Exeter Learning Academy Trust
Creating our future together

MEETING 1 (of 4)
LOCAL GOVERNING BODY MEETING

Minutes of the Local Governing Body (LGB) of **Ide Primary** held at the school on **17 September 2026**.

GOVERNERS PRESENT	ABREVIATON	GOVERNOR ROLE/TITLE	ARRIVED/LEFT
Ann Boyce*	AB	Community Governor and Chair	arrived 6.20pm
Kirsty Grant	KG	Community Governor	5.30pm
Paul Hughes	PH	Community Governor	5.30pm
Damon Rew	DR	Parent Governor	5.30pm
Amy Osbourne*	AO	Staff Governor	5.30pm
IN ATTENDANCE			
Alice Purcell	AP	Head teacher	5.30pm
Chris Briggs	CB	CEO	5.30pm
Helen Stacy*	Clerk	Governance Professional	5.30pm
APPOLOGIES RECEIVED	Jennifer Bennett (JB) was absent with no apology received		

*Indicates remote attendance via Microsoft Teams

The meeting commenced at 5.30pm.

DECISIONS	
Agenda Item	**Decision**
3.	**APPOINTED** Two co-chairs, DR and KG, for a one-year term.
4.	**APPROVED** The Minutes from 13th July 2026.

All meeting paperwork and reports are available on Governor Hub.

NO	AGENDA ITEM	ACTION POINT
1.	**WELCOME, APOLOGIES AND CONSENT**	
	AB would be joining the meeting late. In her absence, DR chaired the meeting. He welcomed everyone to the meeting and noted that: There were no apologies for absence. Jennifer Bennett was not present. JB had also been absent for the previous two meetings. On advice from the clerk, governors did not consent to this absence. AP would forward her personal email to the clerk, who would contact JB to confirm whether she had the capacity to continue as a governor. The meeting was quorate.	
2.	**DECLARATIONS OF INTERESTS**	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	

2.2	Governors noted the requirement to complete their annual declarations on GovernorHub. All governors excepting JB had done so.	
3.	**LOCAL GOVERNING BOARD MATTERS** This item was taken later in the meeting once AB had joined.	
4.	**MINUTES OF THE PREVIOUS MEETING**	
4.1	**Approval of minutes** The minutes of the meeting held on 13 July 2026 (copy on GovernorHub), had previously been circulated. AO noted that the staff survey was not discussed in the meeting (item 5.1). Governors had decided to discuss this after the summer holidays. The clerk would make this amendment. The minutes were **confirmed** subject to this amendment and would be signed by the Chair **Action:** Clerk to amend minutes and upload a correct copy to the meeting folder. The Chair to electronically sign the previous minutes on GovernorHub.	**AP1** **AP2**
4.2	**Matters Arising** The Chair discussed matters arising and action points. There were no matters arising to discuss that were not already on the agenda. AP1 – sign minutes – completed AP2 – update on allotments – discussed during the meeting (item 9) The **action log – Appendix A** was updated.	
5.	**HEADTEACHERS UPDATE**	
5.1	**School Development Plan (SDP) 2026/27** Statutory outcomes 2025/26 A data sheet had been shared with governors ahead of the meeting via GovernorHub. This showed where Ide stood against national outcomes. • The strongest outcome was in Early Years (EYFS) which was well above national. • Year 1 phonics was in line with national. • The Year 4 multiplication check was just below national and would be a focus for this year. • Key stage 2 SATS were generally slightly above national, with reading in line. AP noted that it was more relevant to compare Ide's results to other similar schools. CB thought that this data would be released in October once SATS results had been validated. He noted that the school's data outcomes were secure and the aim should be to edge forward. Data report 2026/27 This had been shared with governors ahead of the meeting via GovernorHub. This gave additional data on other year groups not covered by statutory testing. AP commented that the school was strongest in EYFS and Year 6, so the focus would be on the cohorts in between. Year 5 writing and Year 3 reading and writing would be priorities. AP had introduced cross-class book comparisons. This would be particularly useful for the new Year 4/5 teacher comparing with Year 5/6. Phonics and spelling would also be priorities.	

