**MINUTES:**

**BOARD:** Local Governing Board

**SCHOOL**: Chesterton Primary School

**DATE:**  25th March 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

Rae Aldous (RA) Trust Governor

Andy Atkins (AA) Trust Governor

Fiza Cocher (FC) Observer

**ATTENDED:** Stacey Fountain Judicium Clerk

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

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

**MEETING FOLDER:** [**25th March 2025**](https://app.governorhub.com/g/chestertonprimaryschool2/docs/6661bcbfa48f3becb30f0459)

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 1.06 pm  The Chair welcomed those who were present. |
| 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 11th February 202 5 were approved. |
| 5. | **Matters Arising from the Minutes:**   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Action** | **Actionee** | **Status** | |  | N/A |  |  |   **Outstanding items:**   |  |  |  |  | | --- | --- | --- | --- | | **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. | |
| 6. | **Correspondence –** No correspondence was shared during this meeting. |
| 7  7.1  7.2  7.3  7.4  7.5  7.6  7.7  7.8  7.9  7.10 | **Headteacher’s Report –** The Headteacher report was shared in advance of the meeting.  Pupil numbers remain low as some children have moved out of the county.  **Q –** Do you have a secondary school that you feed into?  **A –** No, but this is something that is being discussed with the Trust as some families are moving children into other catchment areas to move closer to the school, they wish their children to attend.  **Q –** How many reception children are expected in September 2025?  **A –** The school have received 30 1st place applications and 50 additional 2nd and 3rd place applications.  **Q –** Do any of these children have any complex SEN?  **A –** 1 child is in the process of an EHCP application.  **Q –** Is there anything that Chesterton can do to improve the reputation of the local secondary school?  **A –** The Headteacher is meeting with staff and building links at the secondary school to build awareness of the school. The more she knows about it, the more she can share with parents of the children at Chesterton Primary School. Staff at the secondary school also attend Chesterton to meet with staff and pupils.  A new HLTA has joined the school and is covering PPA.  **Q –** A trainee teacher is currently in their 2nd year. Do they have a TA supporting them?  **A –** Yes, and during a recent Ofsted inspection they performed well.  Attendance remains positive at 95.8%, which is above the national average.  The recent Ofsted inspection went well, and strengths discussed included attendance, safeguarding systems and procedures, and behaviour across the school.  The Inspector noted that the curriculum is consistent across classes, and they can see early writing build-up throughout the school.  The inspector noted that some subjects need to be embedded more but these subjects have not been through a full-year cycle.  Leadership is now stable after a period of instability, and they could see the work that has been done over the last 18 months which has secured progression and attainment.  This inspection was ungraded.  The full report will be shared with governors once available.  **ACTION – Ofsted inspection report to be shared with governors once available.**  A parent survey was completed as part of the Ofsted inspection (shared during the meeting from Ofsted website). Many parents responded and praised the school.  The school is going to review the results from this survey and complete future parental surveys based on their findings. |
| 8 | **Academy Improvement Theme –** It was agreed that the Academy Improvement Theme would be updated once the final Ofsted Inspection Report is provided. |
| 9  9.1  9.2 | **Central Team Academy Update** – RA has acceptedthe Trust role of Primary Director meaning she will no longer be the Executive Headteacher of Chesterton Primary School. RA will be responsible for standards across the MAT.  A formal communication will be shared with staff, and parents.  **Q –** Will VS remain as Head of School?  **A –** Yes, VS will continue in her role. Any plans to change the Headteacher role in the future will be communicated with governors.  **Q –** Will the support provided by the Trust over the last 18 months continue or will this be withdrawn?  **A –** The school will continue to receive any support it needs. The Literacy lead used to visit regularly but now only attends once every half term as not as much support is needed. The support will be adapted to meet the needs of the school. |
| 10  10.1 | **Governance Matters –** All governors were asked to contact their school link and arrange visits during Summer Term 2. New governors will be paired with existing governors to complete joint visits.  **ACTION – All governors to arrange visits during Summer Term 2.**  DD visit report was shared with governors (mental health and wellbeing) |
| 11 | **School Policies –** No policies required approval during this meeting. |
| 13 | **Any Other Urgent Business (AOB) –** No additional business was discussed. |
| 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 2.05 pm. |

**Actions arising from the minutes of the meeting held on the 25th March 2025**

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| **Item** | **Action** | **Actionee** | **Status** |
| 7.8 | Ofsted inspection report to be shared with governors once available | Head of School |  |
| 10 | All governors to arrange visits during Summer Term 2 | All Govs. |  |

**Outstanding items**

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