



# Chesterton Primary School

Green End Road

Cambridge

CB4 1RW

admin@chestertonprimary.org



**LOCAL GOVERNING BODY MINUTES OF MEETING**  
**Tuesday 18<sup>th</sup> May 2021 at 6pm, held remotely on Microsoft Teams**

**Present:**

- Andy Atkins (AA) (Trust Gov.)
- Phillip Dowell (PD) (Staff Gov.)
- Tim Gingell (TG) (Parent Gov.)
- Gemma Hooper (GH) (Parent Gov.)
- Marion Lloyd (ML) (Chair)
- Richard Martin (RM) (Interim HT)

**Apologies:**

- Annabel Charles
- Sue Hunt
- Ian Murray

**Also in attendance:**

- Helen Andrews (HA) (Locum Clerk)
- Marcos Ioannou (MI) (Int. Dept. Head)

| Item       | Agenda Item  | Action |
|------------|--|--------|
| <b>1.0</b> | <p><b>Welcome &amp; Apologies for absence</b></p> <p>The Chair opened the meeting by welcoming MI to the LGB. MI has been recruited as the Interim Deputy Head and SENDCo for the duration of KY's maternity leave.</p> <p>Apologies were received and accepted from AC, SH and IM. The meeting was quorate.</p> |        |
| <b>2.0</b> | <p><b>Declaration of Interests for Items on the Agenda</b></p> <p>There were no declarations of pecuniary interests reported for items on the agenda of this meeting.</p>  |        |



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| 3.0 | <p><b>Chair's actions</b></p> <p>No update since the last meeting.</p>   |   |
| 4.0 | <p><b>Minutes of the LGB Meeting, held on Tuesday 16<sup>th</sup> March 2021, and Matters Arising</b></p> <p>4.1 The minutes of the previous meeting were signed and approved by the Chair as an accurate record of the meeting.</p> <p><b>Action:</b> ML to sign and post a set of minutes to RM for adding to the hard copy file in the school office.</p> <p><b>Challenge:</b> A governor asked if the minutes from LGB meetings were now being published on the school website.</p> <p>Governors were reminded that it is only possible to publish minutes of LGB meetings once they have been approved by governors at an LGB meeting. RM explained that a member of the office team has received training to be able to update the school website, which was acknowledged as being very out of date.</p> <p>RM advised governors that HA has provided him with a copy of a school website checklist, appropriate for academies, which can be used to fully audit the website and highlight areas that need updating.</p> <p><b>Action:</b> RM to ensure that the minutes of the meeting held on 15<sup>th</sup> December 2020 are published on the school website.</p> <p>RM confirmed that he has spoken to the Trust about website maintenance.</p> <p><b>Action:</b> ML will speak to the Trust about the IT system.</p> <p><b>Action:</b> TG will review the website to highlight areas for priority. RM will share the website checklist to provide structure to TG's review.</p> | <p><b>ML</b></p> <p><b>RM</b></p> <p><b>ML</b></p> <p><b>TG, RM</b></p> |
| 4.2 | <p>Matters arising:</p> <p>All actions from the previous meeting were confirmed as completed.</p>  |   |



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| 5.0 | <b>Head Teacher's Report</b>   |                  |
|     | <p>5.1 <u>Head Teacher's Report</u></p> <p>A copy of the Head Teacher's Report was circulated to governors for review ahead of the meeting.</p> <p>RM thanked those governors who sent questions in advance of the meeting:</p> <p><b>Q</b> – A governor asked what CEV referred to in the report.</p> <p>RM confirmed that CEV stood for Clinically Extremely Vulnerable, which referred to those members of staff who were previously shielding as a result of the C-19 pandemic. RM clarified that, since their return from March 2021, it has improved staff capacity. All members of staff classified as Clinically Extremely Vulnerable now have individual C-19 Risk Assessments in place to ensure all aspects of risk are considered.</p> <p><b>Challenge:</b> A governor suggested the implementation of an additional column to the table showing the impact of the Pupil Premium Grant (PPG) on individual pupils.</p> <p>RM explained that, in its current format, the table has a column labelled "Impact" which includes details of interventions and strategies implemented as well as any impact already evident.</p> <p><b>Action:</b> Concerning the PPG table in the Head Teacher's Report, RM agreed to amend the current column named "Impact" to read "Implemented" and add an additional column called "Impact" in order to make the evaluation of spend more visible.</p> <p><b>Challenge:</b> A governor asked if RM had an understanding for how the Pupil Premium (PP) cohort has made progress.</p> <p>RM explained that the school had provided additional resources to support this cohort learning from home during the last national lockdown. The impact of this is that it provided a higher engagement and enabled the children to link to the classroom. He was not able to vouch for the entire school at the time of the meeting but was able to verify</p> | <p><b>RM</b></p> |



