

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Thursday 28th November 2024 at 5.30pm

Attendees:	Name	Initials	Governor Type
	Ann Boyce	AB	Community Governor/Chair
	Sarah Cooke	SCo	Community Governor
	Kirsty Grant	KG	Community Governor
	Paul Hughes	PH	Community Governor
	Jayne Lockwood	JL	Staff Governor
	Madeleine Marshall	MM	Staff Governor
	Maggie Parkes	MP	Community Governor
	Alice Purcell	AP	Headteacher
	Damon Rew online	DR	Parent Governor
In Attendance	Pauline Woodbridge Online	PW	ELAT CFO
	Hazel Crane		Governance Professional
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 SC was not present.	
2	Declaration of Interests	
	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3	Local Governing Board Matters	
3.1	Governing Board Membership changes:	
	There were no changes.	
3.2	Consider vacancies to fill and recruitment:	
	There were two vacancies for governors, one for a parent and one for a community governor. They would be advertising for the parent governor position again.	

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3.3	Code of conduct: All governors had read and signed the code of conduct.																																				
4	Minutes of the Previous Meeting Thursday 26th September 2024																																				
4.1	Review/Approve minutes																																				
	Governors approved the minutes of the meeting held on Thursday 26th September 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.																																				
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5	Heads update:																																				
5.1	Progress towards SDP priorities, review of SEF Pupil Premium Strategy: Pupil Premium Strategy Document 24-25 had been uploaded onto Governor Hub. IDE Primary school Autumn Review had been uploaded onto Governor Hub. SEF IDE Primary School 24-25 had been uploaded onto Governor Hub. The Headteacher had reviewed and gave an update on the SDP priorities: Priority 1 Oracy The Headteacher said the Voice 21 Champions were Glyn and Cat and they were attending training. They have been introducing oracy in their own classrooms and after Christmas they would be sharing their training with wider staff. This would happen across the trust. She would add all governors to the online portal so they could complete training called Oracy for Governors which was in March and was online. Priority 2 The Arts						AP1 AP to add governor to Voice 21.																														

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	The Headteacher outlined the wide and varied opportunities the children have had this term- including storytelling workshops, 2 printing workshops, an author visit, two visiting theatre companies. She explained that staff were keen and proactive in seeking these opportunities for the children. Elm and chestnut class were doing a choral music project called Gabrieli Roar involving challenging classical music and taking place on 9th December in the Cathedral starting at 7pm. Chestnut class were taking part in a dance showdown tonight. The headteacher said they were looking to plan further arts opportunities for the rest of the year and said she would be surveying the staff to see what aspects of CPD would be helpful to organise. Priority 3 SEND Ordinarily Available Inclusive Provision They have a school OAIP plan which has been shared with staff, provided by Seann Williams. All Staff were aware of what we need to provide for SEND pupils. Further work to embed this would be done upon Seann's return in January. SEF: The Headteacher had updated this school evaluation form and explained that it contained things they were doing well and next steps. She said she thought they were continuing to be at least 'Good' in terms of Ofsted gradings, and outcomes at the end of the last academic year supported that. She said there were next steps linked to the Ofsted framework and SDP. The headteacher highlighted that the current EYFS leader was leaving so the Headteacher would take this role on for the next two terms and then they could decide whether they need a lead going forward for the next September. She commented on the positive developments that have taken place in EYFS, notably to transition between nursery and reception. Pupil Premium Strategy The headteacher directed governors towards the updated strategy. She explained that 13% of pupils were PP and this was lower than the national average of 26%. Out of those 13%, 38% were also on the SEND register. Their main priorities were oracy, writing, Ready Steady, Write and reading interventions, delivered by skilled support staff. A governor asked if they complete any IQ tests as they had all reached age related? The Headteacher said it was not standard practice to do IQ tests but said that teachers were skilled in noticing if pupils had potential to reach greater depth. A governor asked if all the children eligible for PP were receiving it? The headteacher explained that information about PP is regularly sent to parents. The Headteacher said they know their families well and if their families had a change of circumstances, the school would step in and suggest ways they could seek financial support, including PP. There was a discussion over Phonics and how this had progressed and the difference in reading over time and how Phonics was such an effective tool. Reading with children at home was stressed as being very important.	
	Pupil and Staff Wellbeing: Pupil Wellbeing The headteacher commented that children are happy to be at school and staff are building good supportive relationships with pupils. Pupils have also been connecting with	

