

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Thursday 26th September 2024 at 5.30pm

Attendees:	Name	Initials	Governor Type
	Ann Boyce	AB	Community Governor/Chair
	Seb Caunter	SCa	Community Governor
	Sarah Cooke	SCo	Community Governor
	Alice Purcell	AP	Headteacher
	Damon Rew	DR	Parent Governor
	Paul Hughes	PH	Community Governor
	Maggie Parkes	MP	Community Governor
In Attendance	Rachel Shaw	RS	ELAT CEO
	Emma Hilton	EH	Governance Professional (online)
	Cat Barker	CB	Staff Member
	Jayne Lockwood	JY	Staff Member
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 governors to the meeting. No apologies for absence were received, SCo would be late to the meeting. Paul Hughes was not present. Governors consented to SCo arriving late and AB would contact PH to find out why he had not attended the meeting.	
2	Declaration of Interests	
	No declarations of pecuniary or other interests regarding items on the agenda were made. Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website. RS advised governors to go on to the compliance area of GovernorHub to do this. Clerk would send reminders via GovernorHub for the declarations to be updated.	AP1
3	Local Governing Board Matters	
3.1	Governing Board Membership changes:	

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	Cat Barker and Jayne Lockwood were welcomed to the meeting. Governors formally approved the appointment of Jayne Lockwood and Maddie Marshall as staff governors. AB explained that she was happy for another staff member to attend the meeting if one of the staff governors was unable to attend. The clerk would add the staff members to GovernorHub.	AP2
3.2	Election or Re-election of Chair/Vice-Chair	
	Governors determined that the end of the term of office for the Chair and Vice Chair would be the first meeting of the Autumn term 2025. Ann Boyce was re-elected Chair. Sarah Cooke was re-elected Vice-Chair. Both AB and SCo confirmed to the governing board that this would be their last year as Chair and Vice Chair. AB advised any governors interested in the role, that there were courses available on the role of Chair of Governors. She had also read an interesting paper from the National Governance Association on Co-Chairing and would share this with governors. RS advised governors that they needed to think about succession planning, and updated governors with ways that other schools in the trust had filled the Chair position on their boards, which could be options to consider in the future: • Chair moved to the Vice Chair role and was available to support the new Chair • Co-Chairing/Rotating chair – different members of the board Chair meetings, with the existing Chair in the meeting to support Governors needed a serious discussion on succession planning and RS pointed out it was the responsibility of the board as a whole to have someone to Chair meetings, or Co-Chair or rotate the Chair position, and this would be an agenda item for the next meeting. AB and RS would also meet to discuss ideas before the next meeting.	AP3
3.3	Consider vacancies to fill and recruit	
	Governors noted that there was a vacancy for a Parent Governor, and a vacancy for a Community Governor. An advert would be put out for a parent governor, and if needed a parent election would take place. AP suggested that at the next parent's evenings which would be held on Monday 21st, Tuesday 22nd and Wednesday 23rd October, a couple of governors could be present each evening to talk to parents about the role of a governor at the school, and potentially find	