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| <p>the impact in Year 5 due his personal involvement with this cohort. For Year 5, which has 6 PP children in the class, 3 children attended school during the last lockdown, a further 2 were given laptops to access learning from home and the last child already had access to a device for home learning. The provision in place for them was good. RM intends to provide progress/attainment data for the next LGB meeting.</p> <p><b>Action:</b> RM to present progress/attainment data within the next Head Teacher’s Report for the LGB meeting on 20<sup>th</sup> July 2021.</p> <p><b>Challenge:</b> A governor asked, in relation to spending proportions, which was the most effective use of the funding. The governor acknowledged that the spend on staffing was a high proportion of the overall cost.</p> <p>RM explained that it was difficult to justify the smaller amounts but, the staff sourced from this funding are making a huge impact for these children, both in their progress and in terms of supporting their behaviour. RM made reference to the work of Commando Joe, which provides a whole class focus on team building. Resources packs provided to PP children also enabled them access remote learning during the latest national lockdown. The PPG has also supported two-thirds of the cost for PP children with regards to the Bushcraft school trip to give this cohort the opportunity to attend.</p> <p>The National Tutoring Program is still taking place in school. 25 children across Years 3-5 have been identified for this intervention. RM explained that this provision could have been extended to children in Year 6 but, further consideration concluded that the class teacher was capable of closing the gaps for these children. The National Tutoring Program is being funded by the C-19 Catch-up Fund, and this will be carried into the new year where it is required. Governors will receive a report on the impact of the C-19 Catch-up Fund at the end of the school year.</p> <p>RM raised the issue of staffing going forward. Due to a recent resignation, a full-time TA vacancy has been created. This will be filled by agency cover for the rest of the academic</p> | <p><b>RM</b></p> |
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| <p>year. A full-time TA will be recruited from September 2021.</p> <p>5.2 <u>School Logo Proposals</u></p> <p>Copies of two different designs for a school logo were circulated ahead of the meeting for governors to view. RM also shared his screen during the meeting to enable those governors who had not seen the logos to add their comments at the meeting.</p> <p>RM explained that all stakeholders have now had the opportunity to view the design, with a final collaboration by the Trust. Thanks were given to KY, AC and GH for their work undertaken by the LGB on this project. RM explained that more work is currently in progress to identify how these logos can be linked to the school's vision and values.</p> <p>A graphic design company will be contracted to finalise the logos and incorporate external providers, such as Ollie and his Superpowers. A governor suggested that the HT (or interim HT) needs to determine what content should be published on social media, what resource is needed to maintain it, and what the objective is of the channels chosen, once the final logo, vision and values are decided. He added that, social media needs a lot of focused effort to keep it fresh and updated as it gets out of date very easily.</p> <p>Governors shared a brief discussion on the wording used in the logo. RM concluded that the use of imperatives made it easier to highlight the ways that the school lives its values. All agreed that the tree design was in keeping with the Trust's logo.</p> <p>GH explained the rationale behind the chosen strapline as being relevant and bespoke to the school's social considerations to diversity and its local community.</p> <p><b>Challenge:</b> A governor asked what were the next steps.</p> <p>RM confirmed that now the vision and values were agreed, he will be working with the Trust to publish a flyer. Work will also be targeted on updating the school website and social media presence. It is not yet clear if there is a big launch planned for this piece of</p> |  |
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| <p>work.</p> <p>Internally, the school will adopt the values into the curriculums across all subjects; they will be visible throughout the school and in individual classrooms.</p> <p><b>Challenge:</b> A governor asked how the school intended to involve the children.</p> <p>RM explained that the current Golden Rules format will be replaced with individual rules determined by each class. These will be ultimately linked to the school values but will be more age appropriate for each cohort. Each class will have their own tree, the branches of each tree will state the children’s own rules.</p> <p><b>Challenge:</b> A governor asked how will these values be promoted to visitors to the school.</p> <p>Governors shared a brief discussion, concluding that the school foyer area could be redesigned during the Summer 2 term. The values can also be communicated through school newsletters and social media going forward.</p> <p><b>Challenge:</b> A governor asked if it was possible to have awards for each imperative, i.e. a Head Teacher Award for Perseverance.</p> <p>RM agreed this was a good idea and would follow this up with SLT.</p> <p>The Chair thanked GH for her work on the visions and values. Governors queried the size of the foyer and discussed using the external noticeboard near the school site entrance as another opportunity for promoting the school. All agreed that this would be useful as this access point is also used by patrons of the nursery. Governors agreed that parents might also have some useful ideas and expertise that may make the best use of the foyer area.</p> <p><b>Action:</b> RM to make notes on his ideas for the next steps to share with the vision and values working party to define a plan.</p> <p>There being no further questions, the Chair of Governors thanked RM for his responses to</p> | <p><b>RM</b></p> |
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|            | governor challenge.   |                                   |
| <b>6.0</b> | <b>Update on the USP and Vision of Chesterton Primary School</b><br>Governors confirmed this had already been discussed in the previous item.   |                                   |
| <b>8.0</b> | <b>Any Other Business</b>   |                                   |
| 8.1        | <p>The date of the next meeting was confirmed as 20<sup>th</sup> July 2021. Since the meeting will be “standards” related, the Chair suggested that the agenda focus on PP, the impact of the National Tutoring Program and progress/attainment data to include gap analysis to identify a high level picture of need across the school.</p> <p>The Head Teacher Report will be data specific and will include an update from the secondary schools determining how last year’s Year 6 cohort are faring in the next stage of their education.</p> <p><b>Action:</b> GH offered to follow up with local secondary schools for an update on their Yr7 cohort from Chesterton Primary School. GM will liaise with the Year 6 teacher for support.</p> <p><b>Action:</b> ML will liaise with the Trust to see if a face-to-face meeting will be possible for the next LGB meeting.</p> <p>The Clerk advised that she will have to join the meeting remotely in accordance with guidance from the local authority.</p> <p>Governors were invited to advise the Chair if they had any other items for consideration on the agenda.</p> | <p><b>GH</b></p> <p><b>ML</b></p> |
| 8.2        | <p>Thanks was given to TG for his work on the LGB, his last meeting will be 20<sup>th</sup> July 2021. Governors wished him good luck and best wishes for the future.</p> <p><b>Challenge:</b> A governor asked if the LGB was considering succession planning. It was agreed that this would be a focus for the LGB at future meetings.</p>  |                                   |





