**MINUTES:**

**BOARD:** Local Governing Board

**SCHOOL**: Chesterton Primary School

**DATE:**  20th May 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

Joan Ashley (JA) Trust Governor

Debbie Dickens (DD) Parent Governor

Clara Novo (CN) Parent Governor

Andy Atkins (AA) Trust Governor

Stephanie Nelson Trust Governor

**ATTENDED:** Stacey Fountain Judicium Clerk

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

Faiza Khokhar Associate Governor

Rae Aldous (RA) Trust Governor

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

**MEETING FOLDER:** [**20th May 2025**](https://app.governorhub.com/g/chestertonprimaryschool2/docs/6661bccbe15314cbf32ce7ef)

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.

|  |  |
| --- | --- |
| **Item** |  |
| 1. | **Welcome and Introductions:**  The meeting commenced at 1.13 pm  The Chair welcomed those who were present.  VS was congratulated for her role at the school. |
| 2.  2.1  2.2  2.3  2.4 | **Procedural items:**  Apologies for absence- AS sent apologies in advance of the meeting.  Confirmation of Quorum-The meeting was confirmed as quorate.  Declarations of interest for this meeting - None declared.  The 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. |
| 3. | **Any other business –** No additional business was declared. |
| 4. | **Minutes -** The Minutes of Local Governing Board meeting held on 25th March 2025 were approved. |
| 5. | **Matters Arising from the Minutes:**   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action** | **Actionee** | **Status** | | 7.8 | The Ofsted inspection report to be shared with governors once available | Head of School | Completed | | 10 | All governors to arrange visits during Summer Term 2 | All Govs. | Ongoing |   **Outstanding items**   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action** | **Actionee** | **Status** | | 10.2 | Chair to share Governor Code of Conduct on the noticeboard | Chair | Ongoing- SE is updating | | 9.4 | Review parents survey Feb 2025 | RA | Closed | |
| 6. | **Correspondence –** No correspondence was shared during this meeting. |
|  | **Headteacher’s Report –** The Headteacher provided a verbal report during the meeting.  A Year 1 teacher resigned at the end of last term. 2 supply teachers are currently covering this class until the end of the academic year, and the vacancy is being advertised.  Two maternity covers will commence in September 2025. This is for the Family Liaison Officer and Class teacher roles.  **Q –** Has the school received many applicants for the vacancy?  **A –** The reputation of the school in the community is improving, and more people are applying for vacancies.  Attendance is currently at 96.1%. The week before this meeting, the school achieved 99.3% attendance.  **Q –** What is the primary national average for attendance?  **A –** 94%  Letters are being sent to parents with attendance concerns.  **Q –** Are you receiving more or fewer term-time holiday requests?  **A –** There are fewer requests, but more families are filling out the forms to request leave rather than just taking their children out of school without informing us. More families are also calling before the school opens to report absence for sickness, so the school is chasing fewer families.  The school has 2 SEN children waiting for special school placement. 1 child will be attending reception in September 2025 with an EHCP. The LA has requested additional SEN children to join the school as well, but the school have stated that they cannot meet the needs of some of these children.  The Ofsted report was shared in advance of the meeting. The inspector recognised the journey of improvement the school is on, and this was acknowledged by staff and children.  It was acknowledged that different subjects are at different stages of curriculum development. DT is not fully implemented.  The Headteacher was able to evidence training, monitoring completed across subjects. DT was a development focus for the current term.  The school is currently evaluating enrichment and trips for next academic year.  The governors congratulated the Headteacher and all staff involved across the Trust for the Ofsted Good grading achieved.  **Q –** Will the plan be shared with parents so they can prepare?  **A –** Yes, once completed, the plan will be shared with parents. The staff have agreed that some trips have not benefited the children as they thought so they will be removed/changed to something else.  **Q –** Are there any TA vacancies?  **A –** No, there are currently 7 TAs across the 7 classrooms.  **Q –** How many children are you expecting on the school roll next academic year?  **A –** 170 children are expected to be on the school roll. Reception is predicted to be full, and there are currently 8 children on the waiting list.  The Headteacher is working with the local Secondary School to be able to work collaboratively with them in the future. Many families continue to leave in Year 5 and 6 to move to another primary school to secure a place at an alternative Secondary School. |
|  | **Academy Improvement Theme –** The Headteacher is currently reviewing the Academy Improvement Plan to include actions from the Ofsted report.  **ACTION – Academy Improvement Theme and data to be reviewed at the next LAC meeting.** |
|  | **Central Team Academy Update –** No updates from the central team were provided during this meeting. |
|  | **Governance Matters:**  **Chair –** Governors were encouraged to approach the Chair if they would like to nominate themselves for the role of the Chair next academic year.  All link governors were asked to arrange visits to the school. |
|  | **School Policies –** No policies required approval during this meeting. |
| 13 | **Any Other Urgent Business (AOB)**  **Uniform –** The school are still collecting feedback from parents about the new uniform. The closing date is 2nd June 2025.  Once feedback is collated, the Headteacher will discuss with the Trust central team.  **Q –** Will the school buy replacement uniforms for existing children, or are parents expected to purchase the new items?  **A –** The school will purchase each child a logo item. Other items or uniform (trousers, t-shirts, etc) will remain the same and do not require replacement. |
| 14 | **To identify Items for Confidential PART II Minutes -** None |
| 15 | **Meeting Dates:**  Meeting dates for 2024-2025:  20th May 2025- 1 pm  8th July 2025- 1 pm |
|  | The Chair closed the meeting at 2.12 pm. |

**Actions arising from the minutes of the meeting held on the 20th May 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Actionee** | **Status** |
|  |  |  |  |

**Outstanding:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Actionee** | **Status** |
| 10 | All governors to arrange visits during Summer Term 2 | All Govs. | Ongoing |
| 10.2 | Chair to share Governor Code of Conduct on the noticeboard | Chair | Ongoing- SE is updating |
| 9.4 | Review parents survey Feb 2025 | RA | Closed |