	Teachers would be trained in Grow the Code and the phonics chart, and staff meetings would revisit this. Subject leader release time was currently being mapped to allow for monitoring. The data report showed year group targets using July outcomes as a baseline. They were intended to be ambitious but also realistic. It was very early to be predicting Year 6 SATS outcomes but AP thought 78.6% combined was realistic and 85.7% might even be possible. They would sit their first SATS test the following week. Teachers were also only just getting to know Reception pupils. CB commented that the targets were designed to be between aspirational and predictions. Pupil progress meetings would look at each individual child and how to move them on. Page 3 of the report listed priority actions, which would be discussed in pupil progress meetings. This linked to the SDP and should help with governor visits. <u>School Development Plan</u> There were three priorities: 1. **Consistent, ambitious and adaptive teaching, learning behaviours and oracy**. AP would be looking at how oracy could be used in different subjects. 2. **Effective subject and phase leadership that secures foundational knowledge and improves attainment.** This would focus on phonics, multiplication tables and foundation skills. All staff needed to know expectations and the leader should drive this forward. 3. **Inclusive provision that secures participation, independence, attendance and progress.** Attendance was in line with national, but persistent absence needed attention. The Trust priorities were on the next page, and the Ide priorities were in line with these. The SDP then went on to give more detail about how the school would achieve these priorities. There would be some external Trust help with this from Stephen Lee and Anna Lopez. AP would be supporting at St Thomas Primary in return. It was good to get an external perspective and to build leadership. CB advised that Ian Randall, inclusion support at another trust, would support with SEND. He noted that the Trust was putting lots of SEND support in place to make provision more effective. CB explained that the focus for these external reviews would be set by the school. They were intended to be supportive, looking for both strengths and gaps, and governors would see the reports. **Q: Were the Trust priorities in the SDP specific to Ide?** This was the first year that Trust priorities had been added and they were quite generic at this point. This would provide some consistency between schools and allow for cross-school training. As schools improved, they would be become more focused. AP highlighted the opportunity for teachers to have individual coaching. **Q: Would this also be open to teaching assistants (TAs)?** Not for this year. The focus was on adaptive teaching and how to support through scaffolded learning without lowering expectations. AP was looking to train TAs in speech and language skills using Speech Link. The school did have an assigned S&L practitioner, but they had very limited time. **Q: Would the SDP be shared with teachers?** It would, once governors had had a chance to comment.	
5.2	**Governor monitoring visits** Plans for visits in 2026/27 were discussed in item 3 below.	

6.	**SAFEGUARDING & ATTENDANCE**	
6.1	**Safeguarding update** AP had met with the DSL (designated safeguarding lead) at the end of last term. The Safeguarding and Child Protection Policy had been updated in line with KCSiE 2026 and safeguarding training for staff had been delivered on the first inset day. There would be additional training for anyone who missed this session. Staff were currently signing to confirm that they had read all the updated policies. Initial allergy training had been done by all staff and the school held spare EpiPens. **Q: Were after-school club staff also trained?** Yes. These clubs were run by TAs which made this easier.	
6.2	**Attendance update** Attendance had been discussed briefly as part of item 5.	
6.3	**Behaviour update** There was no update on behaviour at this meeting.	
7.	**PUPIL & STAFF WELLBEING**	
	The agenda stated that governors were to review and agree the parental survey. **Q: Had a survey been done?** This was a standing agenda item. A survey had been carried out last year and had not raised any particular concerns. CB advised that most schools carried out surveys in the summer term, some annually and some biennially. Governors **agreed** that, given Ofsted were expected to visit next academic year, a survey carried out in summer 2 would make sense. The third LGB in April could prompt this with results analysed at the summer meeting. The same questions should be used so that results could be directly compared. **Action:** Parent survey to be on the April agenda. Regarding the staff survey, AP and Seann Williams (Deputy Head and SENDCo) had shared the positives and areas for development with staff. The positives were that staff enjoyed their work and working as a team. The key area for development was communication. This was always a challenge and staff had offered ideas to help with this: a morning briefing, a communications board, etc. There were regular TA meetings, plus communication around cover, etc. AO thought staff had been expecting more than what was shared on the inset day. She felt the brainstorming of ideas was a good start. **Q: How was pupil wellbeing at the start of the year?** Children had started well and seemed to have a sense of belonging. Wellbeing ambassadors had been trained in the summer term and Gemma Howard would be working with them. They were excited to have their own lanyards. **Q: Would there be a session for parents?** There would.	**AP3**
8.	**POLICY REVIEW**	
8.1	**Review and approve policies** Governors had received the following policies ahead of the meeting: • Admissions Policy • Allergy and Anaphylaxis Policy	

