

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Thursday 3rd April 2025 at 5.30pm

Attendees:	Name	Initials	Governor Type
	Ann Boyce	AB	Community Governor/Chair
	Seb Caunter	SC	Community Governor
	Sarah Cooke	SCo	Community Governor
	Kirsty Grant	KG	Community Governor
	Paul Hughes	PH	Community Governor
	Madeleine Marshall	MM	Staff Governor (part)
	Alice Purcell	AP	Headteacher
	Damon Rew	DR	Parent Governor
Invitees:			
	Hazel Crane	HC	Governance Professional
	Pauline Woodbridge	PW	CFO
	Fiona Bushell	FB	Teacher (part)
Minutes to:			
	Governors via GovernorHub		
	Trust Governance Professional (Ashleigh Seymour-Rutherford)		

Meeting commenced at 5.30pm

No	Minutes	Action
1.	Continued discussion over PAN. The minutes for this section of the meeting have been put together with those from the previous extraordinary meeting in a separate report which has been circulated to staff.	
1.1	Welcome and Apologies	
1.1	AB welcomed governors to the meeting. Apologies for absence were received from Maggie Parkes.	
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	
	The Chair said that Jayne Lockwood had stepped down as a staff governor and they had an interest from a parent who and the chair would be contacting her regarding governance.	
3.2	Consider vacancies to fill and recruitment	

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	There were two vacancies for governors, one for a parent and one for a community governor.																		
4	Minutes of the Previous Meeting 23 rd January 2025																		
4.1	Review/Approve minutes																		
	Governors approved the minutes of the meeting held on 23rd January 2025 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><td colspan="6">23rd January Meeting</td></tr><tr><td>AP1</td><td>5</td><td>To add timings to next agenda</td><td>Next meeting</td><td>Clerk</td><td>Completed.</td></tr></table>						23 rd January Meeting						AP1	5	To add timings to next agenda	Next meeting	Clerk	Completed.	
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AP1	5	To add timings to next agenda	Next meeting	Clerk	Completed.														
5	Headteacher’s update: The Headteacher’s Report to Governor Autumn term 2024-25 had been uploaded to Governor Hub. This item was removed.																		
6.	Finances																		
6.1	To receive a financial report P.4 31.12.24 (uploaded to Governor Hub). The ELAT CFO report had been uploaded to Governor Hub. Governors received the financial report with details of the financial position and Revised Forecast. The CFO said they would be doing a revised report at the end of the term. They were showing overspend of £15,000. This was due to the drop in number from the after-school club, nursery numbers would be spot on and would be reviewed at the end of spring term. They have another £16,000 from HNTF and another £20k from government grants. Staffing was fairly on track TAs were overspent and this was on High Needs to support the children. They knew the teachers’ pay rise was going to be overspent. Catering income has dropped a little. They have predicted well for energy savings. They brought additional IT and were updating the Wi-Fi in the school. They had Oracy for this year which was a three-year project and was funded by the trust. The New CEO was full time. Regarding capital they are still getting quotes for the 7 windows.																		

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	A governor asked if there was any reason for the drop in after school? The Headteacher said she thought this was down to parents' individual needs that had changed. There had been no concern about the quality. A Governor asked about the quote for the windows? The CFO said she had some help from a member of staff regarding the quotes for the windows as they were short on premises staff at the moment. The Chair asked if the windows had to match as they were listed. The CFO said they would match what was there now. The CFO had put in a funding comparison for next year, she said they have government grants to fund pay etc. and they would have to fund the following year themselves. They were funding the NI increase. Overall, in the MAT they would be £146,000 down. IDE was down £14k and this would have an impact on what they could do. They have put in a 2.8% pay award and 5% for the Support Staff Pay Award. Until they knew the exact figures these were the figures they were going with at the moment and every school nationally was in the same boat. The CFO said although they were dropping numbers the MAT has some surplus to fall back on. A Governor asked what would happen if you did not obey the rules? The CFO said the DFE would put a financial sanction on the school. A Governor asked was there anything being explored going forwards due to the financial situation? The CFO said they used to make money on letting and since Covid this had never picked up to what it was. The nursery and after school club used to make a profit and as staffing costs had risen the profits were going down.	
6.2	To consider/review staffing structure N/A	
6.3	To receive a draft budget 2025-26 progress report (uploaded onto Governor Hub). This was discussed in 6.1.	
7	Safeguarding Update	
	The Safeguarding monitoring report from SCo on 14.3.25 had been uploaded onto Governor Hub. This focused on an SCR check and only one action was needed. AP said they have not made any MASH referrals but have gained advice from them when needed. They have 2 families that they were monitoring.	

