

MINUTES
of the general meeting of the Local Governing Body
of Starcross Primary School and Teignmouth Primary School
held on Wednesday 24.09.2025 at 5 pm at Starcross Primary School

Present:		
Name	Title/Role	Initials
Danielle Drew	Staff Governor (non-teaching), Behaviour and Enrichment	DD
Marina Offord	Chair, Co-Opted Governor	MO
Rachel Spanswick	Co-opted Governor, Curriculum & Delivery	RS
Annabelle Thomas	Executive Headteacher	AT
Richard Turvey	Parent Governor, SEND, DS and Pupil Premium	RT
Pat Henchie	Co-opted Governor, Early Years and Wellbeing	PH
Gareth Walters	Co-opted Governor	GWa
Michael Wigmore	Co-opted Governor	
In Attendance:		
Luke Marchant	Headteacher, Teignmouth Primary School	LM
Tara Trail	Headteacher, Starcross Primary School	TT
Monica Salvioni Reeder	Local Governance Officer	LGO
Gaby Willis	Trust Governance officer	TGO
Apologies:	Title/Role	Initials
Martin Veasey	Vice Chair, Co-opted Governor, Attendance and Safeguarding	MV
Absent:	Title/Role	Initials
None		

Key to acronyms

LGB	Local Governing Body	SEND	Special Education Needs and Disabilities
T&L	Teaching & Learning	RAG	Red Amber Green progress indicator
DoF	Director of Finance	SENDCo	Special Education Needs and Disabilities Co-ordinator
TPS	Teignmouth Primary School	SX	Starcross Primary School
SATs	Standard Assessment Tests	SIP	School Improvement Plan
TGO	Trust Governance Officer	LGO	Local Governance Officer
PP	Pupil Premium	KS1/2	Key Stage 1 or 2
EYFS GLD	Early Years Foundation Stage Good Level of Development	MTC	Multiplication Tables Check,
PSC	Phonics Screening Check		

1.	Welcome and Apologies	
25/09/1.1	The Chair welcomed all present, including Gareth Walters and Michael Wigmore, newly appointed Co-opted Governors, and Monica Salvioni Reeder, new LGO. Apologies: MV. Absent: None The meeting was quorate.	
2.	Housekeeping	
25/09/2.1	Declarations of Interest: Circulated at the meeting. None declared for this meeting. Action: LGO to follow on those o/s.	LGO
25/09/2.2	Appointment of Chair: The TGO took the chair for this part of the meeting and stated that nominations were invited, and one received for MO. RS proposed. MW seconded. All were in favour. The TGO passed the chair to MO. Duly appointed subject to Trust Board's approval.	
25/09/2.3	Appointment of Vice Chair: Nominations were invited and one received for MV. MV had sent apologies for this meeting, but MO confirmed that MV had advised he was happy to be proposed as Vice Chair for this year. MO proposed. MW seconded. All were in favour. MV duly appointed, subject to trust board approval. Action: LGO to advise TGO for approval by the trust board on 14 October.	LGO
25/09/2.4	Agree governor link roles: It was suggested that the Curriculum and Delivery link roles be shared by two governors covering both schools in order to ensure a robust monitoring process of this key area. A Parent Engagement link is needed. In line with the new Ofsted inspection framework which will be effective from November, an Achievement link was proposed and parents' involvement was suggested. Finance is monitored robustly at trust board level and is no longer a required link for the LGBs. A non-staff governor needs to represent the LGB at a remote central finance briefing, bring any questions and report back, but does not need to be the same person each time.	