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	the community in a number of ways; most recently, singing to the village's Jubilee group. Staff Wellbeing The headteacher commented that the Deputy Head (Sendco) is doing well following surgery and staff have been very supportive in covering for her absence. The Headteacher is completing Senior Mental Health Lead training and, as this progresses, it will incorporate drawing up a school strategy with input from other staff before implementation across the school. The staff governors had arranged a feedback meeting with staff following the extraordinary meeting and presented a report on this. Questions and concerns were focused on a desire for better communication regarding potential changes in the school's organisation, its impact on staff and how they will be supported. They also had queries about the ongoing role of the CEO. The chair asked that the report be sent to governors and that they would then be able to provide a detailed response. She also suggested that a small working group be set up, including staff governors, to identify ways in which communication might be improved and also to revise the guidelines for being a Staff Governor. This was agreed and the group will meet before the end of term, if time allows. A governor asked if staff are contracted to IDE or ELAT? PW said it was an ELAT contract based at Ide, but they can be asked to work in other schools in the MAT. Extract from staff contract Place of Work On appointment, your place of work will be at Ide Primary School, but you may be required to work at any other location/establishment as the Employer may reasonably determine from time to time. There was a discussion over pupil numbers and the possibility of new pupils joining the school and the issues over having to predict numbers when working out the budget. PW said she was required by the EFSA to give a three-year balanced budget. A governor asked if there was a date when the decision about any change to the school organisation would be made. PW said the budget would give a proposed structure which was based on estimate and would be ready in May 2025, after which a decision will be made. The Staff governor asked if a governor's staff survey could be carried out? This was agreed by other governors, AB and KG to organise this with input from JL and MM.	AP2 Staff governors to send feedback report to AB and KG asap. AP3 Governors to produce and agree a response to the staff feedback report, and send to staff governors to circulate to other staff. AP4 AB and KG, JL and MM to arrange first meeting of working group.
6	Financial Update and Review: ELAT CFO Report F&R 25.11.24 had been uploaded to Governor Hub. HEADLINES: The Draft 23/24 audited accounts have been published, reporting an ELAT surplus of	

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	£836.6K at 31/8/24 The External Audit Findings report reflects 5 low risk recommendations and was considered clean which they were really pleased about. . The 23/24 management accounts reported an in-year underspend of £36.9K and a cumulative surplus of £836.6k. Trustees should take confidence from this that the monthly management accounts were a true representation of the trust finances. The Finance report P1 30/09/24 reflects no significant variances. The pay awards and increments would be paid in November 2024. The November Accounts will give a true reflection of the pay awards. ELAT CFO Report TB 21.10.24 had been uploaded to Governor Hub. HEADLINES: The Draft Finance Report for year-end 31st August 2024 reflects an in year overspend of £36.9k against a budgeted underspend of £34.9k giving a cumulative surplus of £836.6k. The revised Forecast and BFR reported to ESFA reported a cumulative surplus of £811.1K. the increase in reserves resulted from the need to defer to 24-25, the installation of 2 new ovens in Bowhill kitchen £15k and the window replacement at IDE £18k. The October Pupil Census was ahead count of 1195 pupils for the MAT which was 21 less than budgeted for 25-26 GAG funding. Ide's pupil number count on Census Day October 2024 was 129 which is 8 less than expected/forecast in the 2024/25 three-year budget. Details in the report include Revenue Surplus at 31.8.24, income, expenditure, staffing, other expenditure, reserves. 23/24-year end school, Alphington School, Bowhill School IDE Primary School and St Thomas School with details of central shared services the 25/26 budget funding and pupil census, catering, CIF bids, 24/25 finances and external audit. IDE P12 Finance Report 31.8.24 LGB had been uploaded to Governor Hub. For last year ended with a surplus of £6k. all the GAG money they had in was all spent on the children and a cumulative deficit of £56.5K. They had security fencing and entry phone system put in place. For the next year 2024/25 they budgeted for the TA's Pay award correctively and the Teacher pay ward they put 3.5% In the budget and the rest was funded by the government so fully funded. The challenge this year is the minimum wage increasing and NI going, and this had already impacted on them with a contractor putting up their prices. They have to produce a three-year balanced budget. The window replacement s this year and this would be supported financially by the shared reserves The Chair said that the debt for IDE that went back years ago was due to someone being overpaid PW said the person on question was paying this back monthly and this would be finished by 2026.	
7	Premises Update: A governor asked if the planning permission had been sorted for the windows? PW said due to the absence of the Premises Manager this was on hold until after	