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	SCo gave details on her SCR check for Safeguarding and gave details. They reviewed the recommendations regarding the safeguarding audits. They need to look at a lockdown practice for the school. The Headteacher said they would be completing this.	
8	Pupil and Staff Wellbeing	
	The Headteacher said they have a copy of the staff survey with comments and had been looking at the useful constructive feedback and see what they can improve on. She has identified a copy of areas they can look at. She said finding time to do this has been difficult as SEANN was completing her leadership training. She said they would continue to work on this after the holidays. The Chair said there were some points they needed to share with the Chair of Trustees, and they shared this with staff, so they were aware of their concerns. MM added that maybe that it would be a good idea to speak to certain individuals would be a first step. The Chair said to MM that once the decision around PAN had been made that she would send out the complete minutes with the complete decision to all staff so they would understand what was going on and that would be tomorrow. MM said thank you. The Headteacher said that there was nothing of note for pupil wellbeing, The Chair said the poetry reading with parents was really good and thanked MM for training the children and making this happen.	
9	Premises Report	
	The Headteacher said the windows had already been discussed and the windows round the other side of the school would need painting, They have been without a caretakers without some weeks, they have appointed a premises officer recently and he would be working over the holidays, they had to get an external person to look at the compliance requirements and ensure they were completed. A Governor asked if they wanted him to complete a walk round? The Headteacher said yes to please complete this. SC said he would complete this with another governor next term. A Governor asked when the Health and Safety audit was booked? The CFO said this was June and all the external compliance checks had been completed	
10	Health and Safety Update	
	This was covered under item 9.	
11	Policy Review	
11.1	Governors reviewed and approved the following policies.	

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	N/A	
11.2	Governors noted the following Trust wide Policies N/A	
12	Links with Parents and Community	
	A Governor asked if there was a Fizz fest this year? The Headteacher said yes, and this was very active, and they were making lots of money. They had put a survey out to parents asking if they wanted to put money to subsidising trips or put to resources in school. Parents said they required it to go to resources in school. CFO said she had never refused resources for anything in the school and was wondering what they were under resourced in as they look at what was being ordered. The Headteacher said that she thought what would help for subject leaders to go through their resources and see what else was needed in advance. They would be putting staff time into subject leaders doing these audits. A Governor asked if the Maypole dancing would be happening again? The Headteacher said they might ask premier to do this from club. There was a discussion over the frustration of parking around the school and how they could deal with this. The Chair said all they could do was reassure the community that they were trying to do as much as they could.	
13	Governor Monitoring	
13.1	Governors received minutes or reports of committee or working party meetings: N/A	
13.2	Governors received reports from governors who have carried out a monitoring visit. The monitoring report from DR regarding his visit to the school which had a focus on PE had been uploaded to Governor Hub. He said the PE lead was very passionate about this subject, and it was all very positive. The monitoring report from DR regarding his visit to the school which had a focus on Latin had been uploaded to Governor Hub. SC had already spoken about her Safeguarding visit. The Chair said she would be looking at music, completing some book looks and talking to pupil's next term. SC said he would look at History next term. PH said he would be completing a visit next term for	

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	SC would cover the premises, and MP would focus on the Oracy next term. KH would be looking at EYFS and RSE. A governor asked if she should await the Sats being completed to complete a maths monitoring? The Headteacher said yes.	
14	Governor Training and Development	
14.1	Governors discussed the LGB's requirements for training and development in line with school priorities.	
14.2	Governors received feedback from governors who had attended training courses since the previous meeting (training report available on Governor Hub). The CEO had sent an email to everyone regarding a national college training session that she would like everyone to complete and asked if everyone could complete this.	
14.3	Governors reflected on any National College/NGA Learning Link courses that may increase LGB skills	
15	Communication with Trust Board	
	A Governor asked if the chair attended the interviews? The CFO said they could share this information, and the Chair said it was a unanimous decision and there was a strong group of candidates. They had 5 interviewees. Chris Briggs was the applicant selected and was from another Trust with a lot of experience. A Governor asked when he would start? The Chair said September. The Headteacher said there was an away day with all Headteachers, governors and the Trust and they felt that the four schools were working very well, and they did not want to suddenly join another big Trust, but they were open to working with other Trusts in partnership. The Chair said that the element of competition between Trusts has subsided a lot and Trusts were seeing the benefits was working together for certain projects and areas and this was very reassuring.	
16	Any Other Business	
	SC said they need to start a recruitment drive for governors, the Chair agreed and there was a discussion over how they could go about this. The Chair said they need two community governors and one parent governor. The Chair said she would send the information out tomorrow about the option 2 decision.	AB

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17	Next Meeting date 11.6.25 5.30pm Wednesday 10.7.23 5.30pm Thursday	
The meeting closed at 7pm.		

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
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	Completed
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3.4.25

AP1	16	To send out statement and minutes regarding option 2 decision made on PAN.	AB	
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