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	some new candidates for the governing board. At the parents evening there would also be online safety information and catering information, and it would be a good opportunity for governors to meet with parents in an informal way.																																											
3.4	Budget Approval																																											
	Pauline Woodbridge had not been able to make the last meeting, to talk to the board about the 2024-25 budget, but had sent the information to the school, and had answered any questions. RS updated governors on the issues that had arisen with the budget, such as the Trust having to look at new catering, cleaning and IT contracts, the Teachers Pay award not being confirmed until August and confirmed that a lot of hard work had gone into the final budget. Governors approved the 2024-25 budget.																																											
4	Minutes of the Previous Meeting																																											
4.1	Review/Approve minutes																																											
	Governors approved the minutes of the meeting held on Wednesday 10th July 2024 as a true record. It was confirmed that draft minutes would be emailed to the head and Chair within 10 days of the meeting, and once approved would be put on GovernorHub. Any Part 2 minutes would be referenced in the main minutes, finalised by the Head and Chair, and emailed only to the Chair to distribute, and not put on GovernorHub or the school website.																																											
4.2	Matters arising not already on the agenda.																																											
	<table><tr><th colspan="6">10th July 2024 Meeting</th></tr><tr><td>AP1</td><td>3.2</td><td>Parent Governor election to take place in autumn term</td><td>School</td><td>Autumn term</td><td>Covered in meeting</td></tr><tr><td>AP2</td><td>3.2</td><td>AP to speak to staff about Staff Governor vacancies</td><td>AP</td><td>Before end of summer term</td><td>Completed at start of this term.</td></tr><tr><td>AP3</td><td>5</td><td>RS to upload training slides on walk throughs to the meeting folder</td><td>RS</td><td>ASAP</td><td>RS uploaded in meeting Completed</td></tr><tr><td>AP4</td><td>13.2</td><td>RS to send out the link to the KCSiE update training from the National College when it is available.</td><td>RS</td><td>When available</td><td>Completed</td></tr><tr><td>AP5</td><td>13.2</td><td>RS to check with the trust GDPR lead what training is required for governors.</td><td>RS</td><td>ASAP</td><td>See below</td></tr><tr><td>AP6</td><td>13.3</td><td>Governance Professional to</td><td>AM</td><td>ASAP</td><td>In progress</td></tr></table>	10th July 2024 Meeting						AP1	3.2	Parent Governor election to take place in autumn term	School	Autumn term	Covered in meeting	AP2	3.2	AP to speak to staff about Staff Governor vacancies	AP	Before end of summer term	Completed at start of this term.	AP3	5	RS to upload training slides on walk throughs to the meeting folder	RS	ASAP	RS uploaded in meeting Completed	AP4	13.2	RS to send out the link to the KCSiE update training from the National College when it is available.	RS	When available	Completed	AP5	13.2	RS to check with the trust GDPR lead what training is required for governors.	RS	ASAP	See below	AP6	13.3	Governance Professional to	AM	ASAP	In progress	
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		check most up to date guidance regarding Safer Recruitment training renewal.				
	AP7	17	Chair and governance professional to liaise and provide suggested dates.	AB	ASAP	Clerk to check and chase
	AP4 – RS confirmed she had sent a welcome email to all governors stating that there was an annual requirement to complete safeguarding and GDPR training. If governors had completed the training elsewhere, as part of their job for example, they could upload proof on to their training logs in GovernorHub, such as a certificate. RS had given governors a deadline of the 30th September to complete the training for safeguarding, and to read the updated KCSiE paper. After the deadline, governors who had not completed the training would not be sent any more school information until the training had been completed. AB had shared her concerns regarding the GDPR training last year which had been very long. RS had noted and shared these concerns, but the new training aligned with all the policies and procedures across the board and would be the training governors needed to complete.					
5	Receive and review summer data report 2023-24					
	Governors received a written report from the Headteacher (copy in Minute Book). The head took governors through the school's latest performance data. Included in the data report were the statutory results for summer 2024, the National results 2024 and the results from the school from 2023 for comparison. Year 1 Phonics were 93% Y4 Multiplication tests 23.1 (average point score out of 25) Year 6 SATs: Reading, Writing and Maths – 75% Reading 87% (updated score was 94% following marking review) SPAG – 94% (updated score 100% following marking review) Writing 88% Maths – 88% The results were testament to the hard work of the staff at the school. The data also included the teacher assessments for all year groups. The data showed reading and maths were strong, with writing lower than previous years. The school had been using the Power of Reading scheme, but had decided to move to a new scheme, called Ready, Steady, Write, which was a more structured scheme, that would provide greater continuity for the children over time. The school had received some trial resources for the new scheme, and had spoken about it in a staff meeting, and had positive feedback from teachers. Teachers would be booked on training for the new scheme after					

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	half term but would continue with the current scheme until the end of the sequence that had already been started, to not confuse the children. The report included the Autumn 2024 predictions for the Summer 2025 results. These predications would be looked at again in the Spring with updated assessment. There was some concern with some of the Year 6 predictions. Year 6 had already taken a full range of SATs tests and staff had analysed the results. Maths and SPAG were areas of concern, as was reading, but there was less catching up for reading to get back on track. To address this, the school was adjusting the timetable, to address the gaps in maths, and it was hoped the new writing scheme would provide a better structure. Governors asked about parental support for learning, and that was an area the school would be focusing on, with home learning challenges, reading at home, and having support from parents to help with learning. Pupil progress meetings next week would look at the other year groups in detail. The Headteacher invited questions on the rest of her report: Q: What was the current situation with the SEND children coming into reception who needed extra support, as that had been a concern budget-wise. A: It was still a concern, the biggest problem being the assessment of a child with complex needs by the 0-25 team, and the funding only covering the child until the end of lunchtime, despite this being the maximum funding the school was able to receive for the child. This meant that staff in school were potentially being taken away from other children to support, which had an impact in the school. The school was still working on their case to increase the funding. A meeting had been arranged for the school's key worker from the 0-25 team to come in and observe the children at the school and to strengthen the case to increase the funding. Q: How many children were there in the pre-school this year, and in this cohort, how many would move to the school in September? A: There were 14 children, with another about to start, and they were all due to start reception next September. AB thanked staff at the school for all their hard work and enabling the children to achieve such good results.	
6	Heads update	
6.1	2024/25 Academic Year targets This was covered in the section above.	

