



Minutes of Godmanchester Bridge Academy Local Governing Committee

Wednesday 12th July 2023 17.30 – 19.00

Present Governors: Caroline Crowther– Light (CCL)
 Jackie Woodward (JW)
 Vicky McAuley-Eccles (VME)
 Claire Pirrie (HoS)
 Karen Smith – Chair (CoG)
 Carl Miller (CM)

Apologies: Not received from ML or PD

Clerk: Whitney Whitham

In Attendance: Pamela Kitching

1.	Apologies for absence
	<p>The Clerk confirmed the meeting was quorate.</p> <p>Apologies were not received from PD and ML who were not in attendance.</p>
2.	Proposed appointment and vote for new Governor - Pamela Kitching
	<p>CoG proposed a vote for Pamela Kitching (PK) as Community Governor. LGB voted unanimously in favour of appointment. PK joined the meeting and welcomes and introductions were shared. CoG expressed the committee were delighted with the appointment.</p>
3.	Declaration of interest
	<p>CoG asked the LGC to confirm there were no changes. There were none.</p> <p>Action: Clerk to issue declaration of interest to PM and LGC ahead of next meeting</p>
4.	Approval of minutes 24th May 2023
	<p>The minutes of meeting 24th May 2023 were deemed to be an accurate account of proceedings and signed off by the committee.</p> <p>CoG raised the previous meeting's actions to be completed:</p> <ul style="list-style-type: none"> • Governors to notify HoS if any website profiles need amending – CCL to complete but website inaccessible due to technical glitch. PK profile to be uploaded. • HoS to check the attendance records are being uploaded onto the school website. Clerk confirmed attendance records and minutes are being forwarded to school office. • JW Teaching & Learning Governor Job Description outstanding – to be discussed with CoG. JW to write and will send to LGB for approval.
5.	Chair of Governors Vacancy – appointment required
	<p>HoS introduced agenda item as the most important item to discuss today. Karen Smith will officially finish as COG at end of summer 2023 term. HoS added she has been a brilliant chair and support to the school. Legally the school must have a COG. The role can be simplified if needed to support recruitment and non-essential responsibilities can be split between Governors. Basic responsibilities would be to agree agenda and chair the committee meetings.</p>

Signed:

Date:

	<p>CCL stated we could appoint one chair per term if we struggle to recruit which may make the role less daunting. CoG explained as a chair the workload associated does not equate to more than any other governor's responsibilities. PK can absorb some workload in order to lighten that of the chair.</p> <p>HoS stated there must be a named Chair of Governors legally for the DFE website although we can agree as LGB to split the role per term.</p> <p>CM, JW & CCL left the room to discuss a proposal and returned minutes later. They agreed to share the role as CoG temporarily until one CoG is appointed. CCL will be the named CoG with CL & JW as joint CoG. JW will not be available in September. CoG stated if this is the decision the LGC must actively look for another governor.</p> <p>CCL would like to arrange to discuss splitting current governor role with PK (Sports, Safeguarding, Pupil Premium). HoS appreciated this decision and was pleased with the outcome. HoS advised the proposed joint Chairs must meet before the next planned LGC meeting to agree the new process for 2023 - 2024.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Clerk to confirm with Clerk to Trustees whether this is acceptable • CoG to organize handover with CCL <p>CoG raised a discussion around governor attendance and engagement. CP confirmed to have received interest from 3 parents we are unable to appoint due to unbalanced governor ratio.</p>
6.	<p>Governor responsibilities</p>
	<p>CM proposed ccl as chair, JW seconded this. CoG proposed vice chairs cm and JW and PK seconded. Formally agreed.</p> <p>Action: Agenda item for September meeting must be governor responsibilities</p>
7.	<p>Format and dates for meetings for 2023/24</p>
	<p>CoG raised that the current format of zoom meetings and in person morning meetings has not always worked. School governor wellbeing is of high importance, and this is why we have worked this way in the past. Governors present agreed they have no problem with meeting face to face in morning at GBA.</p> <p>CM has requested opal meetings are in school to raise its profile and allow governors to see progress and wider impact of project.</p> <p>CM and CCL would like to meet on Wednesdays. JW prefers Wednesday mornings.</p>
8.	<p>Trust Update</p>
	<p>CoG shared that the local Chairs for ACES Academies have met on a few occasions. CoG raised that although the scheme of report states the LGB should write 2x reports to the Trust each year, I have discovered no other Chair is doing this. I think communication between governing body requires improvement. I do not know what happens to my reports once they are passed on if no one else has been doing them.</p> <p>The CoG raised concerns on the direction of travel of trust and the decisions being made. HoS does not feel as though her opinion has been requested or considered and this is a general feeling amongst headteachers.</p>
9.	<p>Received Reports:</p>
	<ol style="list-style-type: none"> 1. CoG School Visit Report 2. HoS Report including SDP update 3. Teaching and Learning Report – end of year outcomes and assessments (JW & PD) 4. Safeguarding Report (CCL)

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5. PP Report (CCL)
6. Sports Premium Report (ML)
7. SEND Report (CM)
8. OPAL Report (CM)

LGC accepted all written reports and CoG thanked everyone for their work.

JW drew attention to the school's SATS results as very good, in particular reading data at 85%. Writing remained at 65% due to no moderation and Maths remained at 81%. GBA is above or at national average in all apart from writing where we are just below and therefore it will remain a focus across the school next year. **CoG asked if the writing results are increasing.** HoS confirmed it is increasing by a small percentage each year.

HoS added a times table check will be part of the SDP for next year.

Action: Full report to be shared with the LGC as soon as possible.

JW raised that during a meeting with HoS we discussed some concerns in year 3 regarding SEND needs and high EHCP requirements. Year 3 were affected particularly badly by Covid-19 and an introduction of new schemes for a variety of subjects will be looked at next year. We also looked at Kapow online for teacher CPD.

CoG paid congratulations to the school on continued improvement in end of year targets and best attendance in trust.

HoS stated that with effect from September 2023 the school gate will not be opened as early, as raised by Simon Eardley, ACES Director of Primary Education.

CM noted the fantastic work VME has done with SEND and shared that Antonia Drysdale, ACES Director of SEND could not sing your praises more.

Actions:

- LGC to encourage parents to complete survey
- Clerk to remind governors to complete safeguarding training in September
- Governor templates to be amended with safeguarding question (previous action)
- VME to speak to Charlene about including FOGBA introduction in school newsletter

7. Plans for visits

Actions:

- CoG handover to be arranged
- Visits to be arranged

8. AOB

CoG raised LGB must look at governor services training for PK.

Action: Clerk to look into Governor training.

CoG congratulated the school on the relaunched Friends of Godmanchester Bridge Academy.

Action: CoG to reset the Chair email account password and share with CCL.

JW & HoS paid a huge thank you to CoG for all her work and support and added she will be missed dearly. CoG thanked the school for having her and would like to keep in touch.



9.	Date of next meeting
	<p>Plan and date for the next meetings</p> <ul style="list-style-type: none">• 11/10/2023 09.15 - 11.15am at GBA• 28/02/2024 Business meeting 09.15 - 10.15 followed by additional meeting at GBA• 08/05/2023 09.15 - 11.15am at GBA• 17/07/2023 09.15 - 11.15am location TBC <p>Action: Clerk to send calendar invites</p>

Signed:
Date: