**Chesterton Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***Held on Tuesday 17th January 2017***

Present: Bryony Surtees Surtees (Executive Headteacher)

Marion Lloyd (Chair)

Kate Heywood

Jaco Beukes

Ian Murray

Jo Guillod-Rees

Camilla King

In attendance: Jo Sanders (Clerk)

Apologies: Jenny Nelder

Maxine Cole

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| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   Apologies were received from JN & MC   * 1. ***Consent/Non-consent to absence***   It was agreed to accept the apologies as given. |  |
| 2. | **Pecuniary and other interests**  ***2.1. Declarations with regard to items on agenda***  No new interests were declared. |  |
| 3. | **Chair’s Action**  There were no urgent actions to report. |  |
| 4. | **Minutes of the last meeting**  ***4.1. Confirm the Minutes of the previous meeting***  The Minutes circulated for the meeting held on 29th November 2016 were confirmed as a true record, subject to the following technical error being corrected:  ***It was Ian Murray who gave his apologies at the last meeting, not Ian Manning as stated.***  ***4.2. Matter arising from the minutes***  Matters arising from the minutes included:  **ML did ask BS to confirm that the school was not allowed to ask parents to pay for any educational trips. BS confirmed that this was the case, but that the school could ask for ‘donations’ to be made towards any visits. ML then asked what would happen if not enough donations were received. BS said that there would then be a chance that the trip would not go ahead. BS also confirmed that Pupil Premium children are paid for. There is a provision set aside in the 17/18 budget.**  **It was noted that the school still has vacancies for two Trust Governors. IM said that a couple of the people he had thought about have proved unviable. ML asked the Clerk to bring this matter to the ALT for their consideration and comment.** | **JS**  **JS** |
| 5. | **Academy Improvement**  ***5.1. Chesterton Review (ALT – Dec)***  BS referred governors to the latest report from Anne McCormick, ALT Hub Lead for Cambridgeshire which had been circulated prior to the meeting. Again, it was a very positive report which praised highly the strong and focussed team right across the school. She also remarked that the school has a secure governing body that are aware of their responsibilities, visit the school regularly, and ask challenging questions of the Headteacher. Questions from the report included:  IM asked – do you think that ‘War Room’ is good terminology? **BS explained that it is meant to represent strategy by being able to identify where children are at with their learning, identifying any gaps in the learning, and being able to put interventions in place where they are needed. After a discussion in which other governors also said they were not entirely on board with the term, it was agreed that it now be known as the ‘Progress’ room.**  ML commented that the system shows where children are at that particular moment in time, but does not necessarily clearly reflect how they may have progressed from their starting position. **BS said that she would consider that and look at ways that may enable progression to be more easily evidenced within the Progress Room.**  IM asked if the LGB were meant to have received the pages at the end of the review which commented on individual teachers. **BS said that originally these perhaps should not have been sent, but that actually these comments are fed in to the ‘hospital beds’ system so are actually strategic comments.**  ***5.2. Standards and Progress***  BS referred governors to the data sheets circulated prior to the meeting.  ML asked – with regard to EYFS, how does this cohort compare to previous cohorts? **BS replied that this cohort seem to be slightly above previous years. At the moment 62% should achieve the GLD. BS expects that the cohort will hit National targets by the end of the year. There are no behavioural issues in this cohort so full focus is on learning. Some children do need a ‘push’ to higher that percentage and interventions are being put in place. KH is working hard to narrow gaps and staff are identifying needs quickly to allow this to take place.**  **KH told the LGB that lessons had been learned from last year and new strategies had been put in place this year. Structures were put in place early on to allow for a smoother transition from Nursey to Reception. The Reception year were kept separate from the rest of the school at the beginning, having separate assemblies etc. and integrated into school more slowly to allow time for settling. The new behaviour policy recently adopted has been enforced from the very beginning so is consistent and children know what is acceptable.**  **CK said that feedback so far from parents is very positive.**  **KH also explained that there are some EAL pupils, and some with high PP – these are not expected to achieve GLD. There is a speech & language need that needs addressing, so haven’t been able to get past the EAL yet.**  BS was then asked to summarise the Year 1 data. **BS explained that the PP children do need work to help narrow the gaps and make progress. The EAL pupils are making good progress. It has been noticed that there is a definitive gender split, with girls doing better than boys. CK, as part of her Leading Active Learning course, is working on the engagement of boys in learning. Of the SEN & PP groups, 75% of those are boys in each case. There is an overlap of pupils with PP and SEN – works out to be one boy and one girl who fit into both categories. Those in the EAL group are just EAL pupils; they do not cross over into any other groups.**  **Currently 75% are on track for the Phonics Screening – the target is for 90% at the end of the year.**  Year 2 summary. **BS told the Governors that EAL was a significant issue in this year group, mainly as three pupils that are new to the school have no English at all. BS pointed out that out of 27 pupils in Year 2, a third of those are new to the school. Currently, out of a school containing 104 pupils, 26 of these are EAL.**  IM asked were there any resources she needed that could help. **BS said CREDS (………..) are coming into the school to review teaching & learning and the resources. There will be staff training afterwards, and an action plan put in place to help support this particular group of pupils. EAL pupils do well, they pick up language very quickly, so not seen as a group causing issues for the school.