



An Active Learning Trust Academy

Chesterton Primary School

Green End Road

Cambridge

CB4 1RW

admin@chestertonprimary.org



LOCAL GOVERNING BODY MINUTES OF MEETING
Tuesday 20th July 2021 at 6pm, held remotely on Microsoft Teams

Present:

- Andy Atkins (AA) (Trust Gov.)
- Annabel Charles (AC) (Trust Gov.)
- Phillip Dowell (PD) (Staff Gov.)
- Tim Gingell (TG) (Parent Gov.)
- Gemma Hooper (GH) (Parent Gov.)
- Sue Hunt (SH) (Trust Gov.)
- Marion Lloyd (ML) (Chair)
- Richard Martin (RM) (Interim HT)
- Ian Murray (IM) (Trust Gov.)

Apologies:

- Gwilym
- Purchase

Also in attendance:

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

Item	Agenda Item	Action
1.0	<p>Welcome & Apologies for absence</p> <p>The Chair opened the meeting by welcoming all to the meeting.</p> <p>Apologies were received and accepted from GP. The meeting was quorate.</p>	
2.0	<p>Declaration of Interests for Items on the Agenda</p> <p>There were no declarations of pecuniary interests reported for items on the agenda of this meeting.</p>	
3.0	<p>Minutes of the LGB Meeting, held on Tuesday 18th May 2021, and Matters Arising</p>	



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3.1	The minutes of the previous meeting approved and will be signed by the Chair as an accurate record of the meeting. A hard copy will be posted to RM for updating the school's files.	
3.2	<p>Matters arising:</p> <p>Action: HA to resend all approved minutes during her time as Locum Clerk to ML for signing. ML will sign hard copies and post them to RM for updating the school's files. Completed.</p> <p>(4.1) RM confirmed that the LGB minutes, dated 15th December 2020 are now published on the school website.</p> <p>TG has completed an audit of the school website and there is a lot to update. The School Business Manager is working through a list of actions. RM will complete his training to be able to update the school website.</p> <p>(5.1) The PPG was circulated in the meeting pack for this meeting. RM gave his apologies for the amount of data in his HT Report; it contains both attainment and progress data. RM explained that the data comes from Target Tracker. Governors can decide later what type of data they want to receive at meetings; Target Tracker is easy to manipulate to produce bespoke reports.</p> <p>(5.2) The Vision and Values have now been approved by the Trust. The school logo has been drafted and RM is currently working on the design of the school letterhead. RM advised that the school is currently exploring ways of fitting the Vision and Values into the curriculum.</p> <p>(8.1) GH gave an update on the work she has undertaken concerning her follow-up with local secondary schools with regards former pupils in their Year 7 cohorts. She has drafted questions for the respective Heads of Year and parents.</p> <p>GH reports that, socially, Year 7 pupils from CPS adapt well to secondary school. Homework has been something of a shock for many though. GH has been advised that approaches to discipline are a challenge for some at their new schools because they are</p>	HA



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	<p>different from the more nurturing and constructive system at CPS.</p> <p>Challenge: A governor asked how children respond to discipline at secondary school. Governors were advised that parents felt the more formal disciplinary measures were effective at creating boundaries as pupils moved to a secondary context.</p> <p>A governor, speaking as a parent, suggested that the transition for those with special educational needs should be considered earlier than they have been previously.</p>	
4.0	<p>Chair’s Update Since Last Meeting</p> <p>Nothing to report since the last meeting.</p>	
5.0	<p>Head Teacher’s Report</p>	
	<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 gave an overview of his report, making the following points:</p> <ul style="list-style-type: none"> • RM’s main headline for this report is the attainment and progress of Year 6. The pattern across the school is consistent but Year 6 have been particularly successful in their academic progress, despite the challenges presented by the pandemic. • Recruitment challenges are still ongoing. • There have been some instances of challenging behaviour from a small number of pupils. • Learning led to some issues with engagement during both national lockdowns. In particular it was difficult for pupils to complete extended writing; RM feels that stamina for writing has suffered as a result. Support is required in all year groups. The target for next year will be writing and this will be evident in planning the timetable for next year, without narrowing the curriculum too much. <p>Challenge: A governor asked if any research has been undertaken for accelerating</p>	



