

MINUTES:

BOARD: Local Governing Board

SCHOOL: Chesterton Primary School

DATE: Tuesday 21st May 2024

TIME: 13:30 – 15:30

VENUE: Chesterton Primary School

ATTENDED:

Simon Bainbridge (SB)	Trust Governor of ALT
Rae Aldous (RA)	Academy Improvement Lead & Trust Governor
Andy Atkins (AA)	Trust Governor
Joan Ashley (JA)	Trust Governor
Alexandra Singer (AS)	Trust Governor
Victoria Storey (VS)	Deputy Headteacher & Staff Governor
Debbie Dickens (DD)	Parent Governor
Emma Bowman	Judicium Clerk (attended virtually)

APOLOGIES:

Clara Novo (CN)	Parent Governor
Ian Murray (IM)	Vice Chair & Trust Governor
Karen Jarvis (KJ)	Trust Governor of ALT

QUORUM: One third of the membership rounded up - 3

MEETING FOLDER: [21.05.2024](#)

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	Welcome and Introductions: <i>Those who were present were welcomed by the interim Chair for today's meeting-SB.</i>
1.2	Apologies for absence: <i>Apologies for IM & KJ were sent in advance of the meeting. CN was absent.</i>
2	Procedural items:
2.1	Confirmation of Quorum: <i>The meeting was confirmed as quorate.</i>
2.2	Declarations of interest for this Meeting:

<p>2.3</p> <p>2.4</p>	<p><i>SB reminded the board that himself and RA are members of the Active Learning Trust. The Governors were reminded to register any declarations of interest on GovernorHub.</i></p> <p>Potential Conflict: <i>None were declared.</i></p> <p>Confidentiality Statement: <i>SB 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.</i></p>
<p>3</p> <p>3.1</p> <p>3.2</p>	<p>Chair's Action: -An induction meeting was held for new Governors at the end of April. SB stated that this had been a useful onboarding process. -5 strong candidates have been interviewed for the Headteacher role (VS has applied for the position). The robust process involved various tasks including presentations, data tasks, a written response to safeguarding, and creating a School Development Plan. Lindsey will make the final decision tomorrow morning. Once the offer for the role has been accepted, the school and families will be notified.</p> <p>Q-When will the new HT start? A-RA-September 2024. The majority of staff attended the presentations and were appreciative of being part of the process.</p> <p>Q-Who was on the panel? A-SB-RA, SB, Elaine, and Dan Martin attended yesterday. Everyone was invested in the process.</p>
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Membership of the Governing Board/Committees & Statutory Requirements:</p> <p>4.1 -The Chair of Governors role remains vacant. The Active Learning Trust (ALT) continue advertise the position.</p> <p>4.2 -MB failed a DBS check and is unable to continue as a Parent Governor. Chesterton already have 2 Parent Governor positions filled and therefore have no vacancies for the post, but welcome additional Parent Governors.</p> <p>4.3 -The school currently has 3 vacancies: 1 Headteacher Governor, 1 Support Staff Governor & 1 Appointed Governor. AS offered to liaise with her neighbours (who have Governor experience) and ask for volunteers.</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Minutes of the last meeting: DD queried admissions being full for September 2024 and VS confirmed this was correct.</p> <p>Q-What happens to the children on the waiting list? A-VS-New places have been created and 3 children have been re-offered places, but we have capped the numbers at 30.</p> <p>Q-How does this affect the school in terms of staffing and funding? A-VS-It means our intake will be lower which will affect budget. I understand this is a similar trend across many schools. RA agreed and confirmed the same.</p> <p>RA explained that the way the money is pooled by the Trust means that the school should not financially suffer as funds can be "allocated" by the Trust from other schools.</p>

