**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

Jenny Nelder

Maxine Cole

In attendance: Jo Sanders (Clerk)

Apologies: Jo Guillod-Rees

Camilla King

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| **Item** | **Notes** | **Action** |
| 1. | **Absence**   * 1. ***Apologies for absence***   Apologies were received from JGR   * 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**  It was noted that tonight’s meeting was an extended LGB meeting covering Resources from 5.00pm – 6.00pm and Standards & Data from 6.00pm – end.  ***4.1. Confirm the Minutes of the previous meeting***  The Minutes circulated for the Finance Committee meeting held on 19th October 2016 and also the last LGB meeting on 17th January were confirmed as a true record.  ***4.2. Matter arising from the minutes***  Matters arising from the minutes included:  **Although there were no matters arising from the minutes, ML did ask that in future Resource meetings that Personnel be moved to the end of the agenda. This would mean that in the event of any confidential matters needing discussing, any staff members present would be able to leave at that point, concluding their attendance at that point also. The clerk agreed that she would make the necessary adjustments to the next agenda.**  **The clerk was asked if there had been any movement regarding the recruiting of new Governors. ML told the LGB that the matter had been brought to the attention of the Board of Trustees and was being looked into, with a view to reducing the number of people on an LGB from 11 to 9.** | **JS** |
| 5. | **Finance**  ***5.1. Budget Update***  BS referred governors to the latest budget monitoring report from the School Business Manager and explained that this was a new format that ALT had now instructed all SBM’s to use. Questions from the report included:  IM asked – of the budget you identified as wanting to spend in 16/17 on equipment for the school, have you actually made any purchases yet? **BS explained that approximately 3.5 – 4K has been spent on equipment for the Reception year. No purchases have been made for the outside area as yet. The school is currently investigating possible covered areas as this was something identified in the OFSTED report.**  The LGB asked BS if she could run through the other sections of the report and expand on reasons for any differences.   * **Staffing Costs – not as much as expected as they had anticipated a larger budget for a more experienced staff member. It also includes a recharge to the IOE regarding KL.** * **Premises Costs – a new school boiler and an electrical test in the kitchen means that there will be a slight overspend on the premises budget.** * **Curriculum costs – the overspend showing is due to PPA and swimming not being included in the original budget. The PPA cover was for KH whilst they are stepping up in their role. However, it will be in the 17/18 budget.**   ML suggested that it may always be prudent to over budget on areas like premises as there is always something that needs doing, or something that unexpectedly breaks down that needs to be looked into.  ML informed the LGB that she had been in a meeting with other Chairs of some of the other ALT schools. She said that one of the things that had been discussed was looking at some of the Business Manager duties e.g. producing the Finance Reports centrally, easing pressure on the Business Manager.  BS concluded by reiterating that the school was in a good position, and that there would be a good carry-forward at the end of the academic year.  ***5.2. Staffing update***  BS informed the LGB that she was still continuing with the arrangement that sees her at the Isle of Ely school 4 days a week, with KH continuing to cover at Chesterton. SF had joined the staff in January as a part-time behavioural/pastoral assistant so there are now currently 1.5 people working in that type of role within the school. **ML asked if it was possible to differentiate between full and part time staff, and where they are part time what point of contract i.e. 0.5, 0.8 etc.**  ***5.3. Succession planning***  Currently all teachers have a TA and for September 2017 BS would like this to continue. BS also would like a SENCO for the school as the current arrangement with KL working across two schools is not working. BS explained to the LGB that she has an idea to form a PRU type class so the SENCO would teach. The SENCO would be an extra cost to the school.  ML – asked if the school could sustain this and how? **BS said that there would be approximately an extra £100K of funding next year. ML pointed out that in reality this would mean is that most of the extra funding is going on staff. BS agreed this. However, BS did say that furniture and IT needs can come out of the capital budget. CPD costs are not expected to be as high this in 17/18 as many of the staff will have completed their training – however this will depend on the qualifications any of the new staff have when they join the school.**  IM – will you have the capacity for a PRU class once the school is full? **BS replied that she would.**  MC asked the Head to confirm that what this meant was that children would be taken out of the class to be taught in the PRU class. **BS said that that was the case. BS asked the LGB to note that P2B costs the school approximately £18K a year, and although it does not form part of the ‘pay’ budget it may cushion any other spend if the school were not to continue with their services.**  ML asked was terminating the PB service a real possibility and why? **BS explained that the school has not been impressed with the service for a while now. They are not seeing any impact in the classroom, despite assurances that pupils are making good progress within their sessions. The school receive no real feedback and it does not appear that P2B is there to help the child as a whole. KH added that PB are just not delivering the objectives that the school wanted.