	The TGO is producing role descriptions and a checklist for all key governor links, to ensure consistency across our trust and support link governors to effectively focus on and carry out their roles with the most beneficial use of time. The following is the list of the appointed links: Early Years and Wellbeing - PH Attendance - MV Behaviour – DD Curriculum and Delivery – RS and GW Enrichment – DD, Safeguarding - MV SEND,DS. PP – RT Governance Improvement Plan - MW MV had sent apologies and as no communication was received advising he wishes to relinquish or change his previously appointed link roles, these were appointed to him for this year. Action: GW will attend remote finance briefings.	GW
25/09/2.5	Appoint Pay Progression Committee: Pay Progression Committee to be agreed if required. This committee is needed for threshold applications only. The deadline is at the end of October and the TGO needs the paperwork by November 18. Action: If required, LGO will email governors for volunteers. Action: Two governors (RS and PH) required for HT appraisal for TT and LM. Health Check: The Chair usually attends the health checks for both schools. However, she is not available on 02.10.25 from 9.30am to 12.30am and requested a volunteer to attend. Action: RT will attend on the LGB's behalf.	LGO RS/PH RT
25/09/2.6	KSCiE Part 1 – Sept 2025: Action: LGO to email the link to governors and monitor GovernorHub for responses.	LGO
25/09/2.7	Governor Code of Conduct forms to be signed for his year: Circulated at meeting. Action: LGO to follow up o/s.	LGO
25/09/2.8	LGB Terms of Reference: Document on GovernorHub for reference.	
25/09/2.9	Governance Improvement Plan: Following the school's briefings in terms of the next steps and potential school improvement plans, it was agreed that MW will draft a governance improvement plan for SX and TPS and circulate for comments. Action: MW to liaise with TT and LM.	MW/TT/ LM
3.	Minutes of Previous Meeting	
25/1/3.1	Matters Arising from meeting held on 29 June 2025: None for this meeting.	
25/1/3.2	Agree the minutes of the previous meeting as a true and accurate record: AGREED Action: LGO to upload to school websites.	LGO
4.	Chair's Report to include IET	
25/1/4.1	Chair's Report to include IET: Verbal update. IET comms to be circulated. Action: TGO to upload on GovernorHub for LGO.	TGO/LGO
5.	Leadership Report/Update	
25/1/5.1	Summer exams results for both schools: Starcross Primary: The Y1 phonics screening check result was 81%, which was up by 2% on previous year and should be above national. KS2's improvement was well above national in all areas and massively up on the year before. Gap closed with rigorous intervention such as organising clubs in the morning and breakfast club which teachers and children positively engaged with. Q.: So you also have an update from the non-dip year? It was better than 2023 and 2024 all along. SX achieved 83% for reading 83% for maths and 83% for SPaG. SX have been really consistent in all the areas tackled by the children and none of the areas have been disregarded. Focus on Maths for the greater depth, which it is known requires improvement, is being implemented. That was in line with reading which is even better. Now it is necessary to improve the greater depth. SX anticipate improved percentages across the board for PSC and KS2 SATs. Y4 multiplication check was also well above national. Our area of focus will be EYs and more opportunities for writing next year. TPS achieved 62% for reading, 68% for maths and 56% for SPaG. Strengths: EYFS GLD, KS2 Greater Depth and Y4 MTC. Areas for development: KS2 EXS, KS2 combined and KS1 phonics. Q: How do you measure that?	

For reading and maths, pupils have to achieve certain criteria and certain given standards are expected. The pupils are expected to meet every one of these. The greater depth has a higher level of skills.

Qualification checks were reported: pupils had to achieve 25 out of 25. SX improved on last year with 62% out of all Year 4 children, 19 of them scoring 25 out of 25, while the average scored 23.

This year was different: SX tracked, practiced, did mocks and then tracked again.

This year SX will continue to strive for further improvement to reach the required levels by focusing on teaching timetables, repeating and challenging.

Q: With regard to the nationals, is this a concern?

The assessment is new. The pupil needs to get the full marks and it is really difficult to score. It is done on a device so it is quite quick. The children are expected to be really prepared and they have to type the answers in.

Q: Can it be changed to the level of the child?

Yes, so if the school knows there is a pupil who needs a longer thinking time, arrangements can be made ahead of the test.

Q: Do you have to justify why you are doing that?

Yes, there are some criteria, like the language or whether the test can be challenging.

Early years development was slightly down compared to the year before. There is already an improvement plan to focus on writing in early years and give children a lot more opportunities with more frequent tracking. The plan is to track in February.

With regard to Year 6, SX are consistently assessing which children are falling behind in which areas, and regular meetings need to take place to discuss what can be done to close the gap.

It was acknowledged that these results were amazing. When Ofsted came in last January, SX were at the bottom 3% of schools nationally. Now KS2 are significantly above national average.

This year's phonics checks and Year 6 results were built on last year's. The Quality of Education committee commented that predictions were very high, when the EHT presented to them in May and it was pleasing that SX exceeded these predictions.

Q.: Are you going to act vigorously again this year?

SX will be doing the same as they did last year with the Year 6: they will be doing the first set of assessment week commencing 29.09. Last year SX acted early, but the year before they did not assess soon enough. Last year it was corrected by assessing in September and in October and this will be repeated this year. Moreover, the current cohort is strong, having had three years of ensuring they get what they need in the classroom. Therefore, SX are confident that this year the Year 6 will build on those results.

The writing gap needs to be closed.

It was noted that this level of improvement is not possible every year. However, it is important that SX are above national average every year.

Q.: What have you had to get that? Have you received more money?

Good quality teaching gets good results. It is a collective responsibility.