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7	Pupil and Staff wellbeing	
	AP was delighted to report a positive start to the school year, the children had settled back in to school, and it had been a joy to walk around the classes and see the enjoyment and learning. The children had already taken part in some exciting activities, such as an art workshop, a performance of the Railway children, and clubs had started again at the school. AP then handed over to CB and JL, to talk about staff wellbeing at the school. The staff governors had spoken to many of the staff in the school and had put together all their views in a statement which they read out to the governing board. The main points of the statement were: • The closure of a class and the impact on the staff • The lack of clear communication which had caused a climate of confusion • Lack of transparency • The schools rising debt • CEOs secondment and where the money from this had been spent • Stress and anxiety levels in the staff team due to uncertainty and the impact on staff wellbeing A question-and-answer session had been requested by staff with the governors to address the above points, and a date by which this would be actioned, and a detailed reply in writing on the three main points from the ELAT had been requested which were: 1. Closure of class 2. Rising debt in the school 3. Where the secondment money had been spent Governors were concerned that they would not have the answers needed for a staff and governor Q&A on the above points, as they also had questions that needed answering. After a long and detailed discussion, it was decided on the following actions: 1. CB and JL to send a copy of the staff statement to RS 2. RS would reply in writing, addressing the above main points, as well as any other issues raised in the staff statement and would address the issues in writing as soon as possible 3. CB and JL would share the reply with staff 4. A meeting would be set up in the week commencing 14th October, and the meeting would be attended by staff, the Chair and governors, an ELAT trustee and RS. The date of the meeting would be confirmed in the next couple of days.	
8	Safeguarding Update to include Safeguarding Governor visit Report	
8.1	Governors noted the requirement to read KCSiE 2024 and agreed to inform the	

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	safeguarding governor when this had been done. The safeguarding governor would ensure a record was kept confirming this. Governors received a safeguarding report from SCo, the safeguarding governor. She had visited the school on the 19th July and carried out monitoring on the SCR and safeguarding training records. Also, AP and SCo had met and confirmed that all the policies had been updated and circulated to staff, new staff had been taken through inductions and the Lockdown policy was in the process of being finalised and had been shared with staff for feedback.	
9	Approval of the School Development Plan 2024/25	
	A copy of the SDP 2024-25 had been uploaded to GovernorHub. The plan included a summary of last year's priorities, the impact and continuing focus, the statutory outcomes from the summer, and a summary of this year's priorities which were around the development of oracy, the celebration and development of the Arts curriculum and SEND and the ordinarily available inclusive provision. Governors asked the following questions on the SDP: Q: The concerns mentioned earlier about Year 6 and their writing and maths, would that be in the SDP? A: They are priorities for the school, and writing would feed into the oracy development, and it was referenced in the Oracy part of the plan. The maths wouldn't be a full SDP priority this year. Q: What had driven the need to have Oracy as a priority in the plan? A: There was a high level of research to show that a focus on embedding Oracy in school resulted in better outcomes for pupils, especially in narrowing the gap between the attainment of disadvantaged and non-disadvantaged pupils. Oracy, which was not just speaking, but listening and responding, how children interacted and responded to people, had a strong impact on confidence, and sense of self, and children enjoyed opportunities to speak and listen to others. It was not a separate subject to fit into the timetable, it would be embedded into the curriculum subjects. Q: Would there be discreet areas of oracy? A: No - the curriculum was already packed, but there would be discreet oracy opportunities such as assemblies and oracy embedded into the curriculum such as adding a debate in to a history class. Q: Ofsted recommendations seemed to suggest that there should be discreet elements? A: There might be a place for teaching some skills discretely- presentation skills for example. Q: With the actions that came out of Ofsted, how were they reviewed and are they in the plan? A: They are referenced in the plan and the main point that came out was the need to be really clear about what the knowledge was that the school wanted the children to learn, and not to overcrowd the curriculum. In History and geography, there would be 5 key	

