**Chesterton Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***Held on Tuesday 9th May 2017***

Present: Kate Heywood

Jo Guillod-Rees

Marion Lloyd

Camilla King (Minute taker in absence of JS)

Jenny Nelder

In attendance:

Apologies: Jaco Beukes

Bryony Surtees Surtees (Executive Headteacher)

Maxine Cole

Ian Murray

|  |  |  |
| --- | --- | --- |
| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   Apologies were received from BS, JB and MC.  Ian.   * 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.  ***2.2. Update the register of Pecuniary Interests*** |  |
| 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***  9th May. 7th march? Never received, Jo left now, need a new Clarke. Doesn’t want to continue, extra job. LEA Clarkes ‘know it all’. Did have Suffolk Clarke, didn’t agree. Signed off.  ***4.2. Matter arising from the minutes***  It is to be put in this week’s newsletter about no unauthorised requested and a thank you to parents. Completed  BS will invite TM to the next resources meeting on the 6th June to discuss the budget as it will have been sent to the ALT by then as it has to be sent to them on 31st May. Meeting was postponed  There was some confusion over dates for meetings and so it is felt they need to be clarified for all Governors. No clerk and meetings for this year were clear. | **Appoint Clarke.** |
| 5. | **Budget and Related items**  ***5.1. Budget monitoring report***  ALT decided, minimal input from govs. Used to spend time going through it all. Agreed with ALT board instead. Got hooked in, previously needed more looking over. Little with any say. What say on carry forward? Assured that we’re not over spent – don’t seem to be. Using some carry forward what is %? 7.5% 5% requirement. Suggested putting some aside for outside areas – Ofsted not keen. More shade? Govs. need assured that carry forward doesn’t get too big – spend on kids. 3.8% instead of 5%? 30,000. ALT recommend 5% for emergencies. BS and KH met, discussing outdoor area that will be ordered to improve playground. Painting lines and structure outside. Did at IoE, don’t do same there as came off. Gravel removed – success as no reason for it there. Discussed with EYFS outdoor area.  Reasons: some not helpful reasons e.g. letting income – negative figure, do they owe us? Chestnuts inc. water. Want to know what they mean. Next meeting for Teresa to come, in Sept will have end of yr figures, better handle on what we’ve spent. Marion: if we’ve spent more than budgeted, do we need to put more in there? Budgeting based on this year and know from T that this budget for next year has taken into consideration overspends. Question raised last time, issue with money – don’t have to keep paying drains, supply etc. bigger school, supply will go down. Assured that they have been thought about. Future building maintenance, wasn’t budgeted. Shock – in refurbished but still many issues in school. Suggestion over putting rent up to chestnuts and question over who has control of lease? Agreement with CC council, unsure of time limit on this. Bring TM to next meeting to answer Qs.  ***5.2. Budget Planning***  Has this budget been approved by ALT?? Had to be in by end of May.  **5.3 Review of Health and Safety Meeting**  Inconsistencies with Gary’s name. more frequent now, why? These are just ‘meetings’, was Jo meant to sit on meetings? Surprised. Not a committee, just a monthly meeting. Jo needs to be part of meeting and circulation list. Check if Jo is free. Can then do walk arounds etc. more regularly.  It was noticed in the minutes the Fire extinguishers are out of date, but we passed inspection. If serviced should be fine? 8th May minutes. Wanted to purchase more. Issue: cheaper to buy online, unsure if this was followed up or not? Should be the same from everywhere.  27th march – fire brigade visit, no mention of this. Must be a date on them? Seen notes, no mention that ext. were out of date. Were points to improve but not that one? Did Gary see them?  Evacuation route for Yr. 2? 2 locked gates, did that change? Do they just come out the front instead? Collection point on multisport. Currently through chestnuts gate.  Who owns land on very front? Not sure. ALT was going to look in to it, possibly school and putting gate up. Very dangerous with the parents parking. Look into this. | **Add jo to meetings and circulation.**  **Have the fire extinguishers been changed, are they up to date?** |
| 6. | **Personnel**  ***6.1 staffing update/succession planning***  Drawing of next yr. 2 vacancies 1:1 TA and part time. Quite a few applications. 29th (thurs) email has been sent, not sure who, possibly Maxine? Check who is doing this. The Governor who is part of the interview should be part of short listings. Possibly Jenny as backup, if we cannot get anyone. TA; 10 min with chn, 20m minute interview. Self-explanatory.  MPS teacher? Main Pay scale MDSA? Mid-day Supervisor.  Question on who runs Mullberry? Miss Monk doing Mulberry.  Marion: Place2Be?? Few meetings ago what is the impact? Didn’t have much interest, mulberry having more impact. Still around, meeting that we weren’t impressed, horrified by services being given, changing manager. –  Kate: new school project manager in sept.  Big meeting before Easter, persuaded by the meeting that what we had wasn’t what it should have been. Things have improved, more communication and service. Next year upping it but not charging more. Not giving data but have now – all confidential. 2 full days for counselling with place2talk. Mary will be changing, chosen to leave herself. Mon and Tues, got a term to prove it. 1:1 with chn, parents, and lunch time. None of systems changing just increase. Doesn’t seem to be doing anything – chn not changing, no data, no impact on attendance etc. was £18,000 – not much to show.  JN: How do you deal with ST being a TA in same class as child?  