**  **If it is found to be a trend, with the number of EAL pupils increasing year on year, then the school may possibly look at someone to support or offer additional CPD to existing staff. CREDS will advise.**  JGR asked whether or not it would be prudent to put EAL pupils down a class. **BS said that the problem with that is that it would impact on the rest of the class. Being with their own year group immerses them quickly into school life, and as BS said previously they do pick up the language skills very quickly. What is missing is the learning that they have either had elsewhere or missed out on here. BS is aware that currently, some scores will drop but with the right interventions and support the group can catch up.**  ML asked if it was possible to split the data further into those children that have been at the school from the start v those that have come in at a later point? **BS said that she could look into this and hopefully bring something to the next LGB.**  **Year 2 Reading 52**  **Maths 56**  **Writing 52**  **These are an increase from last year but still under the National. More writing has been introduced in Maths. The expectations have been shared with the children which has helped them to improve. Miss Purvey, class teacher, is well aware of what needs to be done in order to improve before the SATS at the end of the year.**  Year 3 summary  **Writing 46**  **Maths/Reading 50+**  **There are a lot of pupils who are just below, need to work on inference and comprehension to lift scores up. There are 21 pupils in the class with only 11 of them having been at the school from the very beginning.**  IM asked if it was possible to have some narrative put alongside the data scores to help the governors make better sense of the statistics. **BS said she would do this going forward.**  ***5.3. Review the SEF***  BS referred to the SEF which had been circulated previously. BS wanted to let the governors know that all grading and comments were endorsed by the reviews that have been carried out by Anne McCormick and David Hilton (ALT Director of Standards) throughout the year.  ***The Governors were happy with the SEF and there were no questions at this time.***  ***5.4. Co-ordinator Reports***  BS referred the Governors to the reports that had been circulated prior to the meeting. Questions arising included:  IM asked – who reviews the co-ordinators reports. **BS said that the staff are given half a day to monitor their own curriculum and write their report. These are meant to be reflective i.e. not just about how ‘great’ things are but where improvements can be made. This is the first time that these reports have been done so there is nothing to compare them with at this time. Going forward KH will monitor the reports with the staff.**  **It was suggested that at the next LGB, KH & CK could be invited to present to the Governors. The clerk was asked to add to the agenda.**  **It was also suggested that something could be added to the SEF regarding the reports and the pursuit of ‘outstanding’. It was also asked if the reports could be named.**  IM – in relation to the R.E. Report produced by Miss Khokhar, IM questioned the use of the word ‘tolerance’ and wondered if it not ought to be ‘respect’. **BS said that the children are taught British Values where tolerance and respect are two different elements but that work together as a whole.** | **BS**  **BS**  **BS**  **JS** |
| 6. | **Governor Visits**  ***6.1 To receive Governor’s visits reports***  The reports were not circulated at this time. |  |
| 7. | **Term Dates & PD Days**  ***7.1 To agree the term dates and PD days for 2017-2018 & 2018-2019***  BS had previously circulated a list of term dates for next year, along with proposed PD days, but then informed the LGB that she had come up with another idea. This would involve the staff coming back earlier (end August) and putting the PD days there, and perhaps finishing teaching a little earlier at the Christmas break.  Following a discussion, and the proposal from Ms Lloyd, the LGB agreed to support the Headteacher in whatever plan she saw fit and agreed that anything that would help to support the staff would be acceptable to them. BS will inform the LGB of the dates once she has discussed with the staff and finalised. |  |
| 8. | **DfE Information**  ***8.1. To note any updates from the Need to Know area of the DfE website which is relevant to the Academy***  <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools> |  |
| 9. | **Any other business**  IM – informed the LGB that Safeguarding should be a mandatory agenda item on an LGB meeting. The clerk was asked to add to next agendas.    Governors agreed that some safeguarding training was needed. Three dates have been proposed:   * 21 March / 22 March / 23 March. Session to take place between 5pm – 7pm at Chesterton School.   The Clerk to email the LGB with the dates and go with the majority. **UPDATE: JS emailed LGB on 26/01/2017**  BS informed the LGB that Mr G Thomas (Custodian) had thanked everyone for the bonus given to him last month.  **At this point KH left the meeting as the Headteacher wanted to discuss her role with the LGB**.  BS informed the LGB that due to issues at the Isle of Ely school, it was necessary for her to spend more time there than at Chesterton, leaving KH in charge. KH is also going to be taking on some aspects of Kate Lloyd (Inclusion Lead) role to enable Ms Lloyd to concentrate her work across both schools. With this in mind, the Headteacher asked the LGB to approve a temporary increase in KH salary for the term. BS said that the budget had been checked and could sustain this.  ***The LGB approved this proposal.*** | **JS**  **JS** |
| 13. | **Date of next meeting(s)**  In the previous meeting it was agreed that rather than have separate committee meetings, there would be extra LGB meetings through the year that would have a particular focus on Finance and Resources. Dates for these were confirmed. Please see below for revised schedule of LGB meetings for 2017.  Confirmed meetings for 2017 are:  LGB: Tuesday 17 January @ 6.00pm  **Tuesday 07 March @** **5pm – 6pm (Resources) LGB to follow**  **Tuesday 09 May @ 6.00pm** **Moved from 2nd May**  **Tuesday 6th June @ 6.00pm** **(Resources)**  Tuesday 20 June @ 6.00pm |  |