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	Christmas A governor asked about Kelvin's Motorbike accident and PW gave details, he was now out of hospital and was still suffering with pain in back and they were not expecting him back until after Christmas and she was covering his job with the help of the finance officers in the Trust. She added that they had changed the role of the Caretaker to help Pete and were using contractors to complete larger jobs, she said they cannot recruit a caretaker for Bowhill, so Pete was doing the compliance checks for all four schools. She said recruitment for cleaners was difficult. They have reorganized the kitchen as the ovens were old and producing food for three schools was difficult. They have two new ovens that installed at half term, and they have employed a new catering manager and new assistant manager. She added that the caretaker at Bowhill had also died in the summer which was also sad and challenging.	
8	Health and Safety Update: The Headteacher said they were due to have an audit and due to Kelvin's accident, this had been postponed until January.	
9	Safeguarding Update: The 175 Update would be completed before Christmas and then they would form an action plan for the year. The safeguarding audit was booked for February. The safeguarding governor had uploaded her visit to GH and gave her findings. The Headteacher said there had been one MASH referral and no exclusions.	
10	Policy review	
10.1	Governors reviewed and approved the following policies. Lockdown Policy- the Headteacher explained the changes made. The Chair asked governors to read this and email her to say they had read and approved this. Supporting Children with Medical Need- the headteacher explained the revised policy provided for a more robust system of checking dates on medication and letting parents know if it is nearing expiry or has expired. A governor asked if they had any pupils that needed any specialist medicines? The headteacher that some children required specific medications for conditions, which is recorded on Arbor. She said they have some staff that were allergic to bee and wasp stings and there were Epi pens available. Some staff (first aiders) have had training on this and all staff had been sent links to the administration guidance videos. The Headteacher said that they have a child with a heart condition, and they have received training on using the defibrillator. A governor suggested that they may look at specific Epi pen training which the	AP5 Governor s to email the chair to say they have read the lockdown procedur e AP6 AP to look at updating

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	Headteacher said she would look into.	Epi pen training and defib training.
10.2	Governors received and noted the following policies from the trust board 10.2.2 Child protection and Safeguarding Policy 10.2.3 SEMH Policy 10.2.4 Social Media Policy 10.2.5 Staff Equality, Equity, Diversity & Inclusion Policy 10.2.6 Suspensions & Exclusion Policy 10.2.7 Volunteer Policy	
11	Links with Parents and Community	
	The Chair said she had been trying to keep up with FIS meetings and said they were raising a lot of money for the school. She said she would remind them that they need to keep everyone in the community up to date with how much the raise and what they raise the money for. The Headteacher said that following a recent FIS survey, the school would be asking for parents to pay for coach hire as part of school trip costs as most parents had said they would rather do this so that fundraising money could go towards lasting resources for the school, such as Chromebooks. A governor asked how FIS were able to offer subsidies for PP families for fundraising events? The Headteacher said that FIS would need to communicate with the school office this out going forwards. The Chair said they all need to complete their monitoring visits next term.	
12	Governor Training and Development.	
13.1	Governors discussed the Local Governing body's requirements for training and development in line with school plan priorities.	
13.2	Governors reflected on any National College/NGA learning link Courses that may increase LGB Skills. The Chair said the National College was very good and suggested this to other governors to look at.	
13	Communication with Trust Board	
	The Chair said she would decide this following the meeting and asked the staff governors to send her the document that they had read from in the meeting.	

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14.1	Feedback from Chairs Forum: The Chair said there were changes to reduce the number of governor meetings from 6 to 4 and did not know what he rational was. The CEO had produced a better version of what was delegated to positions in the school and on the governing body.	
14.2	Invite Future topics for future Chairs Forum: There were none at the moment and asked governors to send her any ideas they may have.	
14	Risks and Opportunities	
	The Staff governor said the staffing wellbeing issues that were discussed earlier in the meeting would be a risk and an opportunity to discuss.	
15	Any Other Business.	
	AP confirmed that the premises work carried out over the summer had all been completed satisfactorily.	
16	Next Meeting date: Thursday 23rd January 2025	
The meeting closed at 7.23pm		

Appendix A - Action Log

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

AP	Agenda Item	Action	Who	By When	Status
14th March 2024 Meeting					
AP3	6.1	To talk to Kelvin regarding planning permission for solar panels To be discussed at the planned Finance Meeting	PW	Next meeting	PW to update. Planning permission not yet gained. Recent FIS bid not successful.
23rd May 2024 Meeting					
AP2	3.2	All governors to promote the role of Parent Governor, with a view to recruiting.	All	Next Meeting	Ongoing

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AP5	12.2	Governors to consider attending appropriate courses through The National College.	All	Ongoing	Ongoing
10th July 2024 Meeting					
AP1	3.2	Parent Governor election to take place in autumn term	School	Autumn term	In progress
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

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28th November 2024 Meeting				
AP1	5	Add governors to Voice 21 Exchange	AP	
AP2	5.1	Staff governors to send feedback report to TB and KG asap	All governors	
AP3	5.1	Governors to produce and agree a response to the staff feedback report and send to staff. Governors to circulate to other staff	All governors	
AP4	5.1	To arrange a first meeting of working group	AB KG JL MM	
AP5	10	To email the chair to say they have read the lockdown procedure	All governors	
AP6	10.1	To look at Epi pen training and defib training	AP	