

MEETING OF LOCAL GOVERNING BOARD

Minutes of the meeting held on 4 April 2019

Name	Type	Office	Term
Vacancy	Parent		
Tomas McCallion	Parent		
Sarah Belchambers	General Member		27/03/2022
* Catherine Gibson	General Member		
Sarah Mitchell	General Member	Executive HT	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
Liam Tobin	General Member		27/03/2022
Louise Gurney	Staff	HT	Ex officio
Jo Fradd	Staff	Deputy HT	01/01/2021
John Saxon	Foundation: Incumbent		Ex officio
In attendance			
Tom Bennett		Clerk	
* indicates absence			

The Rev. John Saxon opened the meeting with a prayer.

1/19 Apologies for absence

None.

2/19 Any Other Business

- Pre-School
- Class sizes

3/19 Declaration of business interests

No governor declared a potential conflict of interest with any of the items to be discussed at the meeting or that they had received or given a gift or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

4/19 Minutes of the previous meeting

The minutes of the previous meeting held on 22 November 2018 were approved as an accurate and true record of the meeting.

5/19 Matters arising**Minute 46/18 - Headteacher's Report**

At the last meeting the Headteacher reported she would be taking over the leadership of the Early Years Foundation Stage [EYFS] pupils in November when the current teacher went on maternity leave.

In the Headteacher's absence, the EYFS Lead teacher at Great Chesterford Primary Academy [GCPA] is available to support the EYFS provision at the Academy. The Academy's EYFS staff had also been making links and working with EYFS staff on sharing practices on EYFS teaching. Executive Headteacher is providing leadership support for EYFS to the end of the academic year.

The MAT's external education advisor, Anne Fisher, has carried out a review of the Academy's EYFS provision.

All other matters arising had either been completed or were included on the agenda.

6/19 Policies**Action**

The meeting received an updated schedule of the Academy's policies and their review dates.

The Clerk reported he had received copies of all the policies available on the staff files and had updated the review dates on the schedule of policies with the review dates recorded on the policies. The schedule also now included the MAT policies applicable to both academies that are set and approved by the MAT's Board of Directors. The schedule had been sorted by review date order to identify those policies that needed to be reviewed now.

It was **agreed** the Chair, EHT and Deputy HT would review the schedule and agree the order of those policies to be reviewed, review the current policies and amend them as necessary and advise the committee Chairs of those policies that need to be reviewed and approved at their next meetings.

LS/SM/JF

7/19 Headteacher's Report

The EHT and Deputy HT's highlighted the following points of the HT's Spring Term report:

- There were currently 94 children on roll, 12 pupils had joined the Academy since the start of the Academic Year and 11 had left. All but one of the pupil movements were due to service families being deployed to Carver Barracks or redeployed to other postings. The non-service family pupil leaving was due to the family relocating to Newport and deciding to send their child to Newport Primary School.
- The Attendance for pupils was slightly lower than the target but were in line with other schools that had experienced higher winter illnesses than on other years.
- Appendices attached to the report provided information on Pupil and Sports Premium funding and how the funding was being expended.
- Also attached to the report was a copy of Primary Inspection Data Summary that Ofsted used prior to carrying out an inspection. The report provided information on the progress made in 2018 and relative standing in reading, writing and maths compared to national average levels. These fed into the front sheet titled "Areas to investigate" that reported "no meaningful trends or differences" for each measure.
- The targets for the Academy's pupil achievement and standards have been amended to reflect the profiles of the current pupil cohorts. The report included pupils' achievements data based on January assessments and on-going teacher assessments that were compared against the 2018-19 targets. The 2018-19 targets were "aspirational". The pupil achievement data at January was significantly lower than the targets that were normal as pupils made most progress from January to June.
- The area for concern for the Academy on pupil achievements and standards was the current attainment and progress figures for the End of Key Stage 2 pupils 2020 who will require a lot of intervention to meet their targets. The group of nine pupils included pupils with specific individual education needs. It was **agreed** the Teaching and Learning governors would focus their monitoring on this cohort, in particular.
- Proposed school term dates and non-pupil [staff training] days were included in the report and approved

The meeting commended the improved format of the HT's report and that it

T&L
Committee
Chair

provided clear and comprehensive data and information on all the activities of the school.

The meeting discussed the importance for governors to understand the data on the Primary Inspection Data Summary Report used Ofsted prior to carrying out an inspection and the interventions the Academy were in place to address any under performances. Ofsted would want to know how governors are informed on areas of underperformance and how they monitor the actions being taken to address them. It was **agreed** to provide some dedicated time for governors to receive a more detailed briefing on the report and the actions being taken.

