

## MINUTES:

**BOARD:** Local Governing Board

**SCHOOL:** Chesterton Primary School

**DATE:** Tuesday 19<sup>th</sup> March 2024

**TIME:** 13:30 – 15:30

**VENUE:** Chesterton Primary School

<b>ATTENDED:</b>	Rae Aldous (RA)	Academy Improvement Lead & Trust Governor
	Karen Jarvis (KJ)	Trust Governor of ALT
	Andy Atkins (AA)	Trust Governor
	Joan Ashley	Trust Governor
	Ian Murray (IM)	Vice Chair & Trust Governor
	Alexandra Singer (AS)	Trust Governor
	Clara Novo (CN)	Parent Governor
	Manoel Brod (MB)	Parent Governor
	Victoria Storey (VS)	Deputy Headteacher & Staff Governor
	Debbie Dickens (DD)	Parent Governor
	Simon Bainbridge (SB)	Trust Governor of ALT
	Emma Bowman	Judicium Clerk (attended virtually)

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

**MEETING FOLDER:** [06.02.2024](#)

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>
1.2	<i>Those present were welcomed by IM, the Vice Chair. New Governors, DD, CN &amp; MB introduced themselves to the board.</i>
	<b>Apologies for absence:</b>
	<i>None</i>
2	<b>Procedural items:</b>
2.1	<b>Confirmation of Quorum:</b>
	<i>The meeting was confirmed as quorate.</i>
2.2	<b>Declarations of interest for this Meeting:</b>

2.3	No pecuniary or personal interests were advised for any agenda item for this meeting. The Governors were reminded to register any declarations of interest on GovernorHub.																																						
2.4	<b>Potential Conflict:</b> None were declared.																																						
3	<b>Confidentiality Statement:</b> The Vice-Chair read the Confidentiality Statement. 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.																																						
4	<b>Chair's Action:</b> IM advised new Governors that an induction training meeting will be arranged with CN, NB, and DD.																																						
	<b>ACTION: IM &amp; SB</b>																																						
4	<b>Membership of the Governing Board/Committees &amp; Statutory Requirements:</b>																																						
4.1	-The Chair of Governors role remains vacant. The Active Learning Trust (ALT) continue advertise the position.																																						
4.2	-CN, DD & NB have been appointed as new Parent Governors.																																						
4.3	-The constitution has no other vacancies.																																						
5.	<b>Minutes of the last meeting:</b> Some Governors declared they had not read the minutes from the last meeting. For the benefit of new Governors, IM explained that these should be read in advance of the meeting and are available in the meeting folder on GovernorHub.																																						
5.1	The Minutes of the previous meeting on 6 <sup>th</sup> February 2024 were <b>approved</b> at this meeting and will be signed by the Vice- Chair on GovernorHub.																																						
5.2	<b>Matters Arising from the Minutes:</b> Actions arising from the Minutes of the Chesterton Primary School Local Governing Board meeting held on 6 <sup>th</sup> February 2024:																																						
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	16.1	Clerk to request cover clerk for 11/07/24	Clerk	Ongoing									
5.3	JA stated that one paragraph in the Safeguarding policy didn't make sense and she has not signed this. RA suggested they review this outside of the meeting. <div>ACTION: JA &amp; RA</div> <b>Outstanding Items:</b> <table><tr><th>Item</th><th>Responsible</th><th>Status</th></tr><tr><td>8.3 Newsletter to GovernorHub</td><td>RA</td><td>Ongoing, newsletter will be issued.</td></tr><tr><td>11.2 CA to ensure that Trust and School Policies are aligned</td><td>RA &amp; IM</td><td>Ongoing</td></tr></table>				Item	Responsible	Status	8.3 Newsletter to GovernorHub	RA	Ongoing, newsletter will be issued.	11.2 CA to ensure that Trust and School Policies are aligned	RA & IM	Ongoing
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6	<b>Educational Performance:</b> <i>The report was shared in advance of the meeting on GovernorHub. The main highlights included:</i>												
6.1	<b>Numbers on Role:</b> -There are currently 183/210 full time children, the numbers are relatively low for the school and admission numbers remain steady. <b>Q-How many admissions are there for September?</b> A-VS-We are full for September.												
6.2	<b>Staffing:</b> -RA advised the board that all staff are now employed, and the school has no agency teaching staff. There are two vacancies: one TA in Year 5 and HLTA. -Each classroom will have a TA as there is a high-level need with EAL (English Additional Language) and SEND (Special Educational Needs and Disabilities) children. Reception has 3 TA's. -The school has proactively advertised for contingency staff, a back-up teacher for anticipated absences.												
6.3	<b>Q-What about staff when they notice the school recruitment advertisements?</b> A-VS-Staff are aware that teaching vacancies are advertised, and their contracts are tied to the Trust so they're aware of deployment possibility.												
6.4	<b>Q-What's the role of the additional HLTA?</b> A-RA-They are Planning Preparation and Assessment (PPA) cover. At present we pay an agency staff member which is costly, if we can secure an employed HLTA this is more cost effective and consistent.												
6.5	IM invited Governors to ask questions about staffing. <b>Q-Please explain the differences between the Trust, Headteacher and Deputy headteacher roles, your relationships, and responsibilities?</b> A-RA-There is various support and structures in place to support VS. There will be sufficient leadership by having this hierarchy of Headteacher, Deputy Headteacher and an Assistant headteacher. We have also secured an English lead who has TLR (Teaching and Learning responsibility) and we'll do the same for Maths.												