Teignmouth Primary: A mix of results with a huge success in the early year's development which was not a set target in 2022. There has been a consistency of approach and, through quality assurance and school improvement, there has been a real change in that area. TPS are now above national average and, although that cohort had a significant level of need, all thrived. 75% of KS1 passed the phonics test. That was a really good achievement, although below national and below the previous year, and it is important to concentrate on how to reach the 80% threshold.

TPS need to develop phonics teaching even further and is looking at actions and support for the 25% of children who did not pass with SENDCo support for them and robust monitoring of future years' progress and attainment.

TPS have been constantly improving so it is necessary to ask why there has been this sudden downward decline. The recipe has not changed but this cohort's achievement and progress was unusual with some very low attainers.

The higher attainers increased across the board from the previous year. Within the 62% reading there are personal success stories for students in challenging circumstances. TPS need to show

	that this is not a dip year and that they are pushing forward to get the results. More staff have been allocated to support the Year 6. TPS will have interventions and will track the key groups. With regard to Year 4, there has been a rise in standards in maths. TPS is above the national average. In this cohort, there were children who are not practising at home so TPS need to make sure they are putting provisions in place in school to mitigate this. TPS saw a drop in vocabulary, grammar, punctuation, spelling and science which is reflected in how the present cohort dropped in general. The areas of development are the expected standard for KS2. Within our Trust, all children across all five primary schools are looked after with combined measures. There are collaborations between the schools which will improve the data. It will be important that the schools are sharing their teaching and learning principles and that they continue to build on each other's successes as evidenced in the SX results. Q.: I missed LM mentioned a drop in something for year 6. The expected standard of reading, writing and maths will drop. Q.: What is it that is being shared that TPS is lacking. Is it a resource or more government or even what can SX and TPS do to help each other? SX are using Becky Emery from TPS to support, The level of PP is up nearly 50% for TPS. BE supports with the early year development, with SX's phonics data. SX bought into trust wide phonics data for all the five primary schools. Support across all primary schools has been offered for KS2' maths great depth. With regard to TPS, Trust wide data will improve the phonics check. The current cohort going from reception into Year 1 is stronger. TPS has a very experienced teacher who is new to Year 6 and will work with the SX Year 6 teacher. Q.: Question about shared resources as it is known that SX and TPS are a partnership, but the other 3 primaries are also a partnership. If they have something good, that should be shared with them as well. Yes, TPS recognised the need for collaboration across all primaries in our Trust to help raise standards. Q.: Is the environmental situation any part of it? SX have been liaising with the school's Finance manager around supporting improvement in early development. SX is looking to invest in their early years and outdoor learning; a new curriculum is in place and the school has a strong PTA.	
25/1/5.2	SX and TPS attendance, number of pupils and new teachers: The year started with all five primary schools together with Read Write Inc which we have bought into as a Trust wide package. This will be hugely beneficial in us working with our trainer this year on improving the standards of teaching phonics. On the second INSET day, all five primaries came together with Trust central team for the KCSiE training and L2 safeguarding. TPS has 205 pupils and two new teachers. Next week sees the inclusion quality mark assessment to see how supportive and inclusive SX are for SEND children. Sarah Ryder, our school improvement adviser, will also visit both schools. Action: AT to report on both visits at the next meeting on 17.11.2025. LGO to add to the agenda. Teignmouth Primary: TPS' attendance sits at 97.4% to date. The Leadership Team and staff are doing an amazing job at getting the children into school. TPS' health check went really well. The target areas are improving the attainment in KS2, particularly reading, and reducing the number of suspensions. There is also a project for TPS to become a pilot school for the use of iPads with the use of different platforms to support SEND children. Both schools are looking at saving on IT licences and to reduce energy costs with possible investment in an energy saving lighting system. Starcross Primary: There are three new teachers and there has been major building work with the decorative work still ongoing. SX will have a brand new library which will be created at half term.	AT LGO