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	areas that teachers picked out to focus on. Q: Does the school have to report back to Ofsted on the progress from the main points? A: No – but they would pick this up at the next inspection. Governors were pleased to approve and adopt the School Development Plan for the 2024/25 academic year (a signed and dated copy would be put in the Minute Book).	
10	Policy review	
10.1	Governors reviewed and approved the following policies. RS confirmed that the Child Protection and Safeguarding policy was based on the Devon model. • Child Protection and Safeguarding – School Policy • School Admissions Policy 26-27	
10.2	Governors received and noted the following policies from the trust board. RS advised governors that the only policy that had significant changes was the Flexible working policy. • Safeguarding & Child Protection • Positive Handling Policy • Professional Growth – Teachers Policy • Professional Growth – Support Staff Policy • Recruitment and Selection Policy • Adoption Policy • Capability Policy • Disciplinary Policy • Flexible Working Policy • Grievance Policy • Homeworking Policy • Induction of New Staff Policy • Managing Sickness & Absence Policy • Maternity Policy • LGPS Discretion Policy • Lone Worker Policy • Redundancy Policy • Staff Leave of Absence Policy • Data Protection inc Subject Access Requests Policy 2024-25 • Freedom of Information and Publication Scheme Policy 2024-25 • Emergency Management Plan 2024-25	
11	Links with Parents and Community	
	There would be three parent's evenings held at the school on the 21, 22nd and 23rd October, straight after school until about 6.30pm. Governors agreed that there should be	

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	more than one governor present on each evening, and governors would decide on what information would be given out to parents about becoming a governor. Harvest Festival was on the 18th October at 1pm, and governors were invited. Governors acknowledged the success of FIS Fest in the summer.	
12	Establish named Governor Roles and Designation for 2024/25	
	AB took governors through the list of governor's roles: DR – PE and Latin, Reading/Writing part of literacy MP – Oracy, DT, Art and SEND AB – EYFS, Science, Geography, Music, Attendance, School Development KG – EYFS, Staff welfare, PSHE PH – Website check, IT, Premises and Finance SC – Premises and Finance SCo – Maths and Safeguarding Staff governors would not be allocated roles. AB would communicate with governors re timing and format of visits this year. Staffing structure Sept 2024 had been uploaded to GovernorHub, which had a list of the subject leads for governors to contact for monitoring visits.	
13	Governor Monitoring	
13.1	There was one visit report from the safeguarding lead (see 8.1).	
13.2	RS had asked each local board to carry out a website compliance check, from a checklist and to make sure all statutory items were on the website. AB confirmed this had been carried out last year and would be done again this year. RS would put the checklist in the chat for the meeting.	
14	Governor Training and Development.	
14.1	This would be discussed at a future meeting.	
14.2	This would be discussed at a future meeting.	
15	Communication with Trust Board	
	RS updated governors on the developments and updates from the Trust Board. There were some new members on the board, and RS updated governors on the new trustees, and their backgrounds. The trust was looking at Oracy and a project called Cradle to Career looking at local business and community resources to support education in schools, and they were working with a Trust in London on the project, sharing thoughts and ideas.	

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	The Deputy Head at Bowhill Primary had been working with Safe Families, who helped to provide volunteer families to use if a family was in crisis, so they had a safe place to go to. St Thomas Primary were involved in a careers related learning project, which looked at the skills children gained throughout school. The trust had reached a crisis point with IT, catering and cleaning contracts, and had been working hard to resolve this. The IT contract had already been resolved, recruiting cleaners had been challenging, and the trust was working with a company that supported catering in schools, and were restructuring catering. All the staff had got together at the start of term and had a speaker on Neurodiversity, and staff had benefitted from this. SENCOs were running a twilight session next week on ordinarily available inclusive provision and would launch this with staff across the board.	
16	Risks and Opportunities	
	Governors were concerned about the level of staff anxiety and their concerns about the future.	
17	Any Other Business.	
	AP confirmed that the premises work carried out over the summer had all been completed satisfactorily.	
18	Date of Meetings for 2024-25	
	Dates would be agreed centrally, to ensure there was not any confusion or clashes, and dates would be shared with governors for the rest of the year shortly. AP – dates to be sent out as calendar invites for governors by the clerk for the rest of the year.	AP4
The meeting closed at 8pm		

