

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Wednesday 11th June 2025 at 5.30pm

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

Meeting commenced at 5.30pm

No	Minutes	Action
1	Welcome, Apologies and Consent	
	AB welcomed governors to the meeting. Madeleine Marshall apologies for absence. Governors consented to this. The Chair welcomed Jen Bennet to the meeting as a potential parent governor. AB said everyone had a problem with the training recorded on Governor hub. She and the clerk would have a phone conversation to look into this out.	CLERK AB
2	Declaration of Interests	
2.1	Declaration of any pecuniary or other interest with regard to items on the agenda	
	No declarations of pecuniary or other interests regarding items on the agenda were made. This was all correct.	
2.2	To update the Register of Pecuniary Interests	
	Governors agreed to update the register of Pecuniary Interests. Everyone had completed this.	

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

3	Local Governing Board Matters	
3.1	Governing Board Membership changes	
	JL had stepped down at the last meeting. There were no changes. The Headteacher thought it was worth putting out to parents again for any potential parent governors. They also need a community governor, and the local shop may let them put some posters up. The Chair has outlined to staff the role of the staff governor. She explained that the number of governor meetings would be reduced next year to 4 or 5 and this was brought up at the Chair's forum. Governors discussed the number of meetings and by reducing them this might attract potential governors. A governor said it might be worth approaching local contractors too. She added that some people may think they do not have enough knowledge to be able to contribute. A governor suggested that someone from a legal background may have the knowledge, and this might be an avenue to go down.	
3.2	Changes	
	None	
3.3	Consider vacancies to fill and recruitment	
	There were three for governors, one for a parent, and one for a community governor. The Chair said she was thinking about joining the NGA. She said there was a conference in Birmingham that she may attend.	
3.4	Programme of meeting dates	
	The chair said they need to look at what would be the key meetings they need to have in regard to what their priorities would be. She said they could meet informally to discuss this. A governor asked if there were any meeting requirements? The chair said this was discussed at the last chairs forum and she said she would like to consider this further. She added that the smaller number of meetings they have might mean that they had not been able to discuss things in detail they need to. A governor said that the meetings would be longer if there were fewer of them, and another governor suggested that they could add extraordinary meetings if necessary. The Chair asked Pauline what she knew about the how many meetings there should be? PW said she said it was around 4 and this was discussed at the last Chair's Forum.	

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	The Headteacher said that it may be worth looking at the scheme of delegation to see who was responsible for what. The Chair said she was worried that they needed to ensure that the school’s money was being well spent, and she was worried that was being taken away. Governors discussed the responsibility for finances and monitoring and what was potentially changing. The Clerk had put together a set of suggested meeting dates: Thursday 27.11.25 5.30pm. Thursday 22.1.26 5.30pm Thursday 19.3.26 5.30pm Thursday 11.6.26 5.30pm Thursday 9.7.26 5.30pm The Clerk added that she had calculated the suggested dates around what the Governing body did last year and was not aware of agreed dates. She added that it was very common in MATs for the dates of meetings to flow around the Trust Board meetings and their timetable of events. PW said that there were meetings booked for 4 dates for next year. She felt that the four meetings were agreed at the Chairs forum. The Chair said she was taken by surprise at this. AP and AB would look at those dates and circulate them and agree them at the next meeting.							
4	Minutes of the Previous Meeting 3 rd April 2025							
4.1	Review/Approve minutes							
	Governors approved the minutes of the meeting held on 3rd April 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.							
	3.4.25 <table><tr><td>AP1</td><td>16</td><td>To send out statement and minutes regarding option 2 decision made on PAN.</td><td>AB</td></tr></table> This was completed.			AP1	16	To send out statement and minutes regarding option 2 decision made on PAN.	AB	
AP1	16	To send out statement and minutes regarding option 2 decision made on PAN.	AB					
5	SC joined the meeting at 6.15pm.							

