

MINUTES
of the General Meeting of the Local Governing Body for Starcross Primary School
held on 08 February 2023 at 5.30 pm at Starcross Primary School

Present:		
Name	Title/Role	Initials
Sarah Bartholomew	Parent Governor	SB
Emma Lewry	Headteacher	EL
Jon Newman	IET CFO (item 0.1 only)	JN
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor	AW
Rachel Hill	Local Governance Officer	LGO
Apologies:		
Tish Broome	Staff Governor	TB
Absent:		
None		

Key to acronyms

LGB	Local Governing Board	CFO	Chief Financial Officer
IET	Ivy Education Trust	SIP	School Improvement Plan
EMAT	Estuaries Multi Academy Trust	TCS ML	Teignmouth Community School, Mill Lane
SENDCo	Special Education Needs Coordinator	SEND	Special Education Needs and Disabilities
STA	Starcross	PP	Pupil Premium

MV opened the meeting at 5.35 pm and welcomed all present.

Item	Content	Action
0.1	<p>Finance: Jon Newman, CFO for IET reported to governors present. STA income/expenditure December 2022 period 4 had been uploaded to Governor Hub prior to the meeting.</p> <p>Historically, Starcross Primary School had been supported financially by EMAT to some extent every year. Books hadn't been balanced resulting in IET not being able to set a balanced budget at the start of this financial year.</p> <p>Additional expenditure to cover unfunded pay awards and other cost rises have been incurred by IET. Reserves will be used to offset this expenditure. It is predicted that the school will have a forecast overspend in the year but with good monitoring STA should come in reasonably close to budget. In a sense Starcross is on an improvement journey.</p> <p>Q: What will happen in subsequent years, is there funding we can access? Within four weeks the general annual grant should be in. This is based on the number of students in school now. STA has 187 pupils in 7 classes. The Preschool numbers are extra. The biggest decision is to look at class room numbers and agree if it is affordable going forward. The Trust Board will make a collective and informed decision about this.</p> <p>Q: Are the number of classes flexible. If you reduce the number of classes can you increase them again? Yes, it is flexible to the school's requirements.</p> <p>Q: What would the impact of this look like? Within the Trust we have talked about moving staff to other schools and different staff coming in. We are looking closely at the impact of the scenarios available. There are a number of uncertainties which will affect all schools. Pension costs are increasing. If you pay a better wage there will be less staff on the ground. This is a key risk for next year. Pupil numbers are also key. EL added that the school is actively looking at how more children can be brought in.</p> <p>Q: When you discuss class models at Trust level are you factoring in how the school is perceived by the community and whether changes might affect parents applying for a place? What is important is that the teacher is pulling the children forward. Years 3 and 5 are low in numbers.</p> <p>Q: Are all staff on permanent contracts? No, we have two staff on temporaries. The Trust expects a 10% or 15% movement of staff in any one year. The Headteachers have talked about meeting as a group to look at staffing. Redundancies are not on the cards.</p>	

