in this area. All staff are now fully aware of how to report any safeguarding concerns. It was noted</li> </ol>		

7.2	that the area of EYFS safeguarding requires more improvement. A new teacher started in June and plans are in place to transform the space and upskill the staff.
	KC thanked RA for her update and invited questions. There were no further questions.
7.3	The <a href="#">School TAS</a> report was also shared with Governors in advance of the meeting, highlighting key School priorities and actions required
8	<b><a href="#">Headteacher's Report</a></b>
8.1	General update - CA had shared the HT report with Governors in advance of the meeting and highlighted key updates. There had been 2 referrals to MASH and 2 to LADO.
8.2	<b>Q:</b> Having had no previous safeguarding concerns, are these safeguarding referrals only now surfacing?
	<b>A:</b> Yes. We have proactively followed up with the Local Authority to ensure the appropriate and timely sharing of data. We now have the information to report and monitor accurately. There should previously have been more joined up sharing of information between all services.
	<b>Q:</b> We were reassured previously that there were no safeguarding incidents or concerns. How can we be sure it won't happen again?
	<b>A:</b> Safeguarding processes were in place previously, but these have been significantly tightened. With the arrival of a new CEO, we now have more robust Trust processes in place and staff are currently being upskilled. The Trust will monitor regularly and external reviews will take place. All safeguarding concerns are recorded on MyConcern and the Single Central Record will be checked and audited. Governor Development and training will also support Governors in gaining confidence and assurance in this important area. A newsletter would be sent to parents informing them of the rapid change and improvement at Chesterton, including the announcement of Victoria (Storey?) as Interim Assistant Headteacher, together with details of the recruitment of new teaching staff. There will be new teachers across every year group from EYFS to year 6.
	<b>ACTION: CA</b>
8.4	<b>Q:</b> Why is Sam Chapman leaving?
	<b>A:</b> She has made the decision to resign.
8.5	<b>Q:</b> What confidence do you have in your new team?
	<b>A:</b> I am confident. They are a mixture of direct and agency recruitment and some have been recruited on temp to perm contracts. The recruitment process has been tight and strong references have been received.
8.6	<a href="#">KS2 Data</a> outcomes had been published the day of the FGB and shared on Governor Hub. The data was above the national average, apart from spelling and punctuation.
8.7	KS1 data had been moderated internally and by the Trust.
8.8	EYFS profile data showed a good level of development, with a need to target and track the development of 7 specific children.
8.9	The results of the Year 1 Phonics test had been higher than anticipated at 80% which had prompted questions over the accuracy of the results and the administration of the test. It had been administered by one person as there was a requirement for familiarity with the pupils. CA considered that the percentage is more likely to be around 60%. All agreed that the administration process should be reviewed and brought back to the next FGB.
	<b>ACTION: CA/ Clerk</b>
8.10	<b>Q:</b> I note that there are 180 pupils on roll, with some of that number also due to leave the school.