6.6	<p><b>Q-Have you identified the reasons why the school has faced difficulty with recruiting?</b></p> <p>A-RA-We acknowledge there is a cost-of-living crisis nationally, and in Cambridgeshire. The cost of the contract has been additionally funded from the Trust. We recruit through an online system and DfE. There are no leadership concerns here, other one form entry schools do not usually have a Headteacher, a Deputy Headteacher and HLTA. KJ reiterated that the Trust and school want to hire a permanent employed Headteacher to attract the right person with the required credentials and qualification. KJ reminded Governors that Chesterton had received good SATS results in the past.</p>
6.7	<p>VS &amp; RA confirmed that the leadership hierarchy and roles will be outlined and shared with parents, teachers and LGB at the meeting.</p> <p style="text-align: right;"><b>ACTION: RA</b></p> <p>KJ explained that the trust can't divulge specific information to parents until decisions are made as they are bound by confidentiality. CN mentioned that her children had advised her of staff changes in the school and this was unacceptable. Parent Governors voiced concerns of miscommunication from the school and trust from their perspective. RA confirmed that the revised SEF (School Evaluation Form) reflects this need and parent questionnaires will be addressed and included in the summer SDP (School Development Plan).</p> <p>AS suggested the school re-start a parent's council as this was well received and keeps the lines of communication open. RA advised the school doesn't currently have the capacity to support this but can consider the council in the future. JA stressed that communication between parents and the school is imperative.</p> <p>IM requested a senior member from the Trust to attend a LGB meeting to address the issues.</p>
6.8	<p><b>Q-What is the recruitment process with the Trust for the new Headteacher role?</b></p> <p>A-RA-The last Chair (Kate) did attend the interview for the previous HT in 2023.</p>
6.9	<p><b>Q-What did the parents council involve?</b></p> <p>A-AS-I joined a Teams and it was informal, there were two parents per classroom, and we could ask various questions to the HT, for example questions about the canteen food to questions about the curriculum.</p> <p>KJ suggested a parents coffee morning and MB suggested a web form for parent's so they can share their feedback and collaborate with the school. VS confirmed that the parent questionnaire will be circulated next term and feedback will be shared.</p>
6.10	<p><b>Attendance:</b></p> <p>Attendance total for all pupils is 94.83% and in line with national standards. The processes are embedded in the school, teachers and pupils have taken ownership. The target is 96%. The attendance figures and golden number (96%) are shared with children in the classroom and celebrated.</p>