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Appendix A - Action Log

Items carried over from previous meetings, updated in **blue**:

AP	Agenda Item	Action	Who	By When	Status
1st February 2024 Meeting					
AP4	10	AB to include survey for new parents in the newsletter. <i>Survey has not yet been sent out, action carried forward to the autumn term</i>	AB	Autumn term	Outstanding
AP5	11	Governors to tour the school to see the working walls before a meeting. <i>Agreed to carry forward this action to the autumn term.</i>	AP/ Governors	Autumn term	Outstanding
14th March 2024 Meeting					
AP1	3.2	Discuss MP's term of office due and what she wants to do. <i>Discussed at this meeting</i>	MP	Next meeting	Completed
AP2	6.1	To send name of draught roofing company to PW	SW	Next meeting	Completed
AP3	6.1	To talk to Kelvin regarding planning permission for solar panels <i>To be discussed at the planned Finance Meeting</i>	PW	Next meeting	PW to update.
AP4	6.3	2024-5 draft budget for next meeting <i>To be discussed at the planned Finance Meeting.</i>	PW	Next meeting	To be discussed with PW
AP5	10	To type up his Health and Safety report	SCa	Next meeting	Completed
AP6	13	To look at grounds' maintenance contract with Kelvin. <i>The new contract is working well, contractors are responsive to feedback.</i>	SCa	Next meeting	Completed
AP7	14.1	Check PH's email and DBS check has been done <i>PH has received notification of his email address but is not able to access, RS will send a new password. DBS check has been completed.</i>	RS	ASAP	Outstanding
23rd May 2024 Meeting					
AP1	3.1	AB to speak to Rachel Shaw for assistance in resolving PH's email access issues	AB	ASAP	Completed
AP2	3.2	All governors to promote the role of Parent Governor, with a view to recruiting.	All	Next Meeting	Ongoing
AP3	3.2	AB to attend EYFS meeting to speak to new parents about Parent Governor Role. <i>AB did not attend the EYFS meeting but will find an opportunity in the new term</i>	AB	Next Meeting	Outstanding

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AP4	6.1	Headteacher or Chair to speak with PW to arrange an alternative way of governors being able to ask questions about the finances. <i>A Finance Meeting is planned</i>	AB/ AP	ASAP	Completed
AP5	12.2	Governors to consider attending appropriate courses through The National College.	All	Ongoing	Ongoing
AP6	14	Chair to ask if it would be possible to see the ELAT Risk Register. <i>RS said that governors were welcome to see the ELAT RR but it is not school specific, schools are only named if there are particular concerns. RS will upload the RR to GH.</i> <i>The trust are aware of any risks raised at local level as a member of the trust board attends LGB meetings. In addition, Chairs are updated at Chairs' forum meetings about what is happening across the trust.</i> <i>The trust would welcome local governors joining the trust board committees.</i> <i>Health & Safety to walks to identify premises risks take place at trust and local level.</i>	AB	Next Meeting	Completed
10th July 2024 Meeting					
AP1	3.2	Parent Governor election to take place in autumn term	School	Autumn term	In progress
AP2	3.2	AP to speak to staff about Staff Governor vacancies	AP	Before end of summer term	Completed at the start of term
AP3	5	RS to upload training slides on walk throughs to the meeting folder	RS	ASAP	Completed
AP4	13.2	RS to send out the link to the KCSiE update training from the National College when it is available.	RS	When available	Completed
AP5	13.2	RS to check with the trust GDPR lead what training is required for governors.	RS	ASAP	Completed
AP6	13.3	Governance Professional to check most up to date guidance regarding Safer Recruitment training renewal.	AM	ASAP	In progress
AP7	17	Chair and governance professional to liaise and provide suggested dates.	AB	ASAP	In progress
26th September 2024 Meeting					
AP1	2	Governors to complete new declarations on GovernorHub – clerk to send reminders	Clerk	ASAP	
AP2	3.1	Add two new staff governors to GovHub	Clerk	ASAP	
AP3	3.2	Add Succession planning as an agenda item for the next meeting	Clerk		

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AP4	18	Dates to be sent out as calendar invites for governors by the clerk for the rest of the meetings.	Clerk	ASAP	
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