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	JN was thanked for his time and presentation. EL added that she had attended a Trust finance meeting and they had indicated that they will try and sustain the seven-class model for a year.	
23/3/1.1	Apologies: Apologies from Tish Broome were received.	
23/3/1.2	Declarations of Interest: None received.	
23/3/1.3	<p>Governance Improvement Plan: The Chair has drawn up a Governors' Action Plan template drawing on the experience of other IET Chairs. This is a work in progress and had been uploaded to Governor Hub prior to the meeting.</p> <p>The first theme is to ensure the board has the appropriate skills and training. The second theme is around an understanding of the school and community, and the final theme around strategic intent. Actions for the first two themes are to ensure that governors are up to date with training suitable for their link roles. A vice chair also needs to be elected. A cycle of visits for governors needs to be devised. Recruitment of new governors to be undertaken.</p> <p>Action: LGO to seek nominations for a vice chair following the summer break and to appoint at the September LGB meeting. This would allow present governors time to reflect on the responsibility and whether they wished to nominate and also allow for the recruitment of new governors.</p> <p>Action: On Friday 3rd March, 9am a 'come and see the school, meet governors, staff and children and have a coffee morning' will be held to celebrate National Governors Day and to generate potential interest in becoming a governor. EL to contact Ashleigh Smith about drawing up a flyer and promotion to parents and the local community. Email addresses of attendees to be taken if consent is given.</p> <p>Action: LGO to email governors the IET Training Programme for Trustees and Governors – updated Jan 2023</p> <p>Action: LGO to advertise for governors on Inspiring Governance and Governors for Schools</p> <p>Action: LGO to email Dawlish recruitment letter to MV and EL.</p> <p>Action: MV to ask Chair of TCS ML for a template of governor visits.</p> <p>Action: LGO to email skills audit to governors for completion.</p> <p>Action: AW to contact TGO about her training to date.</p> <p>Action: TB to be assigned a link role.</p>	<p>LGO Agenda Item Sept. meeting</p> <p>AII/EL</p> <p>LGO LGO LGO MV LGO AW All</p>
23/3/2.1	<p>Matters Arising from meeting held on 30/11/22:</p> <p>22/2/1.3 The Trust Board has approved the appointment of MV as Chair of Governors.</p> <p>22/2/1.4 The Trust Board accepted the resignation of Claire Le May.</p> <p>22/2/1.5 The TGO has sent out information on training and booked MV onto the Leadership of the Governing Body training with DES on 31.1.23.</p> <p>22/2/1.5 1.5 EL has sent MV the SEND Policy and Information report and it is now on the website.</p> <p>22/2/1.5 The TGO circulated the link roles and some were assigned later in the meeting. Relevant training to be taken forward. Action: TB to be allocated a link role.</p> <p>22/2/1.5 TGO to source and book SEND training for MV. To be taken forward. MV unable to attend training on 08 February 23.</p> <p>22/2/2.1 – Trust conference self-assessment document was sent to all Chairs to share with their governors. Action: MV to forward to governors.</p> <p>22/2/3.1 KCSiE 2022. Emailed to MV and EL. Action: MV and AW to confirm with LGO they are read and understood. AW has actioned this.</p> <p>22/2/3.1 Action: The Administration Medicine and First Aid Policy will be for approval at next meeting</p> <p>22/2/4.1 Two examples of skills audits sent to MV – NGA and The Key. KQ has put MV in touch with Mark McCarthy TCS ML around sharing practice with the ML governors.</p> <p>22/2/4.1 SB attended the Chairs' Group on behalf of Starcross LGB.</p> <p>22/2/4.1 MV to introduce himself to school body and parents. Action: MV to do this in the Newsletter. Carried forward.</p> <p>22/2/5.2 EL to focus on how children can articulate issues around Maths. Mr Cross and Rachel Hirst have held a lesson around language. Ys 5 and 6 were a bit negative. They have looked at actions on how to support the children. EL will progress report in the future. EL has created rolling programme of monitoring and will share the template following the meeting.</p>	<p>All</p> <p>MV</p> <p>MV</p> <p>EL</p> <p>MV</p>

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	<p>22/2/5.6 Governor updates on premises and Health and Safety to be included in the newsletter. Action to be kept open.</p> <p>22/2/9.1 All Governors completed the IET Ofsted training. SB has emailed GW her training information. Action MV to forward Ofsted key governor questions.</p>	MV
23/3/2/2	<p>Agree as a true and accurate record: It was AGREED by those who were in attendance that the minutes are a true and accurate record of the meeting.</p>	
23/3/3.1	<p>Chair's Report: SB had attended the Chairs' meeting on behalf of Starcross. The following items had been discussed.</p> <ul style="list-style-type: none"> • The financial situation and energy costs. • Pupil numbers • The high number of exclusions resulting in a decrease in pupil numbers. Provision for excluded pupils is being discussed. • PP numbers have increased across the Trust. Some children are on part time timetables. • Starcross and Kenton have had a SEND review and deep dives. • Focus is needed on early reading and quality phonics provision at primary level. This features in Starcross Primary's SIP. • A staff safe section is being launched on CPOMS. <p>The next Chairs' meeting is on 21 February at Bitton House in Teignmouth with a sandwich lunch at 12. The meeting starts at 12.30 until about 2. MV to attend.</p>	MV
23/3/4.1	<p>Link Governor Roles: It was noted that filling all link roles at present is difficult due to governor capacity but the plan is for governors to take on more. The link roles are currently as follows.</p> <p>SEND – MV Early Reading and Curriculum – SB Pupil Premium, Vulnerable Pupils and recovery money monitoring – AW Finance, Safeguarding, Health & Safety and Premises currently handed back to the Trust.</p> <p>Link roles at TCS ML as follows: Performance & Assessment – Mark McCarthy, Chair Safeguarding & Behaviour – Rachel England Finance & People – Sam Tribble SEND, Inclusion and PP – Maggie York Curriculum and Quality of Teaching – Jackie Jackson Early Years – Pat Henchie Policy Review and Health & Safety – currently vacant</p> <p>Q: Is First Aid and Accidents within Premises, Health and Safety or Safeguarding? The LGO advised that the Health & Safety Policy is owned at Trust level and could provide the information sought. The school First Aid Policy is on the website.</p> <p>Q: Does Early Years come within Curriculum or is it a separate link role? It is a separate link role at TCS ML. Does SB have capacity to take on Early Years? Tish Broome (staff governor) would like some direction on which link role she could take on.</p>	
23/3/4.2	<p>SEND: MV reported. SEND is progressing. MV to meet with Tamsin Vanderford the SENDCo for a focussed session on 3rd March. The milestones of the SIP will be used to frame the visit.</p>	
23/3/4.3	<p>Safeguarding & Behaviour: This responsibility is currently held by the Trust. EL reported. An element is contained within her HT report. Progress is being made through interventions. Claire Fleming comes in two days a week. A monthly meeting is held with Tamsin Vanderford the SENDCo and Safeguarding training has moved forward. Teachers begin staff meetings with a question about safeguarding. The forthcoming safeguarding visit should show progress. EL will meet with Lara Stead on 3rd March. Action EL: Online safety to be incorporated into the Behaviour Policy in November.</p> <p>Q: Were there any lessons learnt from the two suspensions in the Autumn term? Is there a need to address any underlying issues before it gets a far as a suspension occurring?</p>	EL

