**MINUTES:**

**BOARD:** Local Governing Board

**SCHOOL**: Chesterton Primary School

**DATE:**  11th February 2025

**TIME:** 1 pm

**VENUE:** Chesterton Primary School, Green End Road, Cambridge, CB4 1RW

**ATTENDED**: Victoria Storey (VS) Headteacher

Simon Bainbridge (SB) Interim Chair & Trust Governor

Andy Atkins (AA) Trust Governor

Joan Ashley (JA) Trust Governor

Debbie Dickens (DD) Parent Governor

Rae Aldous (RA) Trust Governor

Sam Elms (SM) Head of Services

Stephanie Nelson (SN) Observer

Stacey Fountain (SF) Judicium Clerk

**APOLOGIES**: Alexandra Singer (AS) Trust Governor

Clara Novo (CN) Parent Governor

**QUORUM**: One third of the number of the membership rounded up - 3

**MEETING FOLDER:** [**11.02.2025**](https://app.governorhub.com/g/chestertonprimaryschool2/docs/6661bcb2d375e85ae8404d33)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members.

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.

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| **Item** |  |
| 1. | **Welcome and Introductions:**  The meeting commenced at 1.11 pm.  The Chair welcomed those who were present.  SN was welcomed to the meeting as an observer with the potential of becoming a Trust Governor. |
| 2.  2.1  2.2  2.3  2.4 | **Procedural items:**  **Apologies for absence –** AS & CN sent apologies in advance of the meeting.  **Confirmation of Quorum -** The meeting was confirmed as quorum.  **Declarations of interest for this meeting -** None declared.  **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. |
| 3. | **Any other business -** None |
| 4. | **Minutes -** The Minutes of Local Governing Board meeting held on 3rd December 2024 were approved. |
| 5. | **Matters Arising from the Minutes:**   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action** | **Actionee** | **Status** | | 4 | Chair to sign minutes from the last meeting | Chair | Completed | | 7.4.1 | Behaviour example statements to be shared on the noticeboard | RA | Completed | | 10.2 | Chair to share Governor Code of Conduct on the noticeboard | Chair | Ongoing | | 12 | Staff survey, agenda item next LGB meeting | Clerk | Completed |   **Outstanding items: Board meeting held on the 15th of October 2024**   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action** | **Actionee** | **Status** | | 2 | Advertise Governor vacancies | RA | Agenda item | | 7.24 | H&S report to be shared with Governors | RA | Completed | | 9.4 | Review parents survey Feb 2025 | RA | Deferred to March 2025. | |
| 6.  6.1  6.2  6.3  6.4  6.5 | **Headteacher’s Report: Verbal Update**  **To include Primary Data Drop -** The Headteacher provided an assessment report in advance of the meeting, which included data drops for year 6 students. Year 6 is on track to achieve national aims for all year groups.  Phonics is expected to be 80% or above, and Early Years is showing a good level of development (over 80%). Early Years has been below average the last 2 years due to the quality of teaching.  Year 2 is a challenging year group as they have 4 EHCP children with significant complex needs who are working below expected levels.  **Q –** Can year 4 be justified with case studies?  **A –** Yes, and the staff continue to work with these children to develop them further, including regular moderation and assessment. These children are discussed regularly during pupil progress meetings.    The bottom 20% of children are being pushed to achieve targets with interventions.  A CPD plan has been developed, which is also used to filter monitoring in place.  Teaching and Learning is monitored daily, but there have been no external reviews. The school is expecting a Safeguarding review during the summer term.    Staffing absences have been managed in the school. The school currently has 1 long-term supply teacher in year 1.  There is 1 TA vacancy which is being advertised. |
| 7  7.1  7.2  7.3  7.4 | **Academy Improvement Theme:**  **-SEF Review – What has changed since the last update**  **-Deep Dive Education Priority 2**  No internal reviews have been completed by the central team.  Trust Behaviour Principles were shared in advance of the meeting. |
| 8 | **Central Team Academy Update -** No updates were provided on the central academy team. |
| 9  9.1  9.2  9.3  9.4  9.5 | **Governance Matters:**  **Update from ALT –** The Trust is keen to build relationships between Trust Board and LGBs. It is important to the Trust Board that messages are shared from the Trust Board to LGB members and visa versa.  The Trust is looking to rebrand the LGB and create champion roles to ensure that LGBs are responsible for monitoring what is happening in the school. Champion roles will include Staff champion, community champion, safeguarding champion, SEN champion and pupil champion.  The existing Scheme of Delegation will continue until the changes have been made.  **Q –** Will champions still have access to performance data?  **A –** Yes, champions will still be able to access this data, but it will not be discussed in detail during meetings.  **Confirm Code of Conduct –** The Code of Conduct will be reviewed alongside the Scheme of Delegation.  **LGB Monitoring visits –** JA completed a Math visit.  **Training-to note any that has been completed –** None noted. |
| 10 | **School Policies –** No policies required approval during this meeting. |
| 11  11.1 | **Staff Survey-Feb 2025 –** The staff survey results were shared in advance of the meeting. The results show that the staff understand the Trusts visions and values. The values are meaningful, and staff know how to embed the values into daily school life.  **Q –** 35% of staff feel workload is high.  **A –** Teachers are given time to plan and are now sharing resources across other schools. |
| 12 | **Health & Safety Report -** The report was shared in advance of the meeting for information purposes. |
| 13 | **Any Other Urgent Business (AOB) -** None. |
| 14 | **To identify Items for Confidential PART II Minutes -** None |
| 15 | **Meeting Dates:**  Meeting dates for 2024-2025:  25th March 2025 - 1 pm  20th May 2025 - 1 pm  8th July 2025 - 1 pm |
|  | The Chair closed the meeting at 2.52 pm. |

**Actions arising from the Minutes of the Chesterton Primary School Local Governing Board meeting held on the 11th February 2025**

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| **Item** | **Action** | **Actionee** | **Status** |
|  | N/A |  |  |

**Outstanding items:**

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| **Item** | **Action** | **Actionee** | **Status** |
| 10.2 | Chair to share Governor Code of Conduct on the noticeboard | Chair | Ongoing |
| 9.4 | Review parents survey Feb 2025 | RA | Deferred to March 2025. |