**  **BS continued by saying that the relationship with the P2B project manager has broken down, which proves difficult as the service is spread across both Chesterton and IOE. BS informed the LGB that she is due to visit Hillside Primary School, another ALT school based in Ipswich that use the service, to see how it works there. BS is also due to have a meeting with the people above the school project leader to discuss their concerns and how to move forward. As P2B need to be given a terms notice, a decision has to be made by the end of this month.**  ML proposed that the LGB agree to give the Headteacher the remit to make the decision that she sees as best suiting the needs of the school and the children. With such a short time span before notice needs to be given, it may not be possible for the LGB to meet again to discuss.  IM – stated that any decision be communicated to parents at the earliest opportunity, with a full explanation as to why, and what the school plans were moving forward. IM felt that parents would be happy knowing that a full-time SENCO role, working alongside the behavioural assistants, would be beneficial rather than a service which only helps a few children for a day and a half a week. **BS said that she would do that, and said that there were other services that the school would look into such as ‘Hey Cambridge’. Any decisions made would be made with only if it was for the benefit of the children and of the school.**  **The LGB unanimously agreed with the Chair’s proposal.**  ***5.4. Continuous Professional Development***  BS referred the LGB to the Staff CPD list. Questions arising from the report included:  ML – who is responsible for determining and arranging the CPD needs of the staff? **BS replied that she was responsible.**  IM – asked about the impact of all the CPD. **BS replied:**   * **The Early Excellence training was very good** * **The work that the school is doing with Jenny Mosely is having a significant impact on the children** * **JP is having Coaching training with Trevor Folley. She is really enjoying it and always comes away feeling very positive.** * **The Leading Active Learning training is a programme run by ALT. At the moment CK and CL are on this and as part of this they will have their own projects to run.** * **The only thing that is getting some negative feedback is the NQT +1 Programme. This is another programme provided by ALT aimed at newly qualified teachers and those that are in their subsequent year having qualified. FK and CK were both due to be on this, but it was proving too difficult to have two teachers both out of school at the same time. The feedback that both were providing was that they didn’t feel they were getting anything more out of it as an NQT +1 as they did when they were just at NQT status. BS is due to talk to Marilyn Toft, Head of CPD for the Trust, to discuss this.**   **BS said that the impact of the training is shown within the performance management reviews where teachers are given their targets and the training is helping them to achieve those targets and maintain standards.**  ***5.5. Performance Management***  BS referred the LGB to the performance management reports and reminded Governors that a Green grading was good, and an Orange grading indicated that there were improvements that still needed to be made. These gradings are based on the lesson observations as detailed and do not include the fortnightly drop-ins undertaken by the Head of School. BS informed the Governors that in relation to the one staff member graded orange, there was a support plan in place and weekly meetings were being held to monitor progress.  JN – In relation to the staff member graded orange, is this the same staff member that has been at orange in previous reports? **BS said no, it was someone else. The staff member previously at orange is now at a constant green.**  JN – How do you see the future for the staff member currently at orange? **BS said that she has no reason to think that with the support plan in place that the said member of staff should not be able to achieve a green grading. The school has been successful in the past with progressing staff and this should be no different. However, of course it is down to the individual to take on board the advice and training being given. If still at orange at the next meeting then obviously it will need to be looked into. The staff member has been on a support plan for four weeks now, so it would be expected that by Easter, it would be expected that BS would see a change in direction, be it positive or negative.**  ML – asked what if it felt that there has been no positive movement? **BS said if that turned out to be the case she may have to look down the lines of a capability/disciplinary route.** | **BS** |
| 6. | **Property**  ***6.1 Review Health & Safety Audit***  The site custodian, Mr Gary Thomas, wished the LGB to note that the following works were ongoing at the moment:   * The emergency lights inspection/repairs is ongoing. Three quotes need to be sought before a decision can be made as to who to award the work to. * Traffic gates – due to a change of safety regulations it may be that the traffic gates at the entrance to the school may no longer comply. Mr Thomas will inform as soon as he can. * The gas heating will be serviced during the school holidays. This has to be the case due to the need to have a ‘tower’ in school to complete the works.   ML – asked if it would be possible that Mr Thomas could prepare a report detailing anything he thinks is likely to need attention during the next academic year. **BS said that she would pass this on to him.** | **GT/BS** |