	SX's attendance sits at 97% to date and they have 205 pupils. Numbers in both nurseries are growing: 32 in TPS and 35 in SX. On 26.09.25 there will be a full-day visit by Windsor Academy Trust to continue the support to develop teaching and learning across all our schools. Ofsted update on new inspection framework: The new Ofsted inspection framework will be effective from November 2025 and the single word judgement has been removed. There is now a 5-point grading scale across 6 to 8 judgement areas and one single judgement for safeguarding which can be either met or not. Governance is strongly featured in the new framework: leadership and management is now leadership and governance. Our School Improvement adviser, Sarah Ryder, will brief governors and trustees in due course. The current judgement areas are: leadership and governance, attendance and behaviour, curriculum and teaching, achievement, personal development, well-being and inclusion. With regard to inclusion, there is an emphasis on raising the SEND and PP pupils' standards, SEND gaps and attainments, on what support is in place for the disadvantaged children. SX and TPS benefit from having pre-schools which leads to early intervention and allows adaptive teaching for every child, enabling targeted interventions. With regard to leadership and governance, there are many questions to show that the governors know what is required of them and that they carry out their statutory duties accordingly. There are no longer ungraded inspections. Now they are full inspections and they will be on a 4 years cycle. SX is expecting an inspection as early as January 2026 and TPS potentially from June 2026. A school inspection handbook combined from 3 different documents has been released. SX believe they will achieve good expected standards across the board, and potentially a few strong areas. With regard to TPS, the hope is to be in the strong area for everything, and potentially some exceptional areas as well. To be in the exceptional area, all strong standards need to be met and sustained over time. The word Ofsted use is transformational impact on disadvantaged students. Ofsted will be looking more at the local context and they will compare similar schools. Q.: With regard to the mix of primaries, one of the challenges is that there is quite a gap in respect of where we can place disadvantaged children and where DCC can step in. TPS has several people waiting for special school placements. TPS were successful in supporting the placement of one pupil in a special school after a 5-year wait. With regard to attendance, TPS is number one out of all the schools with a similar context of deprivation. It was noted that DCC is categorised as an inadequate local authority for education.	
25/1/5.3	Update from Central Finance Briefing for LGBs on 22 September attended by MO: SX's budget is as expected. Supply costs are higher. Retaining 7 classes at SX was the correct educational decision, but will impact financially due to lower pupil numbers in the school. Work is being carried out to rationalise IT licences across our trust which will reduce unnecessary costs and avoid automatic renewals which aren't required. Both nurseries are doing well. Following a recent restructure, the role of budgeting has been consolidated across both schools which will give consistency in process and monitoring. It was noted that both schools have the same number of pupils, but SX receives £1.2 million and TPS £1.6 million due to the higher level of need at TPS. Both schools have received capital investment from our trust to improve the sites and mitigate against repairs. Some funding is anticipated for the nurseries to expand and develop wraparound care. Action: Reports on both nurseries for the meeting on 17.11.25. LGO to add to next meeting's agenda.	AT LGO
6	Link Reports	
25/1/6.1	None for this meeting	
7.	Policies and Procedures	
25/1/7.1	Admissions 2027-2028: Circulated for information ahead of public consultation period.	
25/1/7.2	Behaviour Policy in Anti-Bullying TPS agreed: To be approved electronically to avoid delay in publishing Action: LGO to circulate and upload on website once it has been approved and signed.	LGO
25/1/7.3	SEND Policy – SX and TPS signed and updated for this academic year Action: LGO to upload the policies on both schools' websites.	LGO

25/1/7.4	SEND Information Report – SX and TPS signed and updated for this academic year. The SENCo has met with the parents and undertaken a consultation. RT attended a coffee afternoon that the SENCo had organised and noticed it was poorly attended by parents/carers. Parental engagement needs to be improved and it was proposed to help the SENCo with that. There could be a hybrid model the same as SX's or podcasts could be recorded to allow busy parents/carers to listen to this at their own convenience. Action: LGO to upload policy on both schools' websites.	LGO
25/1/7.5	For info – no amendments/action required • Attendance • Exclusions • Pre-school-Nursery Nursery Admissions will be considered by the Trust Admissions Committee on 30.09 for recommendation of adoption to the trust board on 14 October.	
8.	Training and Visits	
25/1/8.1	Training Undertaken or Planned: • Progress on link role training Action: Checklists and role descriptions to be circulated by TGO when ready. Level 2 safeguarding was attended by some governors on 9 September. A recording with slides will be shared when available for those who were unable to attend. • PREVENT refresher Action: TGO to send a link to the PREVENT refresher to LGO to circulate amongst governors. It was noted that those who have completed this via their own employer may provide their certificates as evidence of completion to avoid duplicating the training. LGO to upload the certificates on GovernorHub when completed and emailed by governors.	TGO T GO/LGO LGO
25/1/8.2	Visits outside of link roles: MO attended the Year 6 leavers production at SX. It was suggested that the dress rehearsal be made available to the Year 5 students as a taster for going into Year 6. It was also very well attended. Action: AT to advise the LGO the dates of the Christmas panto and of the Nativity concert for each school and governors are encouraged to attend. Action: LGO to email the dates to the LGB.	AT LGO
9.	Dates of meetings	
25/1/9.1	Dates of meetings 2025-2026: It was agreed that the next LGB will be held on Monday 17 November at 5:00pm and following dates to be discussed and agreed at the next meeting. Action: LGO to put together some dates to propose to AT, TT and LM.	LGO
	The meeting closed at 7.10 pm.	