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	Finances To receive a financial report (P7 Finance report and 2025/26 Draft Budget had been uploaded to Governor Hub)	
	PW said this was a revised forecast for the end of the Spring term. Income after school club would be £8k lower while Nursery was £8K UP. The school would receive another £20k of EFSA grants this year. This would be due to the pension increase and pay awards PLUS THE INCREASE IN NATIONAL INSURANCE Staffing for TAs was overspent as they have more high needs income. Teaching staff overspent due to maternity costs, and they had budgeted for the 3.5% pay award, but 5.5% WAS AWARDED after the budget was approved and this was higher than expected. For expenditure meals have gone down and costs have gone down. She said there was an allocation to renew the Wi-Fi across all schools which staff and governors were really grateful for. PW said there would be 10 devices that would not be updated to windows, so they need replacing. They have a new gas and electricity contract, and this has saved some money. Overall, they would come in with £7k overspend in year, mainly because of the cost of Wi-Fi but this was necessary. The quotes for the windows were around 17k and had not been included. They were looking to repaint the remaining windows, which was about £6k. These costs would be supported by the MATs surplus. There was an overall overspend of £65k which would be carried forward. She has discussed work that could be done and has asked Harry to look at the courtyard to see if some external painting could be done and to clean the canopy If they would get scaffolding. AP has asked if classrooms could be painted too. AB said that the front door was in a critical state. The Headteacher said Harry was not a replacement for Pete as he was off sick, but he was doing a lot of work to the school including painting the front door. For next year the teachers pay ward was 4% and there would be SBSG funding included. They would have to increase school lunches to £2.50, which was necessary. The pupil numbers were the same at 22. A governor asked if the numbers may change? PW said she did not think so. PW said at the bottom of the budget staff costs were 80% of the income and there would be only 20% to spend on everything else and this was why they needed to go down to 4 classes. This will be reduced to 70% the following year.	

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

A governor asked how this compares to other schools in the Trust?

PW said this was higher than some other schools, but they had other income that balances this out so that was something they have to consider.

AB said she had noticed that the benches needed some painting.

The Headteacher said that Harry was busy doing other things and this might be something to look at later as he has other jobs in other schools too.

The additional funding in 25/26 with the free school meals would help with school income.

A governor asked if they receive any funding through payroll giving?

PW said no.

A governor explained how this works and said it might be worth looking at.

The Headteacher said some parents give donations to FIS.

A governor said staff can register for this and might be worth looking at.

PW said you could do this through FIS.

A governor said they could ask Men's Shed's to complete some of the painting jobs.

A governor asked if the laptops came out of the school budget?

The Headteacher said yes it was out of the school budget.

A governor asked if they depreciate them?

PW said they were lower than the fixed asset rate so no.

Governors discussed the fact they could not make as much money from the after-school club and said this had changed due to parents working more from home.

A governor asked if the preschool was full?

The Headteacher said by the spring term they have 8 school starters in Nursery.

A governor asked how Seedlings was going?

The Headteacher said they were looking at someone to look at setting this up again.

With regards to ASC income- it was noted that maybe less parents were using the club as there were lots of Premier run clubs until 4.30.

A governor said that parents were quite impressed by the number of clubs they have and there was a discussion over Premier running the clubs and that they were run well.

A governor said they could look at a holiday camp and this was discussed regarding the space they have in and around the school to accommodate this. The Chair said the letting of the premises used to be good as a couple of sports clubs renting the premises would give a steady income to the school.

A governor said they could advertise the school again as this has not been advertised for a while and their hall was bigger than the village hall and their parking was not as good as

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	the schools.	
5.1	Pupil Progress and Attainment	
	N/A	
5.2	School Development Plan	
	N/A	
6.	Premises	
6.1	To receive a premises report, including Health and Safety Update	
	PW said they had their Health and safety audit and received 100%, which was excellent. The windows, painting and jobs for the summer had already been discussed under finances. A governor said if they could get a list of in-house jobs that could be done they could talk to FIS about this.	
7	Safeguarding Update	
	The Headteacher said Sarah did a follow-up visit from the safeguarding audit and Sarah would be visiting again for a Summer Term safeguarding visit. There had been no exclusions, no referrals to MASH and they continued to work with several families to support them. They would have external safeguarding training this year from John Galling from the Devon Safeguarding team. DR and AP would get together to sort a date for this	DR AP
8	Pupil and Staff Wellbeing	
	The Headteacher said from the results of the wellbeing survey they have looked at some of the suggestions and put in place things around school-based items, for example provision of technology was something that came up and processes around ordering resources. Staff have felt that they have not got the resources, and they have planned for time for subject leaders to audit these at the start of Autumn term. The Chair asked if the staff computers were, ok? AP said they were replacing the PCs in the classrooms. The Chair asked about the laptops? The Headteacher said all teachers have a laptop and support staff share some. New ones have been ordered to help with this.	