| 7. | **Headteachers Report**  ***7.1 To receive, consider and challenge the written report of the Headteacher***  BS had previously circulated the Headteachers report. Although no formal questions had been submitted, there were a few points that were discussed:   * **Pupil numbers** – The school has received 89 applications for 30 Reception places. 45 of these had listed Chesterton as their first choice of school. 24 of the applications have siblings already at the school and 1 application is for a child with an ECHP plan. Of the 30 that were offered places at the start of this academic year, 3 did not start. Those places were offered elsewhere, but by then children had settled into whatever school they were now attending. Although the area does have a transient population, it is seen that it is beginning to settle. In Willow Class, only 11 pupils have been there since the start of school.   IM asked if it was thought that the opening of the new train station in Chesterton would have any impact? It was thought that it will not have a direct impact on numbers for the school – it may however impact on traffic within the area, but would probably affect the Shirley School rather than Chesterton.   * **Educational Trips** – 10 Children from Year 2 are taking part in an Enabling Enterprise trip at the end of March. When asked why only 10, BS explained that all children get to go and what happens is that with 30 children in a class, it is arranged that 10 go per term. * **Pupil Attainment** – the figures are looking good at the moment. BS asked the Governors to note that this half term was very short, only 5 weeks. Despite this the children have made good progress. * **Absences** – The expected absence level has been upped to 97%. BS agreed that the persistent absence figure was high but that there was a story behind it. There are two children still on the school roll that have moved on, but trouble with paperwork means that they are still showing and this is obviously counting towards the absence figures. KH to re-do all the paperwork and seek to get the removal from roll. MC asked what does ‘broken week’ mean in relation to absence letters sent out. BS explained that it defines a regular pattern of one day a week absent from school. The Headteacher took this opportunity to thank KH for all of their hard work whilst stepping up in her duties. * **Health & Safety**   The unplanned school fire drill highlighted the need for classes to be responsible for their paper registers and the need for more staff to be trained on the fire alarm system. Mr Thomas, Site Custodian, has trained KH and TM on how to turn the alarms off and JP is due to be trained as well. The SENCO will also be trained once one is in post.  ***7.2 To discuss the EYFS/Year 1/Year 2 February data***  The report was based on 27 pupils in the EYFS class and 63% are on track to achieve GLD.  The report was based on 27 pupils in Year 1. The Governors were pleased to see children making progress and exceeding age related expectations. 78% of Year 1 children are on track to pass the phonics screening.  The report was based on 26 pupils in Year 2. As previously stated, this half-term was a very short half term and not all the curriculum has been taught yet. Progress will be looked at next term. The Cambridgeshire Race, Equality & Diversity Service (CREDS) have been in to the school and advised on resources for the EAL pupils. PP pupils have individual plans and interventions are targeted/  ***7.3 Safeguarding***  There are three live cases at the moment which have been new referrals since Christmas. The files have all been audited and necessary changes made. JP has been trained as a DP (Designated Person). BS & KH are to undergo Domestic Violence Lead training. Training also needs to be arranged for FGM (Female Genital Mutilation) |  |
| 8. | **Governor Links & visits**  MC to liaise with KH regarding a SEN visit – this may have to be before school.  JGR to arrange with Site Custodian (and possibly Mrs K Jarvis of ALT) to do a H & S visit. |  |
| 9. | **Educational visits**  Mr Douglas, Year 3w teacher, proposed to take the class on a visit to the Sedgewick Museum. There would be no cost to the school as he wanted the children to walk.  **The Governors have no objection to the visit but unanimously voted no to the children walking as the risk is considered too great.**  Apple Class are planning to go to St Georges |  |
| 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**  JN – wanted to enquire what the position was on the Policy Review process that had originally been started back in October. JN had reviewed some Personnel policies and had some comments that they wanted clarification on. The clerk referred this to ALT at the time of asking (October 2016), and had been advised that HR/Personnel policies are approved at Trust Board Level and therefore LGB’s were not expected to adopt or ratify – merely to note. The Clerk passed this information on at the LGB meeting in November 2016. Unfortunately due to low attendance at this meeting and the advice given to the Clerk, this item was not discussed but neither was it referred to another agenda. JN is not happy with this. JN has vast experience in this field and feels that the policies have issues that need looking at, in particular the inconsistencies within the Appraisal/Capability procedure and its correlation to probation periods.  A discussion then took place about which policies were set at what levels and what roles the LGB had in agreeing them. The clerk has said that she will refer this matter once again to ALT. ML asked the Clerk if they would compile a list of policies and relative LGB roles. The Clerk agreed to this and will produce something in time for the next meeting.  BS informed the Governors that she had been approached by the START team to take a pupil into the school. The child concerned is a sibling of someone already at the school, but is not currently in school themselves, and has not been for two and a half years. The have been receiving education at home from a 1:1 tutor but it is felt that the time is right to try and reintroduce into mainstream education, and the pupil themselves is positive about the change. This would affect Year 4.  **The LGB have advised that BS could proceed, but with caution.**  BS informed the LGB of her intention to start a daily class for the minority of children with challenging behaviours. A Lead TA would lead the class, which would be a mixed year group. The class would run daily, in the morning only, with approximately 5 children. This would start forming the basis of what the SENCO will do once in place. Classes will take place in what is now the Bubble, and the Chill Zone would be turned into the Bubble. | **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.  The remaining confirmed meetings for 2017 are:  LGB: **Tuesday 09 May @ 6.00pm** **Moved from 2nd May**  **Tuesday 6th June @ 6.00pm** **(Resources)**  Tuesday 20 June @ 6.00pm |  |