

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Meeting – Part 1 Minutes

Thursday 1st February 2024 at 5.30pm held at the school and via Microsoft Teams

Attendees:	Name	Initials	Governor Type
	Ann Boyce	AB	Community governor/Chair
	Seb Caunter via Teams	SCa	Community governor
	Sarah Cooke	SCo	Community governor
	Kirsty Grant	KG	Community governor
	Alice Purcell	AP	Headteacher
	Maggie Parkes	MP	Community governor
	Damon Rew	DR	Parent governor
Apologies:	None		
Absent without apology:	None		
In Attendance:	Paul Hughes	PH	Observer
	Rachel Shaw	RS	CEO
	Jackie Ridding via Teams		Governor Services Clerk
Minutes to:	Governors via GovernorHub		
	Trust Governance Professional (Ashleigh Seymour-Rutherford)		

Meeting commenced at 5.30pm

No	Minutes	Action
1	Welcome and Apologies	
	AB welcomed everyone to the meeting and congratulated the school for the article in Devon Live celebrating the Ofsted report.	
2	Declaration of Interests	
	AB said GovernorHub was not working as it should and they were unable to confirm their pecuniary interests. Ashleigh Seymour-Rutherford was following this up.	
3	Local Governing Board Matters	
	AB reported if Paul Hughes joined the LGB they would have 7 governors. Governors noted they had a vacancy for a parent governor and would need to hold an election.	
4	Minutes of the Previous Meeting	
	Governors approved the minutes of the meeting held on Thursday 7th December 2023 as a true record.	
	<u>Matters arising not already on the agenda</u>	

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	Governor monitoring – Working Walls - Governors agreed it would be useful to have guidance from AP about monitoring the working walls. Governor Skills' Audits - Completed Health and Safety Walk - SCa reported he was due to do this on the day of the Ofsted inspection but had rescheduled for the spring term. Governors agreed the health and safety walk would be carried out by SCa, AP and PH. SCa agreed to contact Kelvin from ELAT to join them. It was noted they needed to look at the wall near the tree and the undermining of the pillar. RS said if highways identified there could be an issue with the pillar, they might be eligible for emergency funding. 5.47pm SCo joined the meeting. Premises Review and Update - SCa agreed to complete this once the health and safety learning walk was completed. Governor Newsletter - AB said the next newsletter would include information about the parent governor election and congratulate the school on the Ofsted inspection. AB said they would not carry out a full parent survey in the current academic year as lots completed it for the Ofsted inspection. She said it would be interesting to compare the results of the survey carried out for Ofsted with the previous year's parent survey. AB agreed to write the newsletter. SEND Communications - Ongoing.	AP1
5	Headteacher's Update	
	AP shared the Headteacher's Report on GovernorHub prior to the meeting. AP said the school were using the Ofsted report to lead the next steps. She said the team were enthusiastic and the feedback was in line with the school's self assessments. AP said they would be working on identifying the key component knowledge and the concepts they wanted the children to learn. She said on 30th January 2024 they had worked together on history and geography identifying 5 key knowledge points for each component and would extend this across to other subjects. AP said they were using coaching with subject leaders to increase the impact of subject leader work. She said they would use pupil voice to evaluate the subject and decide where they would take it next. AB noted the subject leaders she had spoken to had been very appreciative of this work. AP explained there was a focus across the trust on CPD for SEND teaching and learning.	

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She said this was being carried out in staff meetings and twilight sessions. AP said there was a focus on modelling and explaining, including turning messy thinking into more structured thinking. She said all classes had a visualiser to help model work and share good practice.

AP said that teachers were discussing and beginning to explore using dual coding as a teaching strategy which involved using purposeful images and diagrams alongside verbal explanations. She said they used schemas and at the end of the topic, the children would be able to discuss their learning using the schemas. RS noted this helped embed their knowledge into their long-term memory.

Autumn Data

AP explained the data contained the predictions for the end of the year and had ambitious targets for all children. She said the school want more consistency of attainment across all year groups.

Governors asked about the gender gap within the data. AP said they worked on an individual pupil basis and the barriers were not necessarily gender based. She said in the pupil progress meetings they discussed individual children and the next steps.