	<p>Following on from the last meeting, AS shared how Pupil Premium and catering funding works with parents.</p>																																				
5.3	<p>Q-Do you think its worth promoting the Pupil Premium? A-VS-Yasmine, our Family Liaison Officer is putting together a plan of how to educate families on what they're eligible for. A parent's session will be arranged soon. She started in April and has been a great help with building relationships with families.</p>																																				
5.4	<p>The Minutes of the previous meeting on 19th March 2024 were approved at this meeting and will be signed by the Vice- Chair on GovernorHub.</p>																																				
ACTION: SB																																					
5.5	<p>Matters Arising from the Minutes: Actions arising from the Minutes of the Chesterton Primary School Local Governing Board meeting held on 19th March 2024:</p>																																				
<table border="1"> <thead> <tr> <th data-bbox="252 810 357 846">Item</th> <th data-bbox="357 810 932 846">Action</th> <th data-bbox="932 810 1091 846">Actionee</th> <th data-bbox="1091 810 1439 846">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 846 357 882">3</td> <td data-bbox="357 846 932 882">Arrange induction meeting</td> <td data-bbox="932 846 1091 882">IM & SB</td> <td data-bbox="1091 846 1439 882">Completed</td> </tr> <tr> <td data-bbox="252 882 357 918">5.3</td> <td data-bbox="357 882 932 918">Safeguarding policy wording reviewed</td> <td data-bbox="932 882 1091 918">JA & RA</td> <td data-bbox="1091 882 1439 918">Completed</td> </tr> <tr> <td data-bbox="252 918 357 954">6.7</td> <td data-bbox="357 918 932 954">Share leadership hierarchy and roles</td> <td data-bbox="932 918 1091 954">RA & VS</td> <td data-bbox="1091 918 1439 954">Ongoing</td> </tr> <tr> <td data-bbox="252 954 357 990">6.16</td> <td data-bbox="357 954 932 990">EYFS data at next LGB</td> <td data-bbox="932 954 1091 990">RA</td> <td data-bbox="1091 954 1439 990">Completed</td> </tr> <tr> <td data-bbox="252 990 357 1079">8.4</td> <td data-bbox="357 990 932 1079">Decided Governor roles and arrange monitoring visits</td> <td data-bbox="932 990 1091 1079">ALL</td> <td data-bbox="1091 990 1439 1079">Ongoing-no visits</td> </tr> <tr> <td data-bbox="252 1079 357 1115">9</td> <td data-bbox="357 1079 932 1115">Risk management agenda item next LGB</td> <td data-bbox="932 1079 1091 1115">Clerk</td> <td data-bbox="1091 1079 1439 1115">Ongoing with Trust</td> </tr> <tr> <td data-bbox="252 1115 357 1205">11</td> <td data-bbox="357 1115 932 1205">Performance management agenda item next LGB</td> <td data-bbox="932 1115 1091 1205">Clerk</td> <td data-bbox="1091 1115 1439 1205">Completed</td> </tr> <tr> <td data-bbox="252 1205 357 1240">13.2</td> <td data-bbox="357 1205 932 1240">Circulate suggested training modules</td> <td data-bbox="932 1205 1091 1240">RA</td> <td data-bbox="1091 1205 1439 1240">Completed</td> </tr> </tbody> </table>		Item	Action	Actionee	Status	3	Arrange induction meeting	IM & SB	Completed	5.3	Safeguarding policy wording reviewed	JA & RA	Completed	6.7	Share leadership hierarchy and roles	RA & VS	Ongoing	6.16	EYFS data at next LGB	RA	Completed	8.4	Decided Governor roles and arrange monitoring visits	ALL	Ongoing-no visits	9	Risk management agenda item next LGB	Clerk	Ongoing with Trust	11	Performance management agenda item next LGB	Clerk	Completed	13.2	Circulate suggested training modules	RA	Completed
Item	Action	Actionee	Status																																		
3	Arrange induction meeting	IM & SB	Completed																																		
5.3	Safeguarding policy wording reviewed	JA & RA	Completed																																		
6.7	Share leadership hierarchy and roles	RA & VS	Ongoing																																		
6.16	EYFS data at next LGB	RA	Completed																																		
8.4	Decided Governor roles and arrange monitoring visits	ALL	Ongoing-no visits																																		
9	Risk management agenda item next LGB	Clerk	Ongoing with Trust																																		
11	Performance management agenda item next LGB	Clerk	Completed																																		
13.2	Circulate suggested training modules	RA	Completed																																		
5.6	<p>Q-What happened to the teacher who had an accident? A-VS-Mr Sharp is due back on 22nd June. He has broken his neck and several bones, unfortunately. He came to visit the Year 6 children last week and wished them well with their SATS.</p>																																				
5.7	<p>Q-Is that a definite date for return? A-VS-We don't know yet, it will be a staggered return and he aims to be working full time by the end of the year. This is dependent on our risk assessment and advise from occupational health.</p>																																				
5.8	<p>Q-Why was Sonia chosen for the Year 6 classroom as the replacement? A-VS-She knows the children and attended the residential trip with them. She volunteered and is the right person for the class. She is also being supported by a senior Year 6 teacher from the Trust.</p>																																				
5.9	<p>Q-Does she have extra PPA? A-RA-Yes. She has support from a Year 5/6 specialist teacher.</p>																																				
5.10	<p>Q-Will she continue with the role in Year 6 past the half term? A-VS-Yes, we'll continue to review how things are progressing.</p>																																				
5.11	<p>Q-Do the Year 5 children have a fixed supply teacher?</p>																																				