LS/ JF

8/19 Academy Development Plan/ Self Evaluation

a) Academy development/ improvement plan for 2018-2019

The Deputy Head provided an overview of the Academy improvement plan and highlighted the following:

Teaching & Learning:

- The Academy has been working with GCPA on moderating teachers' assessments on writing.
- Work on a cross-over project on Maths with Saffron Walden schools has been carried out including lesson observations, book reviews and moderation.
- The school has introduced MME, an assessment tool, in Art
- Personal, Social, Health and Economic [PSHE] provision has been identified as an area to develop. A scheme of work used by Great Chesterford Primary Academy will be introduced from September.
- The Executive HT from the Katherine Semar Schools and David Rogers from Bentfield Primary school visited the Academy to carry out a Peer Review in March. The HTs observed lessons, talked to pupils and scrutinised pupils' work. The findings will be developed and form the focus of a coaching workshop for all teachers. The information from the peer review will feed into the Teaching and Learning section on the Self Evaluation Form [SEF].

The EHT reported she had seen a lot of positive improvements at the Academy when observing classes and talking to teachers. Teachers were pleased with the new performance management review process that was clearer, well planned and provided teachers time to prepare.

b) To note the progress on the 2018-9 Self Evaluation Form [SEF]

The Deputy Head reported she and the EHT were currently updating the SEF and had almost completed the Teaching and Learning section. Once completed the SEF will be circulated to all governors to review the assessments made and to incorporate questions to ask when carrying out Teaching and Learning monitoring visits in the Summer Term. The next section to complete would be the standard of pupil behaviour.

9/19 Minutes/reports of committees

a) Finance and Premises [F&P]

John Saxon, the committee Chair, advised the minutes of the committee's last meeting were draft, yet to be confirmed.

He reported the Academy's year to date and forecast for the year were in line with the budget when excluding an exceptional item of expenditure, the cost of providing astro turf at the Academy. This had been funded by a grant received from Carver

Barracks in the previous financial year. The MAT's business manager had been asked to investigate why the grant and expenditure had not been accounted for in the same year.

New cleaning contractors had been appointed that were more expensive than the previous cleaners but provided a much better service.

b) Teaching and Learning Committee

The meeting noted the previously circulated minutes of the committee's last meeting.

It was noted the racial incident book was in place.

The Deputy Head reported the Sex and Relationship Policy [SRE] would be in place once the curriculum had been agreed. Likewise a new PSHE policy for the Academy. GCPA are able to support the work on both of these policies.

10/19 Membership

Following the appointment of a new parent governor and member governor, there was only one general governor vacancy.

It was **agreed** to ask the MAT Board of Directors to consider re-appointing a general member governor as a parent governor for the new academic year to allow the Academy to advertise for a new parent governor with finance skills.

SM/ Clerk

11/19 Chair's action

No urgent action had been taken by the since the last meeting.

12/19 Correspondence

None.

13/19 Safeguarding children

A report on safeguarding, behaviour and safety was included in the HT's Spring Term report.

The chair (LS) had carried out a pupil well being survey and a staff training survey in the spring term. Results were shared with governors.

14/19 Church Matters [JS/]

John Saxon reported he had been coming into school for daily worship, had attended the Christmas Fair and Christmas lunch. School services were an important link between the school, church and local community.

Pupils in Reception had visited the Church three times and joined the local toddler group. It was **agreed** to consider inviting parents with pre-school siblings and children to join the shared school/ toddler groups.

JF

15/19 Governor visits

The following governor visits had been carried out since the last meeting. Monitoring forms were completed and provided for the meeting

- Behaviour
- Assessment
- Enrichment
- Art
- Geography
- Lunchtime
- Playtime
- Senco

- PHSE
- Maths
- Health and Safety

The Deputy Headteacher reported staff welcomed governor visits and appreciated that they were interested in all the school's activities.

John Saxon advised he would be visiting the school to meet the School Council and to monitor Religion Education.

The Chair reported a new updated visit schedule will be issued in September. She thanked all the governors who had been involved in the recruitment of a new Head of School.

16/19 Governor training

a) Training Link Governor Report

John Saxon, the Link Governor responsible for governor training, advised that all governors had signed up for the National Governance Association [NGA] online training programme and had nearly all completed the Safeguarding module.

b) training needs for the Local Governing Body

It had been agreed to hold an all governor training session on Primary Inspection Data Summary Report used Ofsted.

17/19 Any other business [LS]

Pre-School

The Chair reported the school was in discussion with the person running the Breakfast Club on starting a new Pre-School in the available Portacabin. The school had the space but not the finance and staff resources and could only provide a Pre-School if it is outsourced.

The person running the Breakfast Club was interested and would also like to use the facilities outside of school time to generate more income.

It was **agreed** having a Pre-School would help attract new pupils to the school and to proceed with the discussions on the proposal.

SM/ JF

Class Sizes

The Deputy Headteacher reported five new pupils would be joining into year 4 that would increase the total of Class 3/4 to 34 pupils. The EHT advised that due to the need to provide additional teaching staff to former pupils with SEND needs, there was sufficient teaching staff for the larger class. The increased number of staff would allow them to take provide targeted interventions to different groups in the year that would help with any space constraints and teaching mixed aged groups.

It was **agreed** the maximum number of pupil numbers for Class 3/4 should not exceed 36 and to draw up plans on accommodating the cohort when they reach Class 5/6.

SM/ JF

18/19 Date/time of future meetings [LS]

- Thursday 4th July 2019

All LGB meetings start at 7:00 pm

Signed by Lin Stephenson [Chair] on 4 July 2019