	• Safeguarding & Child Protection Policy • Intimate Care Policy • Supporting Children with Medical needs, including First Aid Policy **Q: Had the Admissions Policy been changed at all?** No. The above policies were all **approved** by governors. Two further policies had been listed on the agenda but had not been shared: • PSHE and Relationships Policy – this required updating. The school had worked with Votes for Schools, which previously had not covered all the statutory elements. It did now cover the full curriculum and the policy needed amending to reflect this. • Charging and Remissions Policy – AP had not been able to locate this. CB explained that it was a Trust policy and there had been no major changes from the previous year. • Behaviour Policy – this had not been shared with governors. These policies would be carried forward to the next meeting. **Action:** PSHE & Relationships, Charging and Remissions and Behaviour policies to be carried forward to the next meeting.	**AP4**
8.2	**Trust policies – to note** The ELAT Staff Code of Conduct had been shared with governors. Governors **noted** the Code.	
9.	**LINKS WITH PARENTS AND COMMUNITY**	
	Allotments AP updated governors. She had spoken to the Parish Council about concerns around access via the school grounds. It had been agreed that anyone requiring access will submit their name and photo to the school, the school would carry out an enhanced DBS check, and they would be required to sign in and take a lanyard every time they visited. The key code would be updated termly to ensure security. **Q: How many people did this involve?** Four. There needed to be a clear process to ensure safeguarding. Other links • AP would like to do more in Weir Meadow. • The school had good links with several local farms. • AO noted that the Shellingford trip involved another local farm. • A parent who was the engagement officer at the museum, had organised a trip to the Royal Albert Memorial Museum.	
10.	**GOVERNOR TRAINING AND DEVELOPMENT**	
10.1	**Training requirements** **Action:** CB would share a video from the National College which covered Prevent training.	**AP5**
10.2	**Keeping Children Safe in Education 2026** Governors noted the requirement for them to read KCSiE 2026 and to confirm this via GovernorHub.	
10.3	**Safeguarding training** Governors noted the requirement to update their safeguarding training. AP would share a link with governors for them to complete.	**AP6**

10.4	**National College/NGA Learning Link courses** Governors were aware of the courses available.	
11.	**<u>COMMUNICATION WITH TRUST BOARD</u>**	
	CB had nothing to add to the reports that had been circulated. <u>Premises</u> CB gave a brief update on works which had been completed over the summer – windows, fire doors and flooring. It was helpful that the Trust Premises Manager was also Finance Manager at Ide. Plans for next summer included toilets and any essential work on the roof. The latter could be a significant cost. Over the last couple of years, £75-80k had been spent on the school's premises. <u>School Improvement Plan</u> This was a programme of support which included visits from the Inclusion Lead and CB to invest in staff skills. He was pleased that TAs were running the after-school clubs as this would be better for the children. <u>Nursery</u> Finding staff for the nursery was always a challenge since it required level 3 trained staff, but it was important for the school to extend the day. This was an investment in the future. AP added that adverts had gone out again and more interest had been received this time with two visits and two more contacts. The school was looking at creative staffing options such as apprenticeships. **Q: Was it possible to extend the hours at the moment? Did AP know of any parents who wished taking advantage of this?** It was not possible to extend the day at present. Current parents were able to manage without an extended day, but AP thought some might take advantage if it was on offer. The extension was more for those coming into Reception, which was a critical feeder for the school. KG offered to be on the interview panel if needed. *[AB joined the meeting at this point – 18:20. She apologised for being so late – she had experienced technical issues.]*	
12.	**<u>RISKS & OPPORTUNITIES</u>**	
	CB explained that this agenda item was an opportunity for governors to share any concerns they had or that had been raised with them. This did not normally include health and safety issues since this was covered by the H&S walk. He was pleased to see that the risk presented by the access to the allotments had been addressed. **Q: Should the condition of the roof be considered a financial risk to the school?** CB advised that there was currently no substantial issue, so this was about planning for future expenditure. Contractors had surveyed the roof and there were three options: patch repairs, general renovation or total replacement (which would be expensive). The Trust had a fund for essential premises work but there were other schools in worse condition who were more of a priority at present.	
3.	**<u>LOCAL GOVERNING BOARD MATTERS</u>**	
3.1	**Membership** There were no changes in membership to report.	

