

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Thursday 23rd January 2025 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
	Madeleine Marshall	MM	Staff Governor (online)
	Maggie Parkes	MP	Community Governor
	Alice Purcell	AP	Headteacher
	Damon Rew	DR	Parent Governor
Invitees:			
	Hazel Crane		Governance Professional
	Rachel Shaw	RS	CEO (part)
	Kat Barker	KB	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. Apologies for absence were received from Jane Lockwood and Seb Caunter.	
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:	
	Maggie Parks would be retiring from the governing body at the end of this year after a huge amount of years of service so they would need to find her replacement 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. The Chair said they had been trying to recruit and now there were only 6 meetings a year there was not such of a time commitment for governance.	

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	It was suggested that they advertise in the newsletter and approach people on the playground. Governors discussed the fact that they could be a turn over of governors and how they would recruit new members. The Chair said there were quite a lot of vacancies to fill and asked governors to approach people that they knew, they needed someone who could step up for SEND and Safeguarding.																																															
4	Minutes of the Previous Meeting 28 th November 2024																																															
4.1	Review/Approve minutes																																															
	Governors approved the minutes of the meeting held on 28th November 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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						Headteacher said they have two de-fibs on site.	
5	AOB: Complaints regarding parents parking in the village.						
	The Headteacher said this was about parking and driving, she said they have received a couple of phone calls from members of the public and an email from a parent. The Headteacher read the email to governors, this detailed that there was a concern for the safety of the residents and children. parking and passing places were steadily becoming worse and the parent was worried about this. The parent who sent the email wondered if parking monitors would be useful. RS joined the meeting at 5.50pm. Governors discussed this issue, and they agreed that they could share this issue more widely in the community rather than just with parents, they could use the Facebook page to do this. There was a deep discussion over the legalities of this issue and that parents were not meant to come into the staff car park after 8am in the morning. The idea of traffic wardens coming was brought up and they had approached them, and this had not happened. The Chair said this was not really the school's problem, but they felt that they need to address this as much as they can. It was agreed that they would apologise and try to work with the local authority as much as they can to help this issue. The chair asked the clerk to put timed agendas back on the next agenda.						CLERK
6	Head's update: The Headteacher's Report to Governor Autumn term 2024-25 had been uploaded to Governor Hub. The Headteacher had shared documents onto Governor Hub and the CEO had uploaded KPI's which contain pupil data. She gave a brief update. They had a good start to the term, data has been analysed and targets reviewed. The common themes were SEMH needs of EYFS and Y6, and additional needs for intimate care. For year 2, they have a small cohort of 14 children and a few summer born boys that they are working hard with as they are not quite reaching their targets. They were all having rapid catch up and progress was being made but was slower than expected. When they did their first practice SATs test for Maths, scores were very low. They have since worked hard with them and by the end of the Autumn term there has been improvement. There is a large proportion of boys in this cohort and behaviour and attitudes to learning are a concern. Overall, all the summer born boys in KS1 would be a focus and Maths in year 6, with an additional focus on persistent absence. She added they have been making phone calls and completing home visits to cover this. A governor asked what the criteria was? The Headteacher said below 90% A governor asked if there was a pattern at all? The Headteacher said it was mostly holiday taking with a small amount of sickness. She added that reliance was an issue too.						

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	The Headteacher added that they had identified that Writing across the school as a whole had been dipping and they decided they have introduced Ready, Steady, Write and this had been embedded and they could see progress. A governor asked if they could do anything to help with Reading or Maths? The Headteacher thanked the governor for this offer of help. A governor asked if they have TA particular support? The Headteacher said that like all schools, they have less TA support than in previous years, but that the TA intervention time that was available was being targeted carefully to the needs of children. She added that the school wanted children to be in classrooms with their class teacher for quality first teaching for the vast majority of time. The Headteacher said staff would be sharing children's targets during upcoming parents evenings to help them to support their children A governor asked if the parents of the year 6 boys had been approached? The Headteacher said yes, the parents had been spoken to where needed. RS said she thought the school was doing a really good job and when she was looking at the data she could see the difference, there was strong attendance and committed staff which was great to see.	
6.1	Autumn Standards Data: Autumn term 2024 EYFS outcomes had been uploaded to Governor Hub. Autumn term 2024 year 1-6 outcomes had been uploaded to Governor Hub. Autumn term 2024 Attendance data had been uploaded to Governor Hub. Autumn term 2024 Suspensions had been uploaded to Governor Hub. Autumn term 2024 Consolidated Pupil outcomes had been uploaded to Governor Hub. Autumn term 2024 Pupil Context had been uploaded to Governor Hub. Staff Absence Report Autumn term 2024 had been uploaded to Governor Hub. Staffing Numbers Autumn term 2024 had been uploaded to Governor Hub.	
6.2	Review of SDP priorities and plans for the Spring term. Governors had looked at this at the last meeting. The Headteacher informed governors of the Oracy training with Voice 21 and gave an update on this, explaining what oracy was all about and what the next steps would be, and this went really well. She added that governors would be trained in this area in March.	
7	Safeguarding & Health and Safety Update They had their quality assurance visit yesterday and the SCR was up to date. The 175 157 safeguarding return had been completed and sent to county and an action plan had been completed with a few things they need to follow up on. She would add this to Governor Hub. They would have Incell training and talking about gang culture, they need to do a school	