5.12	<p>A-VS-They have a support teacher every day who plans the lessons with Sonia. Sonia feels the change is a positive as she now has insight into Year 6 teaching, and is supported with the additional staffing help.</p> <p>Q-Are Year 5 parent’s not so happy with the change?</p> <p>Q-VS-It’s difficult as its not an easy decision to make.</p> <p>RA explained that another plan is for Mr Sharp to return and take the Year 5 class and teach them in Year 6 too, so those children can build relationships and have continuity in their final year. AS suggested sharing the change with parents of Year 5 soon and VS agreed.</p> <p style="text-align: right;">ACTION: VS</p>						
5.13	<p>Q-How were the children when they saw him?</p> <p>A-VS-They were good, I was apprehensive at first as he was wearing a neck brace, but the children were so excited, and it was lovely.</p>						
5.14	<p>RA explained to the board that the assessment of Performance Management has changed in the Trust. A new appraisal system will be implemented with open dialogue about aspirations and review other areas of the role such as subject leaders, teaching.</p> <p>Q-Is this linked, and do you move up the pay scale?</p>						
5.15	<p>A-RA- Yes and I think the Trust are also reviewing the pay policy for next year.</p> <p>Q-Who appraises the appraisers?</p>						
5.16	<p>A-RA-Everyone has a line manager, right up to the CEO and it cascades down.</p> <p>Q-Does the Headteacher have access to the paperwork for appraisals?</p>						
5.17	<p>A-RA-They do as it’s stored centrally with the Trust and the review period differs for each member of staff.</p> <p>Q-Does the Scheme of Delegation state if it’s appropriate to have a Governor present at the appraisal?</p>						
5.18	<p>A-SB-I think that’s the CEO of the Trust. A Headteacher needs the LGB to agree recommendations from the Headteacher in relation to teacher’s pay.</p>						
5.19	<p>AS proposed the LGB should review anonymous appraisals. SB knew of no reason why a Governor representative couldn’t be present at an appraisal or review them anonymously afterwards, he offered to research this avenue further and update Governors.</p> <p style="text-align: right;">ACTION: SB</p>						
	<p>JA commented that the training from National College was poor, and the format is appalling. AS echoed the same, the questions are repetitive, and they would prefer to use another platform for learning. The Clerk advised the board that Judicium offers e-learning modules for all statutory and additional optional training. A follow up email will be sent to SB to administer the training for Governors.</p> <p style="text-align: right;">ACTION: CLERK</p>						
	<p>Outstanding Items:</p> <table border="1" data-bbox="252 1899 1441 1966"> <thead> <tr> <th data-bbox="252 1899 798 1933">Item</th> <th data-bbox="798 1899 1085 1933">Responsible</th> <th data-bbox="1085 1899 1441 1933">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1933 798 1966">8.3 Newsletter to GovernorHub</td> <td data-bbox="798 1933 1085 1966">RA</td> <td data-bbox="1085 1933 1441 1966">Completed</td> </tr> </tbody> </table>	Item	Responsible	Status	8.3 Newsletter to GovernorHub	RA	Completed
Item	Responsible	Status					
8.3 Newsletter to GovernorHub	RA	Completed					