8.11	<p><b>A:</b> A number of these were in process before I took over as HT. They are being processed but are still on waiting lists to be moved to other schools. I have interest from parents whom I meet in person and provide with tours of the school. I have also met with parents who were due to move their children. They have now decided to keep them at the school.</p> <p><b>Q:</b> The condition and external look of the building, particularly the front gate can be off-putting to parents and children. Are there low-cost interventions that you can put in place to provide it with an uplift to make it more welcoming?</p> <p><b>A:</b> I am in the process of negotiating the maintenance contract to make differences over the Summer.</p>
10 10.1 10.2 10.3	<p><b>Safeguarding</b> – Safeguarding had already been discussed as part of the HT report and taken out of sequence to allow for the natural continuation of the discussion.</p> <p>IM, as Safeguarding Governor, shared that the SCR Tracking Training he had received had been very helpful. He shared completed <a href="#">a Deep Dive Safeguarding Review</a> which had taken place 22.03.23. This has now been uploaded to Governor Hub.</p> <p><b>Q:</b> Who is responsible for updating the SCR?</p> <p><b>A:</b> The SBM and when absent this is covered by an administrator at the Trust. In the case of KC as Chair and HT at Kingsfield, the employee school’s SCR is cross-referenced.</p> <p><b>Q:</b> I noticed that you state that the school is mostly compliant in Safeguarding?</p> <p><b>A:</b> Yes, but there are areas of the SCR where there were gaps regarding employees who are no longer on the staff.</p> <p><b>Q:</b> How can we ensure the SCR is appropriately completed going forward?</p> <p><b>A:</b> It will be reviewed and monitored on a regular basis.</p>
9. 9.1 9.2	<p><b>Staff and Wellbeing Survey</b> – Presentation and Discussion</p> <p>A Trust wide staff and wellbeing survey had been distributed, but a limited number of staff had been in post long enough to participate. Results would be received and shared in the Autumn term.</p> <p>The <a href="#">Pupil Survey Outcomes</a> were shared with Governors in advance of the meeting. An action plan had resulted from the survey which included the need for appropriate training in SEND and a focus on risk reduction.</p> <p><b>Q:</b> How many responded to the survey and why the focus on behaviour?</p> <p><b>A:</b> 55 pupils submitted their responses. We felt that the focus on behaviour was key and wanted to look at both negatives and positives.</p>
11. 11.1 11.2	<p><b>School Policies:</b></p> <p>Risk Assessment Policy – the policy was reviewed by Governors and formally approved.</p> <p>Attendance Policy – the policy was reviewed by Governors and formally approved.</p> <p style="text-align: right;"><b>ACTION: CA</b></p>
12 12.1 12.2	<p><b>Governor Monitoring</b></p> <p>Membership – KC proposed the nomination of Lisa Corby as Trust Governor. Lisa is former Head Teacher and an advisor to the Trust. Governors were happy to approve the appointment.</p> <p>It was agreed that the following agenda items be revisited once new governors had been recruited:</p> <p>12.2 Roles and responsibilities</p> <p>12.3 SEN Governor visit and report</p>

	12.4 Governor Skills Audit 12.5 Board Meeting Dates 23-24 – the next meeting on the 17 October at 1.30pm was agreed. Future dates would be discussed once new governors had been recruited. <b>ACTION: KS</b>
13.	<b>Governor training and development</b>
13.1	13.1 Safeguarding – Staff would be provided with Safeguarding training in September, which Governors would be invited to attend. KJ added that there would be mandatory training for Governors over the Summer, details of which would be shared via Governor Hub.
13.2	13.2 Prevent – see 13.1.
13.3	Pecuniary Interests and DBS paperwork – nothing to report.
13.4	Governor Hub profiles – nothing to report.
14.	<b>Any Other Business:</b>
14.1	Pupil Voice – covered in HT.
14.2	KS 2 Results Data – covered in HT.
15,	<b>Identify Items for Confidential Part II Minutes:</b> 2 matters were identified for inclusion in Confidential Part II minutes and minuted separately.
16	<b>Meeting Dates</b> The next meeting was confirmed as Tuesday 17 <sup>th</sup> October at 13.30.
17.	<b>The meeting was Closed by the Chair at 15:50</b>

### Actions arising from the Minutes of the Chesterton Local Governing Board held on 11<sup>th</sup> July 2023

Item	Action	Actionee	Status
8.3	Share newsletter with Governors	CA	
8.9	CA to review and improve process for phonics testing	CA	
8.9	Phonics testing review – add to Oct FGB	Clerk	
11.2	CA to ensure that Trust and School Policies are aligned	CA	
12.2	KS to update Governor Hub with FGB Date	Clerk	Completed

### Outstanding items:

Item	Responsible	Status
Governors to complete their Declarations of Pecuniary Interest. Outstanding DBS paperwork to be completed	Governors	Ensure completion by new Governors once recruited.

Governors to ensure their profiles are up to date on Governor Hub	Governors and Clerk	Ensure completion by new Governors once recruited.
Safeguarding training, prevent, KCSIE and pecuniary interest documents checked and updated annually	Governors and Clerk	Ensure completion by new Governors once recruited.

**Minutes are signed digitally by the Chair on Governor Hub.**