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	<p>Are there any trends in behaviour or a particular year group linked to these and previous suspensions? The key issue is around SEND need. We are working with children who need much support and we have a small budget. There is no funded support available at present and so the school is staffing and supporting the children.</p> <p>Q: In the new guidance published in September 2022 it advises that the governing body is informed even if a suspension is less than five days. Who is the governor lead for suspensions and exclusions and were they informed of these suspensions? It was agreed that MV/EL would check the protocol for suspension notifications.</p> <p>Q: Will EY interventions feed in gradually and help? Yes, support now is better after suspensions. Signification interventions have been put in place.</p> <p>Q: Are pupils well integrated back into school? Yes</p> <p>Q: Does the school's behaviour policy incorporate online behaviour, in particular cyber-bullying? Do staff remind key stage 2 pupils about cyber-bullying regularly? The Online Safety policy will be reviewed in November. Clare Fleming is incorporating online safety into the Newsletter. Jigsaw and the online computing programme also actions safety and the PC are responsive to these matters when they come up.</p> <p>Q: How do the pupils respond when PC comes in? It varies. The school message is that they are here to keep us safe. They are very approachable and responsive.</p>	MV/EL
23/3/4.4	<p>Curriculum and Early Reading: SB reported. Mapping out a rolling plan of visits was essential. It was agreed that SB/EL would liaise regarding dates following the meeting. EL noted that the school is in a transitional phase with Early Reading. A visit around maths would be useful.</p>	SB/EL
23/3/4.5	<p>Pupil Premium & Vulnerable Children: There is a strategy plan for PP on the website. The dedicated email thread with PP parents has proved beneficial. Early Help is being utilised properly now. There is a nurture space at break times but this needs a build-up in staffing. There have been issues getting two references for volunteers to come and help with reading but it is now agreed that one character reference is sufficient. Two extra volunteers have started and someone has volunteered to run the library. PP children are on the rise. All staff need to be aware of who PP students are and their individual needs. To summarise PP funds are being used resourcefully and positively. Action: EL to review data in part B of the PP report.</p>	EL
23/3/4.6	<p>Recovery Money Monitoring: This was covered in 0.1 above.</p>	
23/3/4.7	<p>Premises & Health & Safety: EL/AW to report. This responsibility is currently held by the Trust. Fire Safety work will be starting over half term. It could be March before the new fencing starts. There is now a video entry for pre-school. A lot of money is needed for the leaking flat section of the roof. Approximately £8k. There has been some difficulty receiving quotes for this work.</p>	
23/3/5	<p>Headteacher's Report: EL advised that the Headteacher's report had been available for all Governors on Governor Hub prior to the meeting. It was noted that the report was taken as read and EL asked for any questions. Q: Are there any common issues giving rise to staff absence and how is this monitored and addressed? Q: Is it due to the high workload mentioned in the Risk Register? It is noted that HR support has been requested for staff absence meetings. EL advised that the staff survey had been completed last week. Staff absence is high across the Trust. It also includes adults with child care needs. Two members of staff have been off long-term sick. There is an issue with staff trying to come back to work too quickly and EL has encouraged them to rest until they are well enough to return. The school has lower staff numbers than this time last year. Support staff feel their roles have changed. Timetables will be reviewed after half term. The HR team has supported in terms of administration. The school will clarify for staff with sick children what the expectation is and what can and can't be offered. Q: If they were off for longer and returned better is it better in terms of logging? Yes. It also helps us look at trends. Q: Has high workload and stress been themes? Workload and stretch have an impact on health and wellbeing but none of the absence has been stress related. Q: Is HR supportive? Yes. We are looking at how we can support their health and wellbeing.</p>	