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	Pupil Wellbeing: There had been lots of enrichment with trips and visitors coming in which has given the children a really broad experience. They have a couple of children falling into the persistently absence area and had SEN. Some staff have been on training called The Attend framework and explained how this worked for emotional-based school avoidance. A governor asked if they were making use of Wear Meadow? The Headteacher said they were not, and another governor said it was a long way to go, but they could use it potentially. She added that this was a local resource as well as the orchard. A governor asked if there was anything being flagged up by staff regarding reasons for people leaving? The Headteacher said that staff had left from Early years, and there were differing reasons e.g. retirement and career change. She added that although there had been staff changes, they were pleased with what was currently in place. The Chair said she was impressed with the standard of staff they have interviewed.	
9	Policy Review	
9.1	Policies to be reviewed	
	Governors reviewed and approved the following policies: There were no policies to approve.	
9.2	To receive and note any Trust Wide Policies	
	There were no policies to approve	
10	Links with Parents and Community	
	N/A	
11	Governor Monitoring	
11.1	To receive minutes or reports of committee or working party meetings produced since the last meeting	
	There were no reports or minutes to be shared. The Chair asked if the Head wanted monitoring for Early Years? The Headteacher said next term would be better as a new team would be in place. PH would attend a Health and safety walk with the Headteacher The Chair said with the new structure they need to look at allocating subjects for next year	PH

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	around the school priorities. A governor asked if they could put hooks somewhere for the kids that use the after-school club. She added that they were not allowed to block fire exits and they were being put on top of the stacked benches. Governors discussed this issue and how they could solve it. The Headteacher said this was worth considering if a practical and safe place could be found for it.	
11.2	To receive reports from governors who have carried out a monitoring visit.	
	None.	
12	Governor Training and Development	
12.1	To discuss the LGB's requirements for training and development in line with the school priorities	
	The Chair asked if Paul had managed to get on the new governor course? PH said yes and it was worthwhile.	
12.2	To receive feedback from governors who had attended training courses since the previous meeting	
	None	
12.3	To plan/reflect on any National College/NGA Learning link Courses that may increase LGB skills.	
	None.	
13	Communication with Trust Board	
	The Chair said the staff survey had been passed to trust leaders and trustees. A governor asked when did the new CEO start? The headteacher said he has been into the school already and starts in September.	
14	Risks & Opportunities	
	N/A	
15	Any Other Business	
	AP to raise timing and content of communications with parents about classes in September 2026. There was a discussion about the dropping of one class and mixed classes.	

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

	A governor asked if they had quite a big variance between intakes? The Headteacher said yes there was some variance in intakes. They had a lot of applications for this September, but generally the predictions are that there was a fall in the birth rate nationally. The Headteacher said she would send governors the details regarding this to Governors. SC said he would not be able to make the next meeting, and this would be his last meeting as a governor and said that IDE was a great school, it was in a great way and appreciated the hard work of all the staff in the school. The Chair thanked SC for his hard work as a governor and has made a big contribution as a governor. SCo did not think she could make the next meeting either and would not be continuing as a governor.	AP
17	Next Meeting date 10.7.23 5.30pm Thursday	
The meeting closed at 7.30pm.		

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

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

3.4.25

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

ACTIONS

AP1	1	To have a phone call regarding issues on GH regarding training uploads	AB CLERK	
AP2	7	To look at safeguarding training	AP DR	
AP3	11.1	To attend a Health and Safety Walk with the Headteacher	PH	
AP4	15	To send governors details of the birth rate data	AP	