

**MINUTES**  
**of the General Meeting of the Local Governing Body for Starcross Primary School**  
**held on 26 June 2024 at 5.30 pm at Starcross Primary School**

Present:		
Name	Title/Role	Initials
Tish Broome	Staff Governor (non-teaching)	TB
Jon Lasker	Director of Operations, Ivy Education Trust	JL
Tom Mason	Guest – prospective Co-opted Governor	TM
Gemma Posey	Co-Opted Governor	GP
Julia Sutherland	Local Governance Officer	LGO
Tara Trail	Headteacher (remotely on Teams)	TT
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor	AW
Apologies:		
Louisa Hosgood	Co-opted Governor	LH
Absent:		
None		

**Key to acronyms**

LGB	Local Governing Board	CFO	Chief Financial Officer
IET	Ivy Education Trust	SIP	School Improvement Plan
SLT	Senior Leadership Team	TPS	Teignmouth Primary School
SENDCo	Special Education Needs Coordinator	SEND	Special Education Needs and Disabilities
SX	Starcross Primary School & Nursery	PP	Pupil Premium
SLP	Speech-Language Pathologist	AHT	Assistant Headteacher, Starcross Primary
CEO	Chief Executive Officer, IET	TCS	Teignmouth Community School

The meeting opened at 5.40pm

Item	Content	Action
23/5/1.1	<b>Welcome and Apologies:</b> The Chair welcomed TM to the meeting as a prospective Co-opted Governor, and JL, Director of Operations, IET. Apologies received from LH..	
23/5/2.2	<p><b>Update from Director of Operations, IET:</b>            Report on GovernorHub received in advance of the meeting. JL gave a summary of the report, including building works, fire safety works, maintenance staff appointment. New compliance software has been introduced “Every” which staff can use to log defects so they are dealt with earlier. Health and Safety routine compliance checks now in place. Business Manager is using OSHENS system to contact Devon County Council, and RIDDOR reporting as required.</p> <p><b>Q: Is Premises and Health &amp; Safety meant to be covered by one Link Governor altogether?:</b> JL replied that the LGB can decide the format, either returning them or keep them with support from JL. LGB decided to keep both Health &amp; Safety and Premises with AW to liaise with JL. AW commented that in previous years she felt there were problems with compliance but now new Estates &amp; Facilities Manager is working well, with fire safety concerns now in progress.</p> <p><b>Q: Where has your focus been, have you any concerns?</b> JL replied that it is now a digital system and is working well and giving data to improve future planning. JL can share information with LGB and do deep dive if requested.</p> <p><b>Q: Are our risk assessments contextual enough and correct for our school?</b> JL replied the local context is important and suggested connecting with other Primaries. Teachers needed to be reminded, perhaps a quick reference guide and regularly review the risk assessments.</p> <p><b>Q: Day trips/residential checks are moving to teachers from the office staff. Will they have had enough training to do the risk assessments?</b> The Evolve System is used and training during Inset will take place. Teachers are currently doing the groundwork such as staff ratio to pupils which they give to the Admin Office, and TT agrees it. This is all monitored by Devon County Council using the “Evolve” system. Office staff will continue to send letters home, book coaches etc. The LGB thanked JL and he left the meeting at 6pm.</p>	<b>AW/JL LGO</b>
23/5/1.2	<b>Declarations of Interest:</b> None declared for this meeting. Chair reminded the LGB to let LGO know if anything changes.	<b>LGB</b>