	11.2 CA to ensure that Trust and School Policies are aligned	RA & IM	Not discussed
6	<p>Educational Performance: <i>The report was not shared in advance of the meeting. VS presented the main highlights as follows:</i></p> <p>VS reminded Governors that school performance and attainment data will be presented at the next LGB meeting.</p> <ul style="list-style-type: none"> -Some Year 3 children have left the school and new children have joined Year 5. -Two suspensions have been issued this summer term. 		
6.1	<p>Q-Can you give us any details on these?</p> <p>A-VS-Two children broke a window. It wasn't intentional, they didn't throw anything, but we gave them a day and a half suspension.</p>		
6.2	<p>Q-Were they contrite or not?</p> <p>A-VS-We discussed the incident and explained that everyone must respect the school property.</p>		
6.3	<p>Q-Is this a pattern of behaviour for the children?</p> <p>A-VS-They do have individual behaviour plans, but I haven't witnessed any concerns from them in a while. However, there have been some changes with classroom which may have disrupted them.</p>		
6.4	<p>Q-What does PA stand for in attendance?</p> <p>A-VS-Persistent absence. Any child that is at 90% or below.</p>		
6.5	<p>VS explained that the school continues to issue letters surrounding attendance with a RAG (red, amber, green) rating. AS replied and stated she had received an amber letter as her child had been absent, and that the letter promised a follow up call, but this had not happened. VS commented that the teacher had been occupied with other safeguarding issues and apologised. A focus is placed on certain children's absence as the school know who could potentially be at risk. All attendance data is tracked and sent to the Government daily. The letters have made an impact on attendance and many parents request permission for absence, some families are changing their families' holiday to maintain a high level of attendance.</p>		
6.6	<p>Q-What feedback have you had from families?</p> <p>A-VS-No negative comments, a lot have been surprised at the attendance figure. We circulate the leaflet and now parents seem more open to discuss matters such a child's illness for example.</p> <p>AS said one parent had a call in the morning from the school saying that her child was not present that day, this was an error. The Year 5 pupil had not yet joined the classroom but was present in school. VS confirmed that teachers now have a paper-based attendance register that is sent to the office, following this, parents will be called for any missing children.</p>		
6.7	<p>Q-What does the Year 4 multiplication data figure of 13.23 refer to?</p>		

6.8	<p>A-VS-The children have standardised multiplication tests. They have 25 questions and have 6 seconds to answer each question. Of the cohort, the average score is 13.23 in Autumn1 and is now 16.73 for Spring2.</p> <p>One Governor pointed out that Year 2 Autumn2 data appeared to be incorrect. RA confirmed that the data hadn't pulled through but overall, on track data is 70%. VS added that the class size has grown and affected overall figures.</p> <p>RA confirmed that EYFS data is currently GLD 67.85%.</p> <p>Q-What does GLD mean? A-RA-Good level of development.</p> <p>VS summarised that the on-track data was positive for all year groups and believes there are some children who are capable of higher attainment.</p>
8	<p>Governor Monitoring: SB stated there had been no Monitoring visits this term and asked Governors to complete theirs before the last LGB meeting in July. DD had planned one, but this had to be rescheduled.</p> <p style="text-align: right;">ACTION: ALL</p>
9	<p>Risk Management: SB suggested this will be an agenda item for the first LGB meeting in 2024-2025.</p> <p style="text-align: right;">ACTION: CLERK</p>
10 10.1 10.2 10.3 10.4	<p>Safeguarding, Well-being, and Health and Safety/Premises: RA explained that the school does not currently have a site manager. The Trust is supporting the school.</p> <p>Q-Are they hiring? A-VS-Yes but we've had no interest from the right person. Chris at Comms is reviewing obtaining someone from a cleaning company in the morning and perhaps a caretaker in the afternoon. The working shift pattern is negotiable.</p> <p>Q-Do they require knowledge of health and safety? A-RA-Not particularly. They'll need to be able to assist with remedial work, such as lighting, fixing taps, maybe some IT skills.</p> <p>Q-How are you managing the new safeguarding system? A-VS-Very well. We have new procedures in place, with training for all staff. We track all incidents and discuss them weekly in a Safeguarding meeting. This is also linked to attendance, and we know that some children may be at higher risk. Behaviour is also reviewed and discussed regularly between staff members.</p> <p>Each Friday staff are given a list of children who may be facing Safeguarding issues. The information collated is externally reviewed by the Trust.</p> <p>Q-Can the LGB see the dashboard of data? A-VS-We do have a report for this and will share at the next meeting.</p>

10.5	<p>Q-Would it be possible to complete a monitoring visit to review the Safeguarding processes in school (as Ian usually oversees this)? A-VS-I can share the processes with you at the next meeting and you are welcome to visit anytime.</p> <p style="text-align: right;">ACTION: VS</p> <p>JA, AS & AA asked for a Safeguarding update at each meeting so they can oversee in detail how this is implemented in school.</p>
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>Staffing & Performance Management:</p> <p>Q-Are we at limit for PPA cover? A-VS-There is a consistent PPA across the school for all year groups.</p> <p>Q-Do you have a full set of teachers for September? A-VS-We currently do, and staff have until 31st May to advise us otherwise. We still need to appoint a full set of TA's.</p> <p>Governors discussed the cost of living in Cambridge and how this is a challenge to onboard new staff.</p> <p>Q-Are you able to pay teachers a higher salary for working in this part of the country? A-RA-We can but it's about equal opportunities as the job is standardised.</p> <p>Q-Do the Trusts pay the same amount for the same job? A-RA-No.</p> <p>Q-Where do we sit? A-RA-We fit roughly align with what Suffolk pay. TA jobs are also advertised at higher salary and then paid pro rata.</p> <p>SB suggested finders fee as alternative approaches and JA mentioned free holiday pay so attract new candidates. RA replied that solution wouldn't be affordable, and the school would have less TA's in school. Two candidates recently accepted TA jobs and withdrew soon after.</p> <p>Q-Do you know why? A-RA-We think it's due to pay once they receive the contract.</p> <p>Q-Do they have to pay pension, national insurance? A-RA-Yes.</p> <p>Q-Can you contact schools and universities who are training to be teachers and see if they wish to be TA's? A-RA-We've done that, and we have our own teacher training scheme too.</p>
12	<p>Policy Review: No policies were reviewed.</p>
13	<p>Governor Training and Development:</p> <p>SB advised the board that the Trust has a new Governance Professional role.</p>