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	<p>Q: Is there a school wellbeing champion in place? Yes. She has been on leave but is returning soon. Part of the staff training day on Friday will be dedicated to wellbeing.</p> <p>Q: Does the Trust board have a lead governor or trustee for staff wellbeing reporting regularly to governing boards? Action: LGO to enquire.</p> <p>Q: Regarding the statement made in SIP update a 'High quality practise evidenced in some classes which is planned to be utilised to offer support to less confident teachers (not yet completed)'. What plans are in place to achieve knowledge transfer? How will we know when this has been achieved? Tamsin Vanderford, the SENDCo, has mapped out an expectation of what it should look like for teachers. The Riviera Education Trust came in yesterday to support this. Staff who need planning support have been identified. Action: EL to update this section of the SIP.</p> <p>Q: Regarding the development of parent/carer conversations, do we have any indication that this is improving parent perception of SEND provision? How do we know? Or are we reliant on parent fora (to be set up)? At the moment evidence it is quite anecdotal. The school could do with parent forum to talk about SEND. Action MV: Part of the SEND governor role could be to speak to a group of parents and this would be a useful next step. From the initial parent survey completed in April it was evident that parental perception was poor. This needs to be changed to encourage pupil numbers. However, it has improved and this has been noted by parents of children. The school needs to celebrate this achievement better.</p>	<p>LGO</p> <p>EL</p> <p>MV</p>
23/3/6	<p>SIP/SEF: Review progress against SIP with a focus on actions relating to curriculum implementation and intent. EL noted that this was included in her HT report. Spring targets have been identified. Some actions from Autumn will be carried forward. Action: EL to email the Starcross Spring Term Monitoring Schedule Overview to all governors. The SLT has a shared grid below this schedule to which notes and actions are added following monitoring visits. Actions and their impact will be explored next half term as the focus areas are revisited.</p>	EL
23/3/7.1	<p>Policies and Procedures: Outdoor Education and Off-Site Visits and Activities Policy: Approved electronically prior to the meeting. Ratified.</p>	
23/3/7.2	<p>Sex and Relationships and Health Education Policy: Approved electronically prior to the meeting. Ratified.</p>	
23/3/7.3	<p>Behaviour, incorporating Anti-Bullying & Exclusions: Approved electronically prior to the meeting. Ratified.</p>	
23/3/7.4	<p>Uniform Policy: For approval electronically following the meeting. Action: LGO/All</p>	LGO/All
23/3/7.5	<p>Admissions Policy: Admissions Policy 2024-2025. For approval. NB Starcross are between ethos statements. There is no proposal to change the catchment schools recognised for transport purposes with the introduction in 2024 of a catchment area for Matford Brook Academy. Recommended to the Trust Board for final approval on 21.02.23.</p>	
23/3/7.6	<p>Accessibility Action Plan 2023-24 For approval electronically following the meeting. Action: LGO/All</p>	LGO/All
23/3/7.7	<p>Equality Statement January 2023 For approval electronically following the meeting. Action: LGO/All</p>	LGO/All
23/3/7.8	<p>Use of Reasonable Force Policy January 2023 For approval electronically following the meeting. Action: LGO/All</p>	LGO/All
23/3/7.9	<p>Curriculum & Assessment Policy For approval electronically following the meeting. Action: LGO/All</p>	LGO/All
23/3/7.10	<p>Agree policies for update at next LGB meeting and update on creation of policy review cycle: Policies Next meeting: Guidance Template – Supporting pupils at school and preschool with Medical Conditions Policy for supporting pupils at school and pre-school with medical conditions and for the administration of medicines Policy Review Cycle. LGO to check with TGO and create.</p>	<p>EL/All</p> <p>LGO</p>
23/3/8.1	<p>Governor visits and training: Feedback from any governor visits and training: Q: Is there any Health & Safety online training? LGO to circulate training opportunities.</p>	LGO

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	<p>MV noted that he found the Leadership of governing bodies training useful. It was agreed that recruitment and visioning might be of relevance. Action: MV to contact Zoe Briant-Evans to enquire if she could lead a visioning workshop with governors.</p>	MV
23/3/9	<p>Dates of next meetings: 26 April and 28 June.</p>	