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| 8.3 | <p><b>Challenge:</b> A governor asked if the Bushcraft school trip needed LGB approval, as this was considered in previous academic years.</p> <p>RM confirmed that the trip arrangements had already been completed on Evolve and submitted to the local authority.</p> <p>Governors determined that it was stated in the Scheme of Delegation that all trips should be approved by the LGB.</p> <p><b>Ratification:</b> Governors unanimously agreed that, since the trip was a regular annual arrangement, the trip for the Bushcraft trip 2020-2021 was approved by members of the LGB.</p> |  |
| 8.3 | There being no further items of Any Other Business, the meeting closed at 7.06pm  |  |

## Actions from the LGB meeting, dated 18<sup>th</sup> MAY 2021

| Item | Action   | Delegated to                      | Timeframe                               |
|------|--|-----------------------------------|---|
| 4.1  | <p>ML to sign and post a set of minutes to RM for adding to the hard copy file in the school office.</p> <p>RM to ensure that the minutes of the meeting held on 15th December 2020 are published on the school website.</p> <p>TG will review the website to highlight areas for priority. RM will share the website checklist to provide structure to TG's review.</p> | <p>ML</p> <p>RM</p> <p>TG, RM</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>     |
| 5.1  | <p>Concerning the PPG table in the Head Teacher's Report, RM agreed to amend the current column named "Impact" to read "Implemented" and add an additional column called "Impact" in order to make the evaluation of spend more visible.</p> <p>RM to include progress/attainment data within the next Head Teacher's Report for the LGB meeting on 20th July 2021.</p>  | <p>RM</p> <p>RM</p>               | <p>Next meeting</p> <p>Next meeting</p> |
| 5.2  | RM to make notes on his ideas for the next steps to share with the vision and values working party to define a plan.   | RM                                | ASAP                                    |
| 8.1  | GH offered to follow up with local secondary schools for an update   | GH                                | Next meeting                            |





An Active Learning Trust Academy

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|  | <p>on their Yr7 cohort from Chesterton Primary School. GH will liaise with the Year 6 teacher for support.<br/>ML will liaise with the Trust to see if a face-to-face meeting will be possible for the next LGB meeting.</p> | ML | Next meeting |
|--|--|----|--------------|

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