

IDE PRIMARY SCHOOL LOCAL GOVERNING BODY MINUTES

Thursday 10th July 2025 at 5.30pm

Attendees:	Name	Initials	Governor Type
	Ann Boyce	AB	Community Governor/Chair P
	Kirsty Grant	KG	Community Governor P
	Paul Hughes	PH	Community Governor P
	Madeleine Marshall	MM	Staff Governor P
	Maggie Parkes	MP	Community Governor p
	Alice Purcell	AP	Headteacher p
	Damon Rew	DR	Parent Governor p
	Jennifer Bennet	JB	Parent Governor P
Invitees:			
	Hazel Crane	HC	Governance Professional P
	Rachel Shaw	RS	CEO P (part)
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. The Chair presented MP a gift for her hard work as a governor as she would be resigning from the Governing body at the end of this Academic year and this would be her last meeting. There were apologies from Sarah Cooke and Seb Caunter, and which were accepted.	
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.	
2.2	To update the Register of Pecuniary Interests	
	Governors agreed to update the register of Pecuniary Interests.	
3	Local Governing Board Matters	
3.1	Governing Board Membership changes	
	Seb Caunter and Sarah Cooke had stepped down as Governors.	

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	Jennifer Bennett was the newly elected Parent Governor, and she was welcomed to the meeting. The Chair was in contact with someone who may be interested in governance, and she would be following up on this. Maggie Parkes would be leaving the governing body after this meeting.					
3.2	Changes					
	This item was discussed under 3.2					
3.3	Consider vacancies to fill and recruitment					
	There were three vacancies for governors, one for a parent, one for a community governor and one for a staff governor. The Chair said they would be looking for a Community Governor with educational experience.					
3.4	Program of meeting dates all on Thursday. The meeting dates would be confirmed with ASR.					
4	Minutes of the Previous Meeting 11th June 2025					
4.1	Review/Approve minutes					
	Governors approved the minutes of the meeting held on 11th June 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.					
	ACTIONS					
	AP1	1	To have a phone call regarding issues on GH regarding training uploads	AP CLERK	AB Ongoing	
	AP2	7	To look at safeguarding training	AP DR	Ongoing	
	AP3	11.1	To attend a Health and Safety Walk with the Headteacher	PH	For Autumn term	
	AP4	15	To send governors details of the birth rate data	AP	Ongoing	

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5	<u>Headteacher's Update</u>	
5.1	Pupil Progress and Attainment (had been uploaded to Governor Hub) The SEND report had been uploaded to Governor Hub. The Headteacher said all the ELAT statutory results had been uploaded. Results: EYFS: 80% which The Headteacher was really pleased with, she added that Self-regulation was the hardest area to secure. Phonics year 1: all pupils achieved 83% which was high and all 3 of their pupil premium children also achieved the result, which was excellent. Both children in year 2 who retook the phonics passed as well. A governor asked if the child with SEND achieved what the Headteacher expected? The Headteacher said yes and explained that some SEN pupils would not meet the target and having evidence of where the child was, would be important. KEYS 2: The Headteacher said they were pleased with their results as this Co-Hort was large, and the staff had worked really hard to support these children. A governor asked if the results were different for boys and girls? The Headteacher said no, not really, but they had a boy heavy group and concentration was something that they had to work on. Combined: 60% The Headteacher said this year 5 was a strong Co-Hort and she was not worried about this year group. A governor asked if any children felt stressed over the SATs? The Headteacher said they have lots of practice over the year and on the day, they had a SATs Breakfast and were really calm about the days of the tests, she added that they did not see a lot of anxiety around SATs. The year 4 multiplication times table was 21 as an average score which they were really please with. The Headteacher said they would look at these results and look at patterns to see how they would set their SDP for next year, she said Writing would be something they need to look at. Year 1 Reading was lower, and this was an area to concentrate on for next year. The Headteacher said that the DFE has just published a new framework for Writing, and they would be digesting this for September. The Headteacher said they have started a new Writing scheme called Ready Steady Write and this was promising so far.	
5.2	School Development Plan	