13.1	<p>Q-Did you attend the training in Ipswich? A-SB-I did. They covered Governance of SEND, and school finances for primary and secondary schools. It was comprehensive and informative training.</p>
13.2	<p>Q-Will you be a permanent Vice Chair from now on? A-SB-I am happy to continue as interim Chair. I'll speak to KJ and keep you updated.</p>
14	<p>Central Team & External Reviews:</p>
14.1	<p>Governors were reminded to complete the annual Safeguarding learning as this is a statutory requirement.</p>
	ACTION: ALL
14.2	<p>RA explained that the central team are focussing on key priority areas:</p> <ul style="list-style-type: none"> -Literacy -Phonics -EYFS -Subject leader support -SEND complex needs
14.3	<p>Q-Is there a time limit for the children with complex needs to be placed in another suitable setting? A-VS-We have no timeline from the local authority. There aren't enough spaces. We work closely with the council, but the process takes a long time. We're supporting parents to go to tribunal.</p> <p>Some parents whose children have SEND needs and EAL have received extra support from the school. The family liaison officer speaks 7 different languages, and this has been beneficial when explaining their rights, helping with paperwork and generally guiding parents through the process. The school has a significant number of EHCP applications, and this is an upward trend each year. JA offered help and assistance for any SEND matters in the school as the link Governor.</p>
14.4	<p>Q-Why do you think there is a difference between suspensions and exclusions from last year to this year? A-VS-We have done a lot of work on behaviours with children, the flowchart is adhered to and the school council help. Assemblies cover the topic and children are aware and understand what good behaviour looks like.</p>
14.5	<p>Q-Were the incidents for the same children? A-VS-Maybe 5 or 6 had one or more incidents.</p> <p>RA reaffirmed the school's culture on good behaviour has been strongly implemented and developed. Consistent teachers in the classrooms have contributed towards the better behaviour.</p>
14.6	<p>Q-Is there much improvement with EYFS? A-Yes, it's a safe learning environment. Most children are thriving in the classroom but there is some work to do.</p>
14.7	<p>Q-What do we need to do next? A-VS-Continue with boundaries and start to build on individual learning.</p>

14.8	Q-Are there plans in place to ensure this doesn't happen again with EYFS? A-VS-We have the same reception teacher for next year and I'm confident in their abilities with the reception class. SB will focus on EYFS for his monitoring visit and will feedback at the next LGC meeting.
14.9	AS asked if staff wellbeing can be added as an agenda item for the next meeting. ACTION: CLERK
15	Any Other Business: <i>None.</i>
16	Identify Items for Confidential Part II Minutes: <i>None.</i>
17	Meeting Dates: <i>The Chair, CA, and all Governors agreed on additional meeting dates as follows and will be added to GovernorHub calendar.</i> Thursday 11th July @ 1 pm (not 1.30pm)
18	The meeting was closed by the Chair at 3.31 pm.

Actions arising from the Minutes of the Chesterton Local Governing Board held on 21ST May 2024:

Item	Action	Actionee	Status
5.4	Acting Chair to sign minutes	SB	
5.12	VS to advise Year 5 parents of change in teacher	VS	
5.18	Acting Chair to explore a Governor rep at Teacher appraisals	SB	
5.19	Clerk to email Judicium e-learning access	Clerk	
8	Monitoring Visits	ALL	
9	Risk management agenda item next meeting	RA	
10.5	Safeguarding report and update at next meeting	RA & VS	
14.1	Safeguarding training	ALL	
14.9	Staff wellbeing agenda item next meeting	Clerk	

Minutes are signed digitally by the Chair on Governor Hub.