6.11	<p><b>Q-How many children in the school qualify for Pupil Premium (PP)?</b> A-RA-25%</p>
6.12	<p><b>Q-Do you think that this is the percentage of children who qualify for PP?</b> A-RA-No. Our website now includes a section that explains how parents can apply for (FSM) free school meals.</p> <p>VS explained the process will feature in the school newsletter. They will also liaise with children and parents, in particular, Reception and Year 1 as they qualify for FSM. A clear message needs to be understood that if parents sign the form, the school will receive funding for this.</p> <p>Some parent Governors stated the process was not clear for some parents and should be explained with transparency.</p>
6.13	<p><b>Attainment Data:</b> -Pupil Progress Meetings (PPM) have been conducted for Year 6, Year 2, Reception and Phonics for Year 1. -Year 6 have taken SATS practise tests as per the Trust's learning schedule.</p>
6.14	<p><b>Q-Is this week mock SATS week?</b> A-RA-This is the final mock SATS week, and the results will give us a clear indication of performance. -Year 6 Reading is 96% on track. Writing remains the weakest area at the time of year, predicting 65% on track. Sentence construction and punctuation remains a focus for writing curriculum. The Trust has provided additional support for Year 6 teacher, a KS2 moderator assesses the marking.</p>
6.15	<p><b>Q-What are the difference between prediction and on track?</b> A-RA-The prediction is forecast in October, this is our base line.</p> <p>Year 2 have no current or actual data as the pupils do not complete any tests. All areas are on track and marginally above predictions but are below national averages. This cohort has a significant level of SEND and EAL pupils. RA explained that the Year 2 teacher is one of the best teachers in the school and the pupil's attainment have progressed significantly since last year's data figures.</p>
6.16	<p>EYFS on track is 70% but there's insufficient evidence to support this at present. New data will be presented at the next LGB meeting.</p> <p style="text-align: right;"><b>ACTION: RA</b></p> <p>Year 1 Phonics current actual is 30% as the Phonics teaching commences next week. Some pupils require additional intervention in the classroom with TA's and parents are given flash cards to help support the children at home. An Essential Letters and Sounds (ELS) consultant reviews teaching methods, supports staff and assessment for phonics.</p>
6.17	<p><b>School Development Priorities:</b> -Three areas are green-Behavioural conduct, reinstate LGB and complaint website.</p> <p><b>Q-Can I ask what you're doing about the area in red, for writing?</b> A-RA-We start with reading this term and writing next term. The English leader is focussing on embedding reading in the classroom and at home, this parental encouragement is mentioned on the website.</p>