23/5/1.3	<b>Nominations for Chair and Vice-Chair for the coming year:</b> LGO reminded the LGB that a formal vote would be required for the September meeting.	
23/5/2.1	<b>Update from Ivy Education Trust:</b> IET Comms sheet on GovernorHub. MV had nothing to add, any questions pass back to MV/LGO.	
23/5/3.1	<b>Matters arising from meeting held on 24 April 2024:</b> Chair reminded LGB to update any completed action points to the LGO. <ul style="list-style-type: none"> <li>MV/TT to generate schedule of link governor visits for next year, MV suggested liaison with Executive Head AT. MV requested the schedule is complete before end of term so ready for September.</li> <li>MV will speak with TGO regarding LGB handbook content</li> <li>MV had spoken with another prospective governor but due to personal circumstances they are unable to help now, but may reconsider in the future.</li> </ul>	TT/MV  MV
23/5/3.2	<b>Agree minutes of the previous meeting held on 24 April 2024 as a true and accurate record:</b> Unanimously <b>AGREED</b>	
23/5/4.1	<b>Chair's remarks and any urgent correspondence:</b> MV reported the chairs Group Meeting for 5 June 2024 had been cancelled and not yet rescheduled. MV reported that he and LGO had attended the IET Annual Governor Event the previous evening and presented some of the success as an LGB regarding having a more strategic mindset. He recommended more of the LGB attend the next event. AW commented the event is always held on a Tuesday and it clashed with work commitments. Could we request consideration be given to a different day.	LGO/ Comms Sheet
23/5/5.1	<b>Head Teacher's Report:</b> TT updated the LGB on staff leaving and new appointments, including a change of structure with the appointment of a Deputy Head. <b>Q. In September will we have a full complement of teachers?</b> Yes, except the Deputy Head cannot be released until January. <b>Q: What impact do you feel that might have on strategic leadership?</b> Executive Head and IET Designated Safeguarding Lead and SENCO will be available for 2 days each to support, which will help mitigate the absence of DH. TT commented that Attendance is still above national average and persistent absence has dropped. Staff absence still improved. The CPOMS shows a great improvement with behaviour. TT will look at low level behaviour to check any trends, patterns, etc. <b>Q: How does the Year 1 Phonics screening result of 79% compare to the other local primaries in our Trust and the national figure? We achieved 93% last year, so this is a significant decrease. How will the children with SEND and EHCP in the current Year 1 pupil group, be further supported in their learning in the future, to help raise their attainment in line with their peers?</b> TT is disappointed with the result but feels that the previous 93% was misleading because the scheme used taught them how to decode but not how to read and comprehend. In the long term they will have a better grounding as they move to Year 2 and beyond. 2 students have now passed the test this year. Next assessments for phonics data is 1 July. <b>Q: did the SEN children struggle with the style of the test?</b> TT said it could be broken down for SEN pupils into smaller parts but had to be completed within the window on the day. Some pupils were not expected to pass. <b>Q: Can we compare with Primaries across the Trust?</b> In the future different data tracking will be introduced allowing this to happen. <b>Q: How are you monitoring the quality of teaching? Are we starting to see an improvement in some of our figures? What value to pupils' learning will be added by Steplab coaching?</b>	TT

	<p>Steplab coaching will be starting in September when we have capacity. Each teacher will have a coach and be observed every 2 weeks and targets set. There will be learning walks, lesson observations.</p> <p><b>Q: Would it be possible to have available figures for reading, writing and maths?</b> Data drop is next Friday 28 June, and then we can do direct comparison with the end of spring.</p> <p><b>Q: Are you seeing improvements in the quality of teaching?</b> There are still some pockets needing improvement, but it is much better with all the tools the teachers have now, and next academic year will continue to drill in teaching and quality.</p> <p><b>Q: Are the teachers happy with all the changes, are they giving positive feedback?</b> Yes, there have been no direct confrontation, and although an initial mass of changes, now the teachers can see impact and are very much on board with the school improvement journey. All have embraced the changes and we are in a much stronger position.</p> <p><b>Q: How will the re-integration of mixed classes be managed, particularly in terms of managing pupil knowledge gaps but also making sure those in higher mixed classes are challenged while subject matter is repeated?</b></p> <p>The mixed classes have been taught the curriculum they should have received. Any gaps will be identified as areas to address next year. No subject matter will be repeated. Current Year 4 will do a different curriculum in year 5, not redoing what they have done before. There will be a transition move up day.</p> <p><b>Q: how will you help children feel they have not fallen behind?</b> Fundamental Maths and English were covered. Students were taught at their own level and will not cause problems when students return to single year groups. Dedicated staff meeting soon to go through who has covered what, and future scheme to know what is to be covered.</p> <p><b>Q: How do you know that the school Facebook page only includes photos of children whose parents or carers have given permission for their child's image to be used? Is this system robust?</b> Currently some problems with teachers sending photos to marketing and also when marketing come into school. Some parents object to side or back views of their children. To avoid mistakes, we are putting students in bibs so they don't have their photo taken. As soon as we are alerted the photos are taken down.</p> <p><b>Q: should we ask LH to look at the process as Safeguarding link? The school uses a public facebook site which is not private. Suggestion that in September parents/carers be advised in detail and told if they opt out it will be to everything. Agreed.</b></p>	<p>TT</p> <p>LH</p> <p>TT</p>
23/5/5.2	<p><b>Finance Update:</b></p> <p>TT reported currently they are trying to make savings in all areas to keep staff. The LGB asked that JN Director of Finance be asked to share the current situation with the LGB.</p>	<p>LGO Comms Sheet</p>
23/5/6.1	<p><b>SIP update:</b></p> <p><b>Q: Can you summarise progress? Identify one thing you are proud of and one where the biggest challenge is for next academic year?</b></p> <p>SIP has been RAG colour coded so happy there is lots of green. Proud of attendance 96% in Autumn. Next year aim is 97% attendance. The quality of teaching is still the biggest challenge and focus. If Ofsted have visited their comments will inform the SIP going forward.</p> <p><b>Q: In Early Years, why does it have "transitions from preschool to reception" in amber?</b></p> <p>This will be reviewed at beginning of new term in September as it has not been check for a while, and then there can be feed back to team with suggestions if required.</p>	
23/5/7.1	<p><b>Reports from Link Governors:</b></p> <p><b>Safeguarding</b></p> <p>Report received from NT, Acting Safeguarding Governor. Follow up meeting to be arranged for end of summer term. It was suggested that when visiting, LGB should add extra safeguarding questions onto each report, such as lanyards, safety, and ask about staff wellbeing so that we are constantly checking.</p>	<p>NT</p> <p>LGB</p>