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	<p>progress in reading and writing.</p> <p>RM replied, not yet.</p> <p>Action: AC will conduct some research to identify some strategies for accelerating progress in reading and writing in the new year.</p> <ul style="list-style-type: none"> RM explained how the headers work in the data summaries shared ahead of the meeting. Target Tracker is a tool used for recording both internal and external assessment. <p>Challenge: A governor noted that Year 5 boys are behind and it was acknowledged that those with challenging behaviour were generally performing below the expected standard. Governors discussed the nurturing environment at CPS as opposed to the more formal approaches to behaviour management deployed at secondary school. RM explained the STEPS approach adopted by the school to encourage children to engage with the curriculum and develop the self-discipline to regulate their own behaviour. It was emphasised that the school sets clear expectations and boundaries for pupils.</p> <p>A clear trend is evident in the data for writing which links reading and the engagement of boys. RM suggested AC focus on the research for how this cohort can be engaged. ML recalled the work undertaken in the Mud Kitchen that was helpful for encouraging boys to write in the younger year groups some time ago. AC reminded governors of a previous conversation about a big writing project to possibly engage the boys, involving exploring ways of celebrating and publishing children’s writing.</p> <p>Action: AC to liaise with GH concerning the school newspaper to engage boys with writing.</p> <ul style="list-style-type: none"> RM drew attention to the work undertaken by PF through the National Tutoring Programme which was also included in the data circulated ahead of the meeting. The interventions provided by the tutor have led to a significant improvement, 	<p>AC</p> <p>AC</p>
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	<p>particularly for readers in Year 3, and grammar and maths in Year 4. RM is exploring the possibility of providing more interventions through the programme in the new year. Currently, he is not sure whether this will come via the National Tutoring Programme (NTP), Academic Mentoring or recruiting someone based on the NTP model. TG reminded RM of the statutory requirement to record all spending and its impact for the Catch-up Premium, Sports Premium and Pupil Premium. This needs to be published on the school website as quickly as possible. TG also pointed out the need to publish attainment and progress on the school website and Governors discussed the advantages and disadvantages of publishing data related to progress at the end of this particular year, given the challenges presented by the pandemic.</p> <p>GH raised the matter of the historic social pressure for local children to attend Shirley Primary School. A small number of families were not convinced by the tours of Chesterton Primary School and opted for Shirley as an alternative. The facilities at Shirley are very competitive. Governors unanimously agreed that the tours for prospective parents needed reimagining as they were not selling the school. ML suggested involving a party of existing parents to provide the tours next year.</p> <p>ML thanked RM for his comprehensive report for this meeting.</p>	
6.0	<p>Discussion on School Timings for 2021-2022</p> <p>RM advised governors that the Trust has approved a change to the start of the school day to a single-entry time between 8.40-8.50am. In consideration of the school's statutory requirement, there would be no reduction to teaching hours, meaning the end of the school day would be at 3.15pm. Breakfast Club will not be running from the start of the new school year; Active Play have shown an interest in providing such a provision in the future. RM feels that there is a demand for a Breakfast Club to be competitive with other local schools.</p> <p>Challenge: A governor asked about the practicalities of all classes starting together whilst</p>	



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	<p>C-19 restrictions are still in force.</p> <p>RM explained that all 6 entrances and exits will still be utilised to ensure risk is kept to a minimum.</p> <p>The majority of governors felt that the change to the start time was acceptable but urged RM to explore Breakfast Club options for working families.</p> <p>One governor urged the changes to be communicated well, and at every opportunity in the run up to the end of the school year to give parents sufficient time to make childcare arrangements, as needed.</p>	
7.0	Update on the Vision & Values of Chesterton Primary School	
	All felt that this had been sufficiently covered in Item 6 on the agenda.	
8.0	Review of School Policies	
8.1	<p><u>ALT Staff Expenses Policy</u></p> <p>A copy of the ALT Staff Expenses Policy was circulated for review by governors ahead of the meeting.</p> <p>Ratification: Members of the LGB unanimously acknowledged the ALT Staff Expenses Policy and confirmed its adoption at Chesterton Primary School.</p>	
9.0	Any Other Business	
9.1	<p>A copy of the proposed dates for LGB meetings for the next academic year was circulated for review ahead of the meeting.</p> <p>Ratification: Governors unanimously approved the proposed dates for 2021-2022. The first meeting of the academic year will be Tuesday 28th September 2021 at 6pm. [Later changed to 4.10.21]</p>	
9.2	ML advised the LGB that she was stepping down as Chair and a member of the LGB at the end of the year. The LGB were informed that David Hilton, Director of Education at the	



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	<p>Trust, will be Chair of the LGB from 1st September 2021.</p> <p>Members of the LGB expressed their thanks and appreciation to ML for overseeing the school through a time of great growth process.</p> <p>Action: RM is to liaise with the Trust in terms of getting in contact with the new Chair and confirming the arrangements for his appointment on the LGB.</p> <p>IM volunteered to serve as Vice-Chair if there were no other self-nominations for the role.</p> <p>Governors were advised that as GH is now employed by the school, she will no longer be able to serve on the LGB as a Parent Governor. Two Parent Governors will be needed from the start of the new academic year. A Parent Governor election will be required as soon as possible to fill these vacancies.</p> <p>Action: Clerk to help facilitate a Parent Governor election during the first term of the new school year.</p> <p>Action: ML to write a letter of thanks and appreciation to all staff on behalf of governors before the end of the school year.</p>	<p>RM</p> <p>Clerk</p> <p>ML</p>
9.3	<p>Not stated on the agenda for this meeting, AC provided the LGB with an overview of her findings from her recent monitoring visit concerning Attendance, Punctuality and Behaviour.</p> <p>Governors suggested that the LGB explores other income streams to support those children demonstrating challenging behaviour in the new year.</p>	
9.4	<p>There being no further items of Any Other Business, the meeting closed at 7.35pm</p>	



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Actions from the LGB meeting, dated 20th JULY 2021

Item	Action	Delegated to	Timeframe
3.2	HA to resend all approved minutes during her time as Locum Clerk to ML for signing. ML will sign hard copies and post them to RM for updating the school's files. Completed.	HA	ASAP
5.1	AC will conduct some research to identify some strategies for accelerating progress in reading and writing in the new year – specifically aimed at engaging boys in writing.	AC	Sept 2021
	AC to liaise with GH concerning the school newspaper to engage boys with writing.	AC	Sept 2021
9.2	RM is to liaise with the Trust in terms of getting in contact with the new Chair and confirming the arrangements for his appointment on the LGB.	RM	ASAP
	Clerk to help facilitate a Parent Governor election during the first term of the new school year.	Clerk	Autumn 2021
	ML to write a letter of thanks and appreciation to all staff on behalf of governors before the end of the school year.	ML	ASAP

LGB Meetings 2021-2022 (all to start at 6pm)

Monday 4th October 2021

Tuesday 14th December 2021

Tuesday 25th January 2022

Tuesday 29th March 2022

Tuesday 17th May 2022

Tuesday 12th July 2022