



LGB Minutes

Date: 17 July 2024
Time: 09.15 – 12.00
At: Godmanchester Bridge Academy (in person)
Subject: GCB LGC Meeting

Attendees: Caroline Crowther-Light (CCL- Chair), Jackie Woodward (JW- Vice Chair), Carl Miller (CM, Vice Chair), Claire Pirrie (CP- Head Teacher) Vicky McAuley-Eccles (VME – Deputy Headteacher, Phillip Dirisu (Parent Gov), Matthew Kelly (MK) Online, David Keating (DK). Simon Eardley – Trust Director of Primary Education (SE)

AGENDA

Members are invited to declare any potential conflicts of interest at the start of the meeting.

ITEM	MINUTES	ACTION
1.	Welcome <ul style="list-style-type: none">Two new governors to vote inNew Governors coming at 10.30am Quorum confirmed – Yes / No	
2.	Any Declaration of Interests – any changes, and forms not completed? No	
3.	Approval of Minutes of Meeting Yes <ul style="list-style-type: none">February was the last formal meeting.An informal meeting was held in the interim between CP, VME & JW	
4.	Proposed appointment and vote for new Community Governors JW Explained recruitment of at least 1 more community governor without immediate connection to school. Response to advert was by Sarah Willson and Deni Butterfield. <ul style="list-style-type: none">Sarah retired, has history being active in the community and Council background. Eager to support the schoolDeni retired, keen to be more involved in the community further and support the school. CCL expressed need to build resilience and diverse governor team now in place. Vote to appoint both – all agreed	

<p>5.</p>	<p>Chair of Governors Vacancy – the way forward?</p> <p>CCL explained the expectation that one of the new governors would step up to Chair.</p> <p>JW explained this year was different as no one had the capacity for the role. Three shared the role, but it was very challenging. The absence of a clerk compounded the difficulties. JW stated that 1 person is needed to have oversight on the bigger picture</p> <p>JW explained that CCL was named Chair of Governors and JW & CM supported</p> <p>CP explained that SE will explain that the responsibility is much less in a Trust School and is supporting, example given around complaints now go to Trust not governors</p> <p>CCL stated desire for latter part of Autumn Term vote for a new Chair ideally</p> <p>JW asked what the school will need in September. CP explained the current structure will need to stay in place until new Chair found. CCL, JW & CM happy to continue for the moment as shared role but temporarily.</p> <p>JW explained meetings moved to daytime meetings due to well-being. CCL asked if this is still the preference. CP stated Trust have hour meetings in the evening – CM stated reports need to be read and available 2 weeks before meeting. All agreed. CP described benefits of day meetings. CP stated 1 hour, Wednesday mornings for the 3 official meetings. Individual governor meetings can be any day and arranged with CP.</p> <ul style="list-style-type: none"> • Agreed dates – Wed 2nd Oct 9-10am / Wed 5th Feb 9-10am / Wed 25th June 9-10am <p>CM stated that school is always accommodating if governors want to pop in and show an interest. CP confirmed.</p>	
<p>6.</p>	<p>Trust Update from Headteacher</p> <ul style="list-style-type: none"> • CP discussed that the Trust is exploring a merger, others considered but weren't interested in joining at the moment. The MAT is visiting tomorrow • JW asked which schools are in MAT. CP described due diligence process. • DK asked for more context. CP explained the larger Trust that ACES would potentially join. ACES want another secondary school in the Trust, so need to join a Trust as no stand-alone secondary schools available unless in Trust • CP explained Trust plan to support Governors to support compliance compiled by Simon Eardley. JW asked if there were opportunities for flexibility. CP agreed, yes. • CM, liked the process and expressed concerns around no clerk. CP stated still looking for Clerk, this process however keeps us compliant while we recruit. • CP explained 3 Governor meetings to fit around Trust meetings, reduces the amount of time Governors in school to help due to all so busy. 	

