

**Local Governing Body Meeting  
Cromwell Community College, Earith Primary School &  
Kingsfield Primary School**

*Wednesday 14<sup>th</sup> November 2018 at 2pm*

## MINUTES

Present:	Caroline Corby-Judge	Claire Foster
	Jane Horn	Karen Jarvis
	Tim Jones	Helen Llewelin
	Sian Pritchard	Julie Robson
	Ben Seward	Ian Whitlam

Item	Notes	Action
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mrs Robson welcomed all to the first full meeting of the local governing body (LGB) for the Chatteris &amp; Earith ALT schools. Introductions were made. No apologies had been received prior to the meeting (NB: Mr Hanley did contact Mrs Jarvis following the meeting to offer his apologies)</p> <p>It was explained that the first meeting will focus on setting up the LGB and ensuring statutory obligations are covered.</p>	
2.	<p><b><u>Declaration of Interests</u></b></p> <p>Mrs Jarvis explained that all governors are required to complete a declaration of pecuniary interests form, details of which will be added to a register that will be posted on the school website. All present agreed to complete the forms and return them to Mrs Jarvis.</p> <p>No member present made a declaration for the circulated agenda.</p>	
3.	<p><b><u>Election of Vice-Chair</u></b></p> <p>It was explained that, although the Chair of the LGB is appointed by the Active Learning Trust (ALT) Board of Trustees, the position of Vice-Chair is delegated to the LGB members. This is a historical position, and written into the Articles of Association. Mr Jones stated that he would like to be considered for the role of Vice-Chair – this was agreed unanimously by those present.</p>	
4.	<p><b><u>Trust Business</u></b></p> <p>Mrs Jarvis went through the governance structure of ALT, and explained the vital role of LGBs, including the legal requirement of Multi-Academy Trusts to ensure good governance at all levels across the Trust.</p> <p>Mrs Robson fed-back briefly to governors on a meeting she had recently attended with other Chairs within the Cambridgeshire Hub. A paper outlining how the Trust came into being, and its ethos and values will be forwarded to all.</p> <p>The Scheme of Delegation was discussed, and governors made aware of the responsibilities of each listed group, alongside their own responsibilities for governance.</p>	KJ

	<p>Governors were reminded to refer to the Roles and Responsibilities document that outlines how governance works within ALT. They were also reminded that they can contact Mrs Jarvis for advice at any time.</p>	
5.	<p><b><u>Committee Structure &amp; Governor Links</u></b></p> <p>Following brief discussion, members agreed that the LGB would not require sub-committees, and all matters would be brought to the full meetings for consideration. This is a structure approved by the Trust, where all governors are made aware of, and share responsibility, for all areas.</p> <p>Following a request from Mrs Robson, all present agreed to complete the ALT Skills Audit that was circulated at the meeting. This will give an overview of experience and expertise of governors in post, and highlight any training needs required.</p> <p>It was explained that there are a core number of statutory link governors required by law to be appointed. Governor Links were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Safeguarding: Mrs Corby-Judge</li> <li>• SEND: Mrs Llewelin</li> <li>• Health &amp; Safety: Mrs Robson</li> <li>• HR &amp; Safer Recruitment: Mrs Foster</li> <li>• Attendance: Mr Whitlam</li> <li>• Pupil Premium &amp; Disadvantaged: Mr Jones</li> <li>• Website: Mr Seward</li> <li>• Mr Hanley to be contacted by Mrs Robson</li> </ul> <p>Mrs Jarvis explained the expectation that all governors agree to be part of a panel (e.g. pupil discipline, staff discipline, admissions, complaints) should the need arise. Training will be given at a later date.</p>	<p>ALL</p> <p>JR</p>
6.	<p><b><u>Minutes of the Last Meeting &amp; Matters Arising</u></b></p> <p>The last Minutes for Kingsfield Primary School were agreed as a true record by those that were present.</p>	
7.	<p><b><u>Chair's Actions</u></b></p> <p>Mrs Robson reported that she had not made any Chair's Actions since being appointed.</p>	
8.	<p><b><u>Headteacher Reports</u></b></p> <p>Reports relating to all three schools had been circulated prior to the meeting.</p> <p><b><i>Cromwell Community College</i></b></p> <p>Mrs Horn took governors through her report, answering questions raised:</p> <ul style="list-style-type: none"> <li>• Persistent Attendance was explained for new governors. Cromwell have good data – currently at 10.8%. Term time holidays account for 5.5% of all unauthorised absence. Mrs Horn made governors aware that 140 pupils have 100% attendance records.</li> <li>• Three staff have resigned – two from the Art department. Trust colleagues from other schools are supporting to ensure pupils receive consistent, subject specific teaching leading up to exams. Options going forward were discussed.</li> <li>• Mrs Horn updated governors on the through-school provision and building work planned to open in 2020. The public consultation was noted to be in progress, and governors invited to view the plans after the meeting.</li> <li>• Data was only available for Year 11 – Mrs Horn will provide data for other year groups at the next meeting.</li> <li>• Predictions for Summer 2019 were discussed briefly.</li> </ul>	

- Finances were shown (via handout) to be healthy.
- Mrs Horn explained that Cromwell has a Pupil Admission Number (PAN) of 210. The school over-admitted by 30 for September 2018, and plans to continue with 240 being the accepted number. However, governors were reminded that funding for additional pupils does not come into the school budget until the following year (following 2018 census) and so resources to support the extra pupils are from the current budget.
- School has received additional funding to support the teachers pay award.
- Mrs Horn made governors aware that the AstroTurf pitch will need recovering within the next five years, at an estimate of £250k, and this must be saved for.