6.18	<p>RA reminded Governors and advised the new Governors that a full breakdown of the SDP and Priorities are available on GovernorHub.</p> <p><b>Q-Can there be an additional subject for children enjoying school, where is the fun?</b></p> <p>A-VS-There was a Year 1 and Year 2 nativity. The newsletter will outline personal development.</p> <p>RA stipulated that the current priorities relating to the curriculum were crucial and that eventually the SDP will evolve and include more curriculum enriched activities. The school has discussed a Roman Day, school visits and various alternative fun learning activities for pupils will be available.</p>
6.19	<p><b>School Evaluation Plan (SEF):</b></p> <p>RA advised the board that the school is working at rapid pace to improve the quality of education. EYFS is the most critical area. The adjustments and improvements to staffing have been reflected in the data.</p>
6.20	<p><b>Q-Is this a direct response from the Trust?</b></p> <p>A-RA-There is an exhaustive list of 14 members of staff, the trust fully supports us.</p>
8	<p><b>Governor Monitoring:</b> RA uploaded a link Governor grid to GovernorHub in advance of the meeting. IM explained the Governance roles and suggested a review and possible reallocation to roles. RA suggested this be discussed at the induction meeting.</p>
8.1	<p><b>Q- Can we change the word ‘monitoring’ to ‘visits’?</b></p> <p>A-IM: We can change this.</p>
8.2	<p><b>Q-How many visits should we do?</b></p> <p>A-RA-Three times a year ideally.</p>
8.3	<p><b>Q-What are the statutory roles?</b></p> <p>A-KJ-Health &amp; Safety, Safeguarding, SEND, Pupil Premium, Pupil Premium, Quality of education and Attendance.</p>
8.4	<p>RA and VS encouraged monitoring visits as this ensures they’re able to oversee and assess the implementation of the SDP. Each Governor will meet the lead role in the school and the visit feedback is shared with the LGB. The induction meeting will determine how the visits are arranged.</p> <p style="text-align: right;"><b>ACTION: ALL</b></p>
9	<p><b>Risk Management:</b></p> <p>IM suggested this will be an agenda item for the next meeting due to time restraints.</p> <p style="text-align: right;"><b>ACTION: CLERK</b></p>
10	<p><b>Safeguarding, Well-being, and Health and Safety/Premises:</b></p> <p>The Headteachers report included an update regarding safeguarding in the school. IM advised the board that he had met with an external auditor last term.</p>
11	<p><b>Performance Management:</b></p>



11.1	The Chair and RA agreed to share this with Governors at the next meeting as the school is moving to a new ALT system. <b>ACTION: RA</b>
12	<b>Policy Review:</b> <b>Q-Have the new Governors received the Scheme of Delegation?</b> A-RA-Yes, it's on GovernorHub. Some policies are approved by the Trust and some policies are approved by the board.
13	<b>Governor Training and Development:</b> The Chair asked if any Governors have completed any training and welcomed any feedback. JA explained that as the new SEND Governor she required training and to understand what her statutory requirements were. Cambridgeshire County Council charge £75 for a two hour course.
13.1	<b>Q-IS there a reason why we haven't signed up to the council's training?</b> A-KJ-We have found in the past that the training was not adequate and they don't fit the Multi Academy model.
13.2	RA confirmed that Governors should have access to National College learning that covers various courses, which is free. RA offered to re-send a list of recommended training courses on GovernorHub. <b>ACTION: RA</b>
13.3	<b>Q-Will there be any school trips and do parents volunteer?</b> A-RA-We go by the ratios of children and ask parents. Depending on the trip some will need DBS checks. We also use evolve which is an online programme that gives us a risk assessment of the visit.
14	<b>Central Team &amp; External Reviews:</b> <i>None.</i>
15	<b>Any Other Business:</b> <i>None.</i>
16	<b>Identify Items for Confidential Part II Minutes:</b> <i>None.</i>
17	<b>Meeting Dates:</b> <i>The Chair, CA, and all Governors agreed on additional meeting dates as follows and will be added to GovernorHub calendar.</i> Tuesday 21 <sup>st</sup> May @ 1.30pm *Thursday 11 <sup>th</sup> July @ 1.30 pm* - ( <i>The clerk advised she was not available for this date and will ask Judicium if there is a cover clerk available.</i> )
17.1	
18	<b>The meeting was closed by the Chair at 3.31 pm.</b>

**Actions arising from the Minutes of the Chesterton Local Governing Board  
held on 19<sup>th</sup> March 2024:**

Item	Action	Actionee	Status
3	Arrange induction meeting	IM & SB	
5.3	Safeguarding policy wording reviewed	JA & RA	
6.7	Share leadership hierarchy and roles	RA & VS	

6.16	EYFS data at next LGB	RA	
8.4	Decided Governor roles and arrange monitoring visits	ALL	
9	Risk management agenda item next LGB	Clerk	
11	Performance management agenda item next LGB	Clerk	
13.2	Circulate suggested training modules	RA	

**Outstanding items:**

Item	Action	Actionee
6.6	National results for comparison purposes	RA
16.1	Clerk for July meeting	Clerk

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