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	assessment for Prevent and they would have Devin County Council completing an audit and safety walk soon. The results of this would be shared with governors.	
8	Pupil and Staff Wellbeing:	
	The Headteacher said that pupils were doing really well and coming to school with high levels of attendance. SEND children had struggled coming back to school and they were working with families to support this. The Chair had met with the working group regarding staff wellbeing. They agreed to complete a survey with staff, and they wanted to make sure that there was plenty of room for staff comment. She wanted to ensure the staff voice had been heard. They have also offered to speak on a one to one with staff in confidence if they wanted; the surveys were sent out on Tuesday morning, and everyone was encouraged to complete these. So far, the Chair had received 10 responses, and they have opened this out to all staff including non-teaching staff. She said she wanted to leave the staff wellbeing issue until they have everyone's comments. She added that there was talk that the MAT want to close IDE school down. She added that they have a full compliment of members of the trust board, and she felt they have a very strong trust board at the moment. At this meeting she felt there was a lot a positivity and pride. She said they were a unanimous feel that the four-school structure was the one they want as it was working very well as they have four excellent heads and there was no talk about reducing the number of schools they have, she added that they were staying open to the prospect of recruiting more schools. She added that this was made very clear. She wanted to put an end to the idea that the trust wanted to close Ide. A governor said he had never had an impression of this. RW added that there was a draft letter for staff to tell them all about what the next steps would be, and this would be happening over the next few weeks. She said she would be able to stay until the end of August until they recruit somebody. The Chair said she would look at the survey with the working group and they would discuss the findings with the school leaders.	
9	Policy Review	
9.1	Governors reviewed and approved the following policies: Governors noted the following Trust wide Policies: Child Protection and Safeguarding Policy. SEMH Staff and Volunteer Confidentiality Policy 2024-2026 Equality, inclusion and diversity of Staff. Suspension and Exclusion Volunteers Social Media Allegations of abuse against staff new policy LGPS Discretion Policy 2024-2026 Health and Safety Policy 2024-2025	

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	Equality Objectives 2024-2025	
10	Links with Parents and Community	
	The Headteacher gave an update, she said they had a meeting this week and they had sent a survey out to parents regarding costs of coaches for trips and parents said they were prepared to pay for this. They also said they would rather have the FIZZ money spent on Chrome books which they have ordered this week. The Chair said she had asked to be invited to the Fizz meetings and was not invited to the last meeting. The Headteacher had become a governor at Whipton Barton school, and this would give the school an additional link in the community. The Chair said that MATS would be working together for co-operation between MATs to support each other. She added that RW had worked hard with another Math's, and this seemed to be working well.	
11	Governor Monitoring	
11.1	Governors received minutes or reports of committee or working party meetings: Chair Forum Minutes 21.11.24.	
11.2	Governors received reports from governors who have carried out a monitoring visit. The Chair urged governors to complete their monitoring.	
12	Governor Training and Development.	
12.1	Governors discussed the LGB's requirements for training and development in line with school priorities. The Chair informed governors of training via the national college and said there was some good training on Mastery. RS added that there was some good training on Oracy via Voice 21.	
11.2	Governors received feedback from governors who had attended training courses since the previous meeting (training report available of Governor Hub). N/A	
11.3	Governors reflected on any National College/NGA Learning Link courses that may increase LGB skills	
13	Communication with Trust Board	
	The Away Day January 2025 information had been uploaded to Governor hub. The Chair wanted to thank the trust board for the invite and thought this was good for governors to meet the trustees.	

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	Theses were items brought up at the away day: An enduring Shared mission 12.0.2024 ELAT strategic Plan 2024-2027 Next Gen Governance 14.11.24 A governor asked if there were some more away days planned? The Chair said usually in January.	
14	Risks and Opportunities	
	Succession planning for governors. The Fabric of the school was a concern that the chair thought was important. RS added that Kelvin was still recovering from his accident which was very severe, and Pete was working across all four sites with hand people employed across all schools. She added that they have been trying to secure some interim arrangements and she has spoke to Pentrust for dealings with their premises. She said that approaching other trusts was a way in partnership working. A governor asked if the catering was working well? The Headteacher said in general it was working well and they need to increase their numbers here as their catering income was lower than anticipated	
15	Next Meeting date: Thursday 20th March 2025 5.30pm.	
The meeting closed at 18.50		

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

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					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
AP5	12.2	Governors to consider attending appropriate courses through The National College.	All	Ongoing	Ongoing

26th September 2024 Meeting					
2	Governors to complete new declarations on Governor Hub – clerk to send reminders	Clerk	ASA P	I have put a reminder on GH.	
3.2	Add Succession planning as an agenda item for the next meeting	Clerk		To be discussed at a later point.	

23rd January meeting

AP1	5	To add timings onto the agenda	CLERK	
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