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	The Headteacher said their priority would be the introduction of Oracy. The SLT had been completing listening walks and were starting to see this develop more. A governor asked what oracy was? The Headteacher said it was being able to express yourself and to be able to listen to others and respond. This also impacts pupils emotional and learning skills, they have linked up with Voice 21 and the Oracy Champions have been on this training. A governor asked if there was funding for this from the government? The Headteacher said she did not think there was any funding. The have an Oracy display in school and the Headteacher has started to talk about Oracy in assemblies. This would be continuing into next year and they would be on a new training program called The Elevate. RS joined the meeting at 6.17pm. In EYFS they would be developing speaking skills with Oracy. A governor asked if the older children take assemblies? The Headteacher said they were involved, and the school Council have given an assembly. The Chair explained that the SDP was rag-rated by colour. The Headteacher said priority two was around the pupil's participation in The Arts. She added this has been excellent and they have been able to create opportunities for children. They have hosted 3 professionals theatre Productions in school in conjunction with Paddleboard productions. The Sory teller David Heathfield has been attending and this would continue. A governor asked if a governor could complete a visit for this? The Headteacher said yes this would be good. They have had a classical music concert, and the Trust performance locally, they have had art-based CPD for teachers, they have a drama club which lots of children have accessed and they would be showcasing this. She was really proud of what they were achieving for their children in the arts. She said they would want to get the Arts Mark Award next year. A governor asked if there was any funding linked to this? The Headteacher said no. The Chair said she would be meeting regarding Music soon and would have a report for the Autumm year. The Headteacher said of all these opportunities the staff had organized all of these. A governor asked if there was anything they needed in terms of resources for music? The Headteacher said they may need more glockenspiels which she was hoping they would have funding for.	
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	The last priority was around The Ordinary Available Inclusive Practice. This was around supporting SEND children and was consistently available in all classes around school and would benefit all children, not only SEND children. A governor asked how was this different from what they were doing before? The Headteacher said in some ways it was not so different, and this was perhaps a bit more of a detailed approach to thinking about the resources and what support was being given during the lesson. There have been paired visits with the other SENDco from Alphington. Sienne has been completing her SENDco course, and this has been taking up her time. They would concentrate on calmer environments in classrooms with hessian background and less on the walls so there is not too much to see. They would be focusing on attendance for SEN. For children with high levels of SEND who have struggled emotionally to come to school, Sienne has been on some training for emotional school-based violence. They would also be looking at how they communicate with parents. A governor asked if they would be having older children supporting younger children? The Headteacher said they have done this in the past and have nothing set up that was formal, this tends to happen naturally, and they could look at setting this up again. A governor asked if they do anything in the class where they ask the children how they feel? The Headteacher said they do this via Zones of Regulation and they use this sometimes as part of their meet and greet and they could bring this back again. She said it was important for children to have a good start to the day.	
6	Safeguarding Update	
	DR would be taking over as safeguarding Governor, and he would be completing a visit next term. They have no referrals to Mash. Two families were supported by the family intervention team. No exclusions. They have booked the Safeguarding training for staff in September.	
7	Pupil and Staff Wellbeing	
	The Headteacher said everyone had worked incredibly hard this year to achieve the results they had, and they were feeling quite tired, but there were no particular worries for staff and pupils.	
8	Policy Review	
8.1	Policies to be reviewed	
	Governors reviewed and approved the following policies: There were no policies to approve.	

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8.2	To receive and note any Trust Wide Policies	
	Governors received and noted Policies which had been approved at the Trust Board meeting on 8.7.25.	
9	Links with Parents and Community	
	There was a post going out to advertise for governors. There was very favourable feedback from the Maypole dancing, and the Headteacher was hoping that everyone was feeling the Fizz Fest, and this would be another opportunity to get together with the village. Mark Thomas had raised £1000 for the school which they welcomed. A governor asked what the money would be spent on that the FOGs have raised? The Headteacher said they would be asking the school council for ideas to spend their money on that had been raised by the FOGs. They were looking at setting up bird and bat boxes so the children could monitor them, and they were asking the children what they would want to spend the money on. A governor said they could have a campaign where the approach companies to get them involved in raising funds for the school and explained how they could do this and said she could draft some letters.	
10	Governor Monitoring	
10.1	To receive minutes or reports of committee or working party meetings produced since the last meeting	
	The Chair said they have not had as much time to monitor as they have been focusing on staff wellbeing and Ofsted had taken up some time, she added that they would be more focused on working smarter next year.	
10.2	To receive reports from governors who have carried out a monitoring visit.	
	None.	
11	Governor Training and Development	
11.1	To discuss the LGB's requirements for training and development in line with the school priorities	
	The Chair directed governors to the national college for online training and directed JB to complete governor training.	

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11.2	To receive feedback from governors who had attended training courses since the previous meeting	
	None.	
11.3	To plan/reflect on any National College/NGA Learning link Courses that may increase LGB skills.	
	When they have decided their roles next year, they would look at what training needs were required.	
12	Communication with Trust Board	
	The Chair said since the last meeting: She wanted to thank RS for her hard work that leaves schools in a confident situation. RS gave some updates: They had discussed priorities for next year which the Headteacher had already mentioned earlier in the meeting. From a central team point of view, they have a full complement of finance staff, they would be recruiting additional staff for HR and the Finance team. They would be up to date with their Premises team for next year and the new member of staff was having a good impact. The new CEO of the Trust Chris was local, and his son would be starting at IDE in September as he was moving to the village. He has been in to the Trust and talked about next steps and governance and was interested in coming to LGB meetings. They talked about the strength of their LGBS and how committed they were, and he was looking forward to meeting everyone. He would be starting full time from this September, and Rachel would be having a handover session with him. It was looking really positive, and he seems like such a good fit for the Trust. They have spoken about having some Governor training sessions and getting the safeguarding and SEN governors together might be something to work on. He would bring lots of new ideas to the Trust which would be really good to see. She wished them all the best for the future.	
13	Risks & Opportunities	
	The Chair said their windows were a risk and she thought these were being replaced soon. The Headteacher said some were being repaired and some replaced. RS said that the Trust was looking at getting hardwood replacements as this would last longer. The gable end needed re-painting, and the scaffolding would cost around £7k. The Chair said scaffolding was so expensive and would a cherry picker be an option? RS said no as regulations did not allow this due to health and safety.	

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14	Any Other Business	
	None.	
15	Next Meeting date The dates once agreed would be emailed to the Chair.	CLERK
The meeting closed at 6.55pm.		

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

ACTIONS

11th June	Meeting			
AP1	1	To have a phone call regarding issues on GH regarding training uploads	AP CLERK	AB to look at this as it may be linked to using another email.
AP2	7	To look at safeguarding training	AP DR	Ongoing

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AP3	11.1	To attend a Health and Safety Walk with the Headteacher	PH	Autumn term
AP4	15	To send governors details of the birth rate data	AP	Ongoing

Actions				
AP1	15	To check diary dates for next year with ASR	CLERK	Done