3.2	**Election of Chair/Vice Chair** AB would be stepping down from her role as Chair of Governors. KG and DR had discussed this and offered to become Co-Chairs. AB offered to mentor them and advised that there was specific training for the role. She encouraged them to bring fresh ideas and to feel free to make changes. Governors thanked AB for all she had done for the school. She had been dedicated and supportive. AB thanked AP and all the staff for their hard work. AB would remain a governor and would focus on SEND. Kirsty Grant and Damon Rew were **duly elected** as Co-Chairs by a unanimous show of hands. There would be no need for a Vice Chair.	
3.3	**Code of Conduct** Governors noted the need to read the Code of Conduct and to confirm this on GovernorHub. All governors had done so apart from JB.	
3.4	**Governor monitoring roles** AB had read the SDP and thought that monitoring might need to be different this year so that governors worked with the school team. In preparation for Ofsted, governors needed to consider how they could be most effective. CB said there was a trend towards governors linking with a development priority with less focus on subjects, particularly for smaller LGBs. AP had three key priorities. The first was to look at core subjects, in particular writing and the multiplication check. KG would like to look at oracy. CB suggested that AP consider which areas would benefit from governor monitoring and to send out a list after the meeting including dates for the autumn term so that governors could opt in. **Action:** AP to share a list of monitoring areas with suggested dates. Governors to opt in. The following roles were **agreed**: • Safeguarding – Damon Rew • SEND – Ann Boyce • Health & Safety – Paul Hughes • Pupil & Staff Wellbeing – Kirsty Grant	**AP7**
3.5	**Governor vacancies** There were currently 4 x community and 1 x staff vacancies. AO would be going on maternity leave at Christmas. The school was looking at how her governor role could be covered while she was away. AB hoped this was seen as a development opportunity by staff. AP would advertise the role to staff. KG's current term as a community governor would be ending on 19 October 2026. She was happy to continue and was **reappointed** for a further 4-year term. DR's term as a parent governor would be ending on 19 October. DR was happy to continue as a governor. Governors **agreed to appoint** DR as a community governor for a 4-year term. The resulting parent governor vacancy would be advertised in the newsletter initially, and AP would also mention it at the meeting for new parents. AB would send the information she had on this to AP. If JB decided to step down, two parent governors would be needed. AB	

	asked about the possibility of recruiting parents from Alphington or Maynards if no Ide parent came forward. CB had mentioned this to Graham Bone and would contact him to see if any progress had been made. He advised that a direct approach to an individual was often the most effective method of recruitment. The same was true for finding staff governors.	
13.	**ANY OTHER BUSINESS**	
	CB asked AB if she was happy to continue in her role as a Member of the Trust. She confirmed th.at she was.	
14.	**DATE OF NEXT MEETING**	
	Governors noted the date of the next meeting: **28 January 2027 at 5.30pm**. The dates for the rest of the academic year were confirmed as: • 22nd April 2027 @ 5.30pm • 15th July 2027 @ 5.30pm	

The meeting closed at 18:39.

The Chair will e-sign the approved minutes on GovernorHub.

Action Log – Appendix A

No.	Agenda Item	Action	By Whom	By When	Status
17 September 2026					
AP1	4.1	Clerk to remove the reference to the staff survey in item 5.1.	Clerk	ASAP	Completed
AP2	4.1	The Chair would electronically sign the previous minutes on GovernorHub	AB	Next meeting	
AP3	7.1	Carrying out a parental survey to be discussed at the April LGB.	Clerk	LGB 22/4	
AP4	8.1	PSHE and Relationships, Behaviour and Charging and Remissions policies to be carried forward	AP/Clerk	LGB 28/1	
AP5	10.1	CB to share a video from the National College which covered Prevent training	GB	ASAP	
AP6	10.3	AP to share a link to safeguarding training. Governors to complete their training.	AP Governors	Autumn 1	
AP7	3.4	AP to share a list of monitoring areas with suggested dates. Governors to opt in.	AP Governors	ASAP	