AP explained the focus in the spring term was EYFS writing, year 3 and 4 writing and year 6 maths. AP said spelling and sentence structure was the key for children who were borderline. She said that teachers were training the children to use the spelling mats and resources on their tables through frequent modelling using the visualisers and warmups at the start of each author lesson. AP said pupils were on track to make their targets with continued determined work from staff.

AP reported they had separated year 5 and 6 for maths in the spring term and had moved year 6 away from White Rose resources.

AB asked the governors to ensure they knew the answers to the governor check questions and share the answers.

Pupil Premium Strategy Report

AP said staff training and time to carry out intervention work for individuals and groups was an ongoing priority. She said the deputy head and SENCO has organised for additional CPD as part of weekly TA training sessions, with a focus on supporting SEND and PP pupils. AP said they were investing in relational support and a staff member had been trained in Attachment Based Mentoring in addition to whole staff training that took place with an Educational Psychologist in the Autumn term.

Attendance

AP reported she met every half term with the administrator to scrutinise the attendance data. She said they focused on attendance below 96%, persistent absence, lates and the reasons for absence. AP said the actions taken were to monitor the child's attendance, send a letter, or have a conversation with the families. She said Ofsted had commented on the strong approach to attendance but noted it was personalised for each family.

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	AP said the whole school attendance was 96.8% but for those with an EHCP, 2 out of 5 had low attendance. AP said she would have a meeting in February 2024 with the education welfare officer to discuss supporting the families who had low attendance. She said there were still some term-time holidays happening. RS noted Ide Primary School had the highest attendance across the trust. <u>Headteacher Summary</u> AP said the low number possibly joining reception in September 2024 was a risk. She said they were predicting 13. AP said there had been lots of conversations with the children and families about online safety. She said virtual reality headsets were a concern and staff had noticed many children were struggling to focus and socialise. Governors asked if the concern with virtual reality headsets and the age rating of 13 had been shared with the families. AP said there had been individual discussions with some families. She said a factsheet produced by CEOP would be shared in the next newsletter. Governors asked if there was a positive response to concerns with online safety. AP said there was but did not know if it would have an effect. She said not many parents attended the SWGfL talk. AB suggested having an online webinar. RS said a face-to-face talk was more personal. AP said online safety was covered by the computing curriculum, PSHE and assemblies.	
6	Budget Planning	
	AP said she had met with RS to discuss the likely staff expenditure for the next academic year. RS said AP had worked hard to balance staffing costs whilst ensuring the school still runs well. She said they would need to see how the pre-school ran but the school was currently financially sustainable. Governors discussed the PAN and AP noted they could go over PAN if they needed to. AP said with less children in reception, they would have more space for children in the nursery. She said the baby and toddler group was very successful and well received and children attending this would feed into the nursery.	
7	Safeguarding Update	
	SCo agreed to arrange a date for a safeguarding visit. AP said she had completed the Section 175 audit which had been shared on GovernorHub. She said there were a few follow-up points. She said Devon would visit the school in March 2024 for a safeguarding audit which had been postponed due to staffing issues. AP said Seann Williams had completed her level 3 safeguarding training and Lynn Duthaler (administrator) had completed her safeguarding induction training.	AP2

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	AB suggested there should be safeguarding questions in every monitoring visit. SCo agreed to share some possible questions. AP shared the safeguarding data in the Headteacher's Report and noted in the autumn term there had not been any MASH referrals but the consultation line had been used for advice and they were informed they did not need to proceed with a referral. AP reported she had updated the safeguarding information on the website and had included a link to the Devon MASH team. She said it would also be included in the newsletter.	AP3
8	Pupil and Staff Wellbeing	
	AP referred to the Ofsted report and noted staff were proud to be part of the school and pupils were happy to be at the school. She said staff mentioned ways that the school seeks to reduce their workload. AP said illness was taking a toll on families and staff. Governors noted staff absence was lower than the previous year.	
9	Policies	
	School Policies to Review • Sex and Relationships Policy AP noted she had highlighted the changes in blue. Governors discussed the proposed guidance which was still under consultation. Governors agreed to review and approve the Sex and Relationships Policy by email once AP had amended it.	
10	Links with Parents and Community	
	AB suggested engaging the community during science week. AP said the headteacher at West Exe School was keen to develop links for science week and other subjects. She said the school was very close and they would not need a coach, which was a huge advantage due to rising costs of coach transport. Governors discussed the possibility of Maynard School offering reach out work with the 6th form students and suggested it would be good for language work. RS said they always tried to maintain links with the feeder secondary school. Governors asked if most children went to West Exe. AP said there were 8 different secondary schools the children went to. RS suggested they could survey new parents about how their children have settled into the school. Governors discussed parking at the school and AP explained she was working with the parish council to produce a leaflet which would be handed out at the end of the day. Governors asked where parents should park. AP said they could park at the pub and	AP4