	Add item to Governance Improvement Plan for next year to check how effective our safeguarding is.	MV
23/5/7.2	<p><b>Staff Wellbeing/PSHE/Enrichment:</b> Reported in Headteacher's Report. <b>Wellbeing</b> is adequately managed but LGB should also monitoring when visiting and add wellbeing question to monitoring forms.</p> <p><b>Enrichment:</b> Reported in Headteacher's Report, TB and TT to provide full report next time.</p> <p>MV reported that at Teignmouth Primary they have started to identify a few focus areas under enrichment. He suggested liaison with them to help us document it and see any gaps.</p>	LGB TB/TT
23/5/7.3	<p><b>Curriculum Implementation and Impact:</b></p> <p>GP had not been able to visit and produce a report, and requested some guidance or training. It was suggested TT liaise and advise when subject deep dives and pupil voice were being held. LGO to research training.</p> <p>Q: Pupil Voice – do you rotate it to include every child to get a broader perspective? TT replied she had a spreadsheet detailing who and when had been chosen, so she could pick all students. 3 more groups before end of term.</p>	TT LGO
23/5/7.4	<b>Health &amp; Safety:</b> Report received and also covered in item 2.2 above.	
23/5/7.5	<p><b>Attendance Data:</b></p> <p>Report received and in item 23/5/5.1 Headteacher's Report.</p> <p>Q: Do you have a strategy for improving punctuality in the current Year 1's arriving at school? They had 105 cases of late arrivals in half term 5, out of the 280 across the whole school: TT will get admin to check the figures first as it doesn't seem like that on the ground.</p>	TT
23/5/7.6	<p><b>Behaviour:</b></p> <p>Points to take forward to LGB were discussed. Year 1 and 5 are hitting and there is rough play which is mainly football related. Football is being reduced and some year groups banned from time to time. Year 5 mixing with Year 4 currently a problem but will check when they are all in year 6 next September.</p> <p>Q: Has OPAL play equipment improved behaviour? At first it increased squabbles because it was new but now it makes it easier for children to play, gives more exercise so they are calmer after lunch. OPAL helps SEND children to play and mix in different groupings.</p> <p>Lunchtime staffing includes 25 minutes at the end to unpick any issues during lunchtime play. Sometimes behaviour is too challenging and teacher needs to consult, write it up and enter CPOMS which means lost learning time.</p> <p>Q: How do you know if children will have enough support, which in turn will impact on their behaviour?</p> <p>We will have to go by the statutory requirement of the EHCP and put in as much as needed in Reception and Preschool and hope it will be less as they move up the school. Best thing is to improve teaching for all children to benefit everyone.</p> <p>Q: Do you have a push to remove EHCP and reduce them? No, we currently have 4 and another couple by September. We are not under pressure to reduce them but under pressure to deliver and meet statutory requirements.</p> <p>Q: with the SENDCO in school on certain days only from September and a likely reduction in staff, how will you prevent this impacting on safeguarding, including keeping children safe when a child's behaviour is escalating? Will there always be a member of staff or 2 with PIPS training on hand?</p> <p>TT will continue to be safeguarding lead and Trust DSL and Executive Head are also on site 2 days a week so more capacity. Will need to get Deputy Headteacher and others trained.</p>	TT