	<ul style="list-style-type: none"> • CCL expressed wellbeing benefits to streamlining the process. • JW asked about the broader expectations of Governors involvement in the school. • CP explained that SE will be clear on role and reassure governors and reduce pressure on governors. • CP recognised that this year school has seen less of the governors, but this new structure is clear and expectations reduced but need to be met 	
7.	<p>Safeguarding update</p> <ul style="list-style-type: none"> • CP - SCR update completed today • All Governors up to date with training – now due again in September • MK – explained handover from CCL to MK for Safeguarding. MK & CP met last week <p>Headlines:</p> <ul style="list-style-type: none"> • Overview statistics discussed & monitoring • My Concern is used appropriately – Parental support in place • Safeguarding incident shared with governors. • Fortnightly safeguarding meetings in place and will continue as part of SLT meeting next academic year • One DDSL is leaving, the only training needed to be in place in her absence is Domestic Abuse • No major issue other than number of families needing support for low level behaviours • CP explained the NGA Training needs to be completed for Governors each September, rather than SmartLog 	
8.	<p>Teaching and Learning Report.</p> <p>JW – Data looked really good. Well done to all involved in progress.</p> <p>CP – SATs results were fantastic, really pleased with data</p> <p>CP – particularly pleased with Reception data as lots of adaptations were needed for high-needs children while still supporting those who were ready. Very happy with results</p> <p>JW – Contribution to year 4 data had been the addition of reading club and after school intervention which was really positive</p> <p>JW – Yr 1 data was the area of focus. CP explained new model for new year 1s as a result of adaptations needed for Reception children to support the transition. JW – explained writing scheme for yr 1 will be looked as well to support year 1 further.</p> <p>JW – Yr 4 Times Table results were disappointing. CP confirmed this is in the SDP for next year.</p> <p>JW – saw 3 Reception x3 this yr and transformation was amazing in Reception and was purposeful and actively engaged this last visit, and congratulated all the staff.</p>	
9.	<p>Governor Responsibilities</p> <p>Pupil Premium (PP) - Caroline Safeguarding - Matthew</p>	

	<p>Teaching & Learning – Jackie and SEND – Carl Opal Play – Carl Equality & Diversity – Phillip Kids Club - Phillip Policies - Chairs Sports Premium - David Health and Safety - Trust EYFS – Jackie and School Web site compliance - David</p>	
10.	Trust Update – done above	
11.	<p>Reports:</p> <ul style="list-style-type: none"> • HoS Report including SDP update & CP has now appointed Site Manager who will be working over the 6 week break to complete tasks that can't be done while the children are in school • Teaching and Learning Report – end of year outcomes and assessments (JW) • Safeguarding Report (Matthew) • School Website compliance (PD) • SEND Report (CM) May report with Prem Aware award explained by VME • OPAL Report (CM) – Sensory garden under construction. Final Audit 2nd October, on target for Gold. <p>On each report please remember to ask a safeguarding question Training – New Governor, areas of specialisms</p>	
12.	<p>AOB</p> <p>CCL - Year 6 production was fantastic</p> <p>Email not working for PD</p> <p>Chair account not accessible by CCL and CM</p> <p>DBS for 2 new governors is being processed and email will be set up after that</p>	CP to put on help desk
13.	<p>Plan and dates for the next meeting</p> <ul style="list-style-type: none"> • Agreed dates – Wed 2nd Oct 9-10am / Wed 5th Feb 9-10am / Wed 25th June 9-10am 	
14.	<p>Simon Eardley - Director of Primary Education – ACES Academies Trust to our meeting.</p> <p>Presentation covered:</p>	

	<ul style="list-style-type: none"> • Trust structure and SE's role and OFSTED links • Thanked the governors, and praise for contribution • Explained role of a governor when OFSTED visits • Reassured role is less for a governor in a Trust, but expressed need to understand what has been delegated • Stated how Governors need to challenge and ask questions to hold them to account • Explained Trust leadership management and governance • Scheme of Delegation hyperlink form school website to take you there • Discussed the responsibilities of governors and how Trust support governors with schedules within the Scheme and agenda templates for meetings • Stated that governors need to ensure they are aware of the policies they are responsible for and when they are due for renewal • Aligned meetings for when things happen within the year (and reduced the number of expected meetings) to support triangulation and effectiveness • Other visits governors arrange with CP to align with their delegated responsibilities • Safeguarding responsibility by asking a question at every visit, to make it everybody's business • Policy schedule needs to be managed by school and governors as different for each school • Presented summary of responsibilities of Governors • Discussed triangulation of reports, meetings, and visits are essential to ensure evidenced based reports with staff voice, pupil voice, demographics • Role of 'supportive challenger' is important for governors, and support heads emotional health and well-being as well • SE explained context of this new school on new site <p>Questions:</p> <ul style="list-style-type: none"> • CCL are templates available? Yes • JW the slides / presentations is available? Yes <p>Questions can be sent to CP and forwarded to SE</p> <p>Template for Governor visits were discussed to align with new meeting templates. SE agreed this would be beneficial and will create and share</p>	<p>CP</p> <p>SE</p>
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