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	walk over the twisty bridge or there was a car park at the other end of the village. She said some parents had raised concerns about a local road still being dangerous with cars driving down despite it now being 'access only', and that this information had been passed to the Parish Council, who were following up with National Highways. Governors asked if there had been any discussion about the walking routes with people walking on both sides of the road. AP said this had not been mentioned on the leaflet but could be highlighted.	
11	Governor Monitoring	
	AB said she had carried out a geography monitoring visit on 6th November 2023 and said the children knew the difference between geography and history. She said coaching had clearly had a good impact with the strategy especially with SEND children. AB reported on her monitoring visit on 18th October 2023 which had focused on science and said the new lead was very enthusiastic and was well supported by the previous lead. DR had visited to the school to monitor Latin and said the teacher had received training and the teachers were more confident. KG said she had visited the school on 18th October 2023 to monitor EYFS and she had discussed the Early Years Excellence roadshow and continuous provision. She said the staff were positive and suggested they could possibly have walkie talkies to improve communication. KG said she met with AP on 18th October 2023 to discuss the RSE curriculum. She said she saw Willow Class and next time would like to see the older children. SCo shared her report from a maths monitoring visit on 17th November 2023. She said she had met with Amy Parkin and would visit again to speak with the children and look at the books. MP shared her report from 3rd November 2023 which had focused on SEND. She said she had been impressed with the support plans and they were well-embedded. AP said it was important to focus on the strategies. SCa agreed to arrange a history monitoring visit for February 2024. AB agreed to rewrite the governors visit schedule following the Ofsted inspection and would discuss the working walls with AP. AP suggested governors could walk around the school to see the working walls before a meeting.	AP5
12	Communication with Trust Board	
	Governors noted they did not have any communications to go to the trust. RS reported Jennifer Norris and Jamie Thompson were new trustees for the trust and would visit the school soon. She said there was a governor away day on 22nd April 2024 where governors from different boards and headteachers could meet to discuss strategic objectives.	

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	RS said they had appointed a member of staff who would do HR and business support but could also cover administration in the schools. She said they were reviewing the cleaning and caretaking contracts. RS reported the trust were very pleased with how Ide Primary School was performing. She noted they were already addressing actions from the Ofsted report and would be able to share the good practice with the rest of the trust. Governors asked about the school dinners, which are now being provided by Bowhill School. AP said children were being surveyed before half term and that the results of this would inform next steps in terms of the menu. APu said that the meals had improved but there had been some initial problems in terms of timings and that there were still adjustments needed to some aspects of the menu. Governors thanked AP for her hard work.	
13	Any Other Business	
	None.	
14	Date of Next Meetings	
	Thursday 14th March 2023 at 5.30pm Thursday 23rd May 2023 at 5.30pm Thursday 4th July 2023 at 5.30pm	

The meeting closed at 7.15pm.

Appendix A - Action Log

AP	Agenda Item	Action	Who	By When	Status
7th December 2023 Meeting					
	10	Email the Premises & Compliance Officer's premises update/comments to the Head	CFO	ASAP	
	11	Distribute the Governor Newsletter to parents after the Ofsted report was received.	Chair	ASAP	
	11	Send communications email to parents.	Head	ASAP	
1st February 2024 Meeting					
AP1	4	SCa to contact Kelvin for a health and safety learning walk.	SCa	Next meeting	
AP2	7	SCo to arrange a safeguarding visit.	SCo	Next meeting	
AP3	7	SCo to share some possible safeguarding questions.	SCo	Next meeting	
AP4	10	AB to include survey for new parents in the newsletter.	AB	Next meeting	

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AP5	11	Governors to tour the school to see the working walls before a meeting.	AP/ Governors	Next meeting	
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