KH: Had discussion with TA about being professional, up to how the child responds to it. Will have to see, currently yr 1. TA and Teacher work well together, benefitting the children and impact on learning. Trial and error and if it is not benefitting the children it can be changed.  JN: Raised by a lot of parents at party about justifying it. Parents worried about dynamic in room. Trusting judgements. TA defending it. Mothers raising it as concern. Benefits out way anything else.  KH: Previously when she first started it was unknown how she’d be with own chn in school so decided not to place in Willow but she is very professional and we believe it will work well for all the children.  **6.2 Performance Management review**  JN: Discussing teacher who was on orange, confident they wouldn’t be by this point but still are.  KH:Making progress and lots of improvement. Review on Thurs – see an outsiders judgement on things. When raised concerns before more worried, not so much now.  ML: Pattern with new teachers? Expectations here are higher than other schools. Has had plenty of teaching experience before. |  |
| 7. | **Academy Improvement**  **7.1 Head teachers report**  KH: Progress and attainment on PP. Place2Be. Not immediate impact on learning but it does support the children getting them ready for learning. Have so much more to learn. Not as much as possible.  Interventions – supporting chn.  Future reference: we spent £ on this, this is the impact/how much and no impact and not doing it again and reasons why.  Exlcusions: same child? No 2 separate. Mulberry had huge difference. Having SE needs. 2 staff, 4 chn. Can we afford? Staff are already employed it.  JN:Had big impact on Willow, chn are happier.  KH: Impact on schl as a whole. Massive impact on 4 chn and needs met. Learning needs met.  How do we teach them?  KH: Was 3 different classes, rotating adult time between the children and making them independent. Aim for them to be able to come back to class. Time?  KH: Depending on child. Lots of baselines and assessments inc. reintegrating scale with mainstream. 70% will then be back in class. Far more effective but can only serve a small amount of chn?  BS and KH are part of interview for Place2Be candidates. Have a say.  ML: Do chn have time with them? Set up activities with chn? Mulberry?  **7.2 Standards and progress**  Willow: 4 leave, 1 started and left in yr. 6 join 32% joined in currently  R: 5 leave, came in yr. 7 yr  A: 3 left, 2 in yr. placements, 3 joined.  M: 4 left, 5 joined.  The children moving in and out can mean the figures can be very disruptive. It does not give a true reflection of the Chesterton progress and that actually at the end of the year we should look at the percentages for children who have been here in reception and that will give a true reflection of Chesterton and these should be sent out to Governors.  Numbers don’t match up and this was confusing. This is again because we have so much movement the percentages are from different numbers each term. It does make it hard to compare for the Governors.    ML: Output of classroom monitor. How much do we look through data, are we on track to meet targets?  KH: Phonics: not 90%, above national.  Why so high:  because of the last years statistic and we must be building on each year and having aspirational targets.  What % of chn that have been with us from start will be on 90%? Haven’t had input for whole yr. haven’t had pass mark for test yet, when published, what is % that passed from start. Chn who have been here from the start have made good progress, justification of resource. Even if for 1 whole year. Chn coming and going is having an impact on data and what it looks like. More rewarding as consistent group. Better progress to govs.  Yr2: some exceeding. SATS looking at lot better than last yr. not sure if will reach national, will be a couple of % off.  GLD: on upward trend, should meet national.  Baseline for next yr. end on positive note. Early meeting in sept? Unsure. Finish on high.  **7.3 Curriculum reports**  Encourage coordinators to come to meeting to discuss. Programme for each meeting, they can start meeting. 15mins at start, can then go. Governors would like to thank staff again for all their hardwork over the year. |  |
| 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**  9.1 of sufficient urgency and importance to be raised as an agenda item at the next meeting  9.2 A matter of reporting news  Governors Visits: Looked at SEN report last term? Nearly caught up, 1 to do (teaching and learning)  ML: Response from Jan Steel about the policies that were questioned. They are all central from the ALT so cannot be changed. They did appreciate the time and effort the governors went to on checking the policies so thoroughly.    Given notice if made redundant. Dismissed – not good wording, not good for person receiving letter. Dismissal in law. Not polite.  Safer recruitment – teaching is allowed. Ask interviewee ask them. Safer recruitment says to do it. Worry for tribunal – not contact correct person. Dealing with chn different? Asking for issues regarding safeguarding and DBS. Are differences. Not contacting to recommend, purely asking for safeguarding issues.  Sex ed policy – SRE isn’t explained or related to anything. Update policy. Sexual relation policy. Not aware that parents got letter? Haven’t taught it. Action point: send out letter and teach next year.  Gov. body acting as safer employment champion – Marion agreed if needed.  Happy with most of responses.  Resercutilate policy on appraisal to govs. Ask jan to send policy as is. – HR. As it has gone back to what it was before and it is the ALT who are responsible for the EHT appraisal not the governors.  Reduced in numbers by 2/1?? Parent gov. BS is 1 of 5 trust govs. – counted as extra. Did have 12. Had Ian manning, NW lady, one not vacancy. 1 short – trust. Ian lining up, nothing came of it. On sabaticle will come to some. |  |
| 13. | **Date of next meeting(s)**  Talk to BS. If early, discuss data. If not can’t discuss. |  |