	<p>Q: How will you ensure that there's enough chance for children to talk, and for staff to notice signs, if for example they are self-harming, and for staff to continue supporting children with situations at home?</p> <p>Staff are vigilant and know what to look out for.</p>	
23/5/8.1	<p><b>Policies and Procedures:</b> None required for this meeting. It is hoped that IET will produce some generic policies and a list of required policies in due course. LGO has completed Yearly cycle for Policy Review and this is on GovernorHub.</p>	
23/5/8.2	<p><b>Policies for update at next LGB meeting:</b></p> <ul style="list-style-type: none"> <li>• Admissions 2026/27</li> <li>• SEND and SEND information report</li> <li>• Pupil Premium and PE and Sports Premium</li> <li>• Exclusions Policy</li> <li>• Pre-school Admissions</li> <li>• Child Protection &amp; Safeguarding Policy (in liaison with IET)</li> </ul>	<b>TT</b>
23/5/9.1	<p><b>Governor visits and Training:</b> MV reported he had a visit with the SENDCO last week. Report will be added to GovernorHub for next meeting in September so that the change in SENCO from 4 days to 2 can be monitored and discussed.</p>	<b>LGO</b>
23/4/9.2	<p>TB reported she was unable to attend induction training on 27 June but was hoping to get the slides from LH. MV reported he had attended Teignmouth Primary School LGB meeting with LGO as a training aim and gained some useful hints. There was a big emphasis on link governor reporting which we should adopt at Starcross.</p>	
23/5/9.3	<p><b>Review progress against Governance Improvement Plan</b></p> <ul style="list-style-type: none"> <li>(i) Cycle for governor visits to be prepared by TT before end of term.( also 23/5/3.1 above)</li> <li>(ii) Skills audit: LGO handed out paper copies of the audit and requested the LGB complete and return to Starcross admin office by 10 July.</li> <li>(iii) Governance Health check now on GovernorHub with additional column to show actions taken. MV commented it will be good to have the TGO back for another review to see how far we have come. Most amber points are now green.</li> </ul>	<b>TT</b> <b>LGB</b>
23/5/10.1	<p><b>LGO Update:</b> <b>Pay &amp; Performance Committee:</b> The LGO reported TGO was still waiting for confirmation as to how this would be conducted next Autumn as it has been delayed by the election.</p>	
23/5/10.2	<p><b>Headteacher's Appraisal:</b> The LGO was assuming this would be conducted as this year by the Executive Director of Education and Governors. AW and GP agreed to do the update training.</p>	<b>AW/GP</b>
23/5/11.1	<p><b>Dates for LGB Meeting for 2024/25:</b> LGB agreed the draft dates, with meetings to commence at 5pm.</p> <ul style="list-style-type: none"> <li>• Wednesday 18 September 2024</li> <li>• Wednesday 20 November 2024</li> <li>• Wednesday 12 February 2025</li> <li>• Thursday 24 April 2025</li> <li>• Wednesday 25 June 2025</li> </ul>	<b>LGB</b>

23/5/11.1	<b>Date of next meeting: Wednesday 18 September 2024 at 5pm</b>	
23/5/12	<p><b>Any Other Business: Consultation on timings of the School Day</b></p> <p>TT reported that new government guidelines had indicated the school days were too long and needed to lose 10 minutes each day. There was also a problem with site security as pre-school closed at 3pm, so parents on site had to wait 30 minutes to collect other children. This affected the security of the site and PE lessons as parents were using mobile phones and waiting on the veranda area. New school times would be 8.45am, register 9am, finish at 3.15pm.</p> <p>TT had consulted parents, no one had attended Parent Forum, only 6 parents emailed with issues around childcare. The school will have an after school club provision from September as required by law, delivered by either Breakfast Club PSE or Starcross staff. The appropriate paperwork has been submitted to the Trust.</p> <p>Unanimously <b>AGREED</b></p> <p>The Chair closed the meeting at 7.30pm</p>	
23/5/13	<p><b>Election of new Co-opted Governor TM</b></p> <p>The redacted application for TM was available on GovernorHub and the LGB unanimously <b>AGREED</b> the appointment.</p>	