### ***Earith Primary School***

Mrs Pritchard took governors through her report, responding to questions throughout:

- The mixed class set-up was explained, and how teaching children of differing ages and abilities can be challenging. There are three classes at Earith across all year groups.
- Summer 2018 results were disappointing, but with only 12 pupils in Year 6 it must be remembered that each child represented a high percentage. 4 pupils had been identified as not likely to make national grades.
- Booster groups for the current Year 6 have already started.
- Earith is now a PiXL school, with access to comparable data. It is pleasing to note that the latest data drop showed Earith pupils to be above national comparative data. PiXL allows staff to see where the gaps in learning are, and address any issues.
- The falling roll is a concern. There are currently 78 on roll, but this is expected to fall next year.
- Mrs Robson asked if there is a point where the school will become unsustainable. Mrs Pritchard replied that the budget is monitored closely, and the school is secure at the moment. She added that it is ironic that, although year groups were not at PAN, pupils were being turning away due to class size.
- Following a request from Mr Whitlam, Mrs Pritchard agreed to show how each child is seen as a percentage in future reports.

### ***Kingsfield Primary School***

Mrs Pritchard took governors through her report, and governors were able to ask questions:

- Mr Jones asked how Kingsfield were coping now that Mr Abbs has moved to Earith. Mrs Pritchard explained the role of the current Assistant Heads and their teaching commitments. She agreed that it is “tricky” but the appointment of an Inclusion worker is working well. The two Assistant Heads work well together and mentor NQTs closely. A new SENCo has been appointed for two days per week, which has alleviated pressure on SLT.
- Mrs Robson asked how the staffing changes from September are working out. Mrs Pritchard replied that, although there was a high turnover, staff are positive. She added that the NQTs appointed have been an asset, and assured governors that they are being trained and supported effectively. Mrs Horn and Mrs Pritchard are both of the view that successful recruitment of NQTs was key, with early appointments ensuring a strong field.
- Mrs Corby-Judge asked if Gary Casey was being asked back to support Maths. Mrs Pritchard explained that Kingsfield had bought a maths package called Maths – No Problem!, whose trainers are supporting staff with the implementation this term, and it would therefore not be appropriate, or cost effective, to invite Mr Casey as well.

9.	<p><b><u>Policies</u></b></p> <p>Mrs Jarvis explained that current policies can remain in place. Schools will need to work on a schedule of review going forward. Mrs Foster asked if the policies were available to view on-line. It was explained that a new system of a shared-drive is being set up, but in the meantime, it was agreed that HR policies should be emailed to Mrs Foster. Mrs Robson made governors aware that all statutory policies can be viewed on each school website.</p>	KJ
10.	<p><b><u>School Development Plans</u></b></p> <p>Each school had circulated a copy of its priorities for improvement prior to the meeting. Mrs Horn explained that these are reviewed and updated constantly, and should be considered a working document. However, the importance of governors knowing what the priorities are was stressed, particularly in light of Ofsted.</p> <p>It was reiterated that the aim of the LGB is to be strategic, leaving operational matters to the schools.</p>	
11.	<p><b><u>Statutory Agenda Items</u></b></p> <p><b><i>Safeguarding</i></b>: no incidents to report.</p> <p>Mrs Horn explained how the Trust procured system for safeguarding called <i>My Concern</i> has benefitted schools and staff, allowing better monitoring, tracking and recording.</p> <p><b><i>Health &amp; Safety</i></b>: Mrs Jarvis informed governors that the Handsam reporting system should be discussed at each meeting, and that RAG rated reported are submitted to each Board meeting.</p> <p>Mrs Pritchard spoke of the improved security arrangements at Earith following a security audit carried out upon joining ALT.</p>	
12.	<p><b><u>Any Other Business</u></b></p> <p><b><i>Mrs Robson</i></b>: All governors need to complete a DBS check. Governors were asked to see office staff at Cromwell and provide current certificate details, or request a DBS be carried out.</p> <p><b><i>Mrs Robson</i></b>: made governors aware that personal email addresses are not the communication method of choice under GDPR. Mrs Jarvis is investigating whether all governors can be given ALT email addresses.</p> <p><b><i>Mrs Jarvis</i></b>: requested governors approve attendance targets for each school. Mrs Horn and Mrs Pritchard believe that this is no longer necessary, so checks will be made.</p>	ALL  KJ  KJ
13.	<p><b><u>Date of Next Meeting</u></b></p> <p>Date of the next meeting was agreed as 12<sup>th</sup> December 2018. The meeting will start at 2pm (although it was acknowledged that this may prove a difficult time for some governors and will be reviewed regularly). Mrs Robson agreed to email details of future dates under separate cover.</p>	JR
	<p>The meeting ended at 3.40pm, with governors adjourning to visit the new build consultation presentation.</p>	