

MINUTES
of the General Meeting of the Local Governing Body for Starcross Primary School
held on 28 June 2023 at 5.40 pm at Starcross Primary School

Present:		
Name	Title/Role	Initials
Sarah Bartholomew	Parent Governor	SB
Emma Lewry	Headteacher	EL
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor	AW
Julia Sutherland	Local Governance Officer	LGO
Tish Broome	Staff Governor	TB
Louise McLellan	Co-Opted Governor	LM
Gemma Posey	Co-Opted Governor	GP
Tamsin Vanderford	SLT SENDCo	TV
Apologies:		
None		
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	TCSML	Teignmouth Community School, Mill Lane
SENDCo	Special Education Needs Coordinator	SEND	Special Education Needs and Disabilities
STA	Starcross Primary School & Nursery	PP	Pupil Premium
SLP	Speech-Language Pathologist		

Item	Content	Action
22.5.1.1	Welcome and apologies: MV opened the meeting at 5.40 pm and welcomed all present. Julia Sutherland was introduced and welcomed to the LGB as the new LGO.	
22/5/1.2	Declarations of Interest: None received.	
22/5/1.3	Review progress against Governance Improvement Plan: (i) Governor Recruitment Update: GP and LM now appointed by IET. Still vacancies so consider how to continue recruitment. AW commented diversity/equality needs to be a better balance on the LGB. MV pursuing recruitment at workplace. (ii) Update on link roles: GP volunteered to share the curriculum link with SB, due to the breadth of the role. LM agreed Early Years and Safeguarding (which IET hand back in September). TB will take on a Careers and Personal Development link role. AW will cover exclusions, links in with behaviour. (iii) Visioning: EL has started process with Tara Trail (TT) incoming Headteacher, who will develop it further. To be discussed with staff in non-pupil days at start of term. Vision will feed through to SIP and will incorporate IET threads.	
22/5/2.1	Matters Arising from meeting held on 26.04.23: (i) 23/4/1.4 Cycle of Governor visits: Alex, Tamsin and Emma will review against the SIP and have overview for September so that visits are spread out over each term. Action: EL/TT (ii) 23/4/1.4 SEND: TV explained the current graduated pathway being used. 34 students on watch list. 12% of students on speech and language register. Early Help referral draws in different agencies. If no progress is made EHCP applications are considered, although the process currently takes a long time. 178 students on role, 23% on SEND register, higher than national 12.6%. Torbay Trust SEND lead has reviewed our systems and is satisfied. Learning plans are reviewed each half term, and communicated via a phone call or discussed at parents' meetings. Online questionnaire sent to parents of SEND, 50% responded. .SEND Forum on 30/6/23 with five parents planning to attend, will potentially schedule another one	TT

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	<p>in Autumn term if demand is there. MV thanked TV for the presentation. LGB needs to consider whom to invite for meetings, link in to SIP or just Leadership Team. Action: MV.</p> <p>(iii) 23/4/1.4 Link role for TB: MV and TB have agreed details for Careers and Personal Development role.</p> <p>(iv) 23/4/2.1 EL to send summer term monitoring schedule overview. Action: EL</p> <p>(v) 23/4/2.1 Visioning Workshop. Actioned. To be revisited once TT is in post.</p> <p>(vi) 23/4/4.1 Science Curriculum plan has been updated and will be sent to SB and put on website. Action: EL</p> <p>(vii)23/4/4.1 EL confirmed that the visitor sign-in process does work during a fire alarm.</p> <p>(viii)23/4/4.1 Health & Safety Co-ordinators: Discussion with Health & Safety Officer, AW, EL and Senior Administrator held with Jonathan Lasker, IET Chief Operating Officer, to review maintenance and cleaning. IET decisions will be reported back. Action: EL</p> <p>(ix) 23/4/6 Risk assessments currently being done by EL and AW. AW suggested review other school's policies and have one document with named sections rather than individual assessments.</p> <p>(x) 23/4/6 Staff Absence: MV was unable to attend the Chairs meeting so could not raise item regarding staff absence. EL reported no pattern visible for absence but Spring term was normal compared with IET figures. Absence rate lower this term, agreed to monitor Summer and Autumn then decide if any action required. Action: TT in Autumn term</p> <p>(xi) 23/4/9.1 EL and TB reported that the medical conditions had been added to the first aid policy which needs to be reviewed. Action: To be reviewed at next committee. LGO for agenda</p>	<p>MV</p> <p>EL</p> <p>EL</p> <p>TT</p> <p>LGO</p>
22/5/2.2	<p>Agree as a true and accurate record: It was AGREED by those who were in attendance that the minutes of the 26.04.23. are a true and accurate record of the meeting.</p>	
22/5/3.1	<p>Chair's Report: MV reported that neither himself nor SB had been able to attend the Chairs' Group Meeting on 16.5.23. and he would share the minutes when available as Trust wide trends and finance were helpful to see. Action: MV</p>	MV
22/5/4.1	<p>Link Governor Updates: SEND Presentation received under item 23/5/2.1(ii) above.</p>	
22/5/4.2	<p>Curriculum SB's Curriculum Visit report was circulated in advance on Governor Hub. Visit to preschool where understanding the world topics taught up to Reception. New planning involves three meetings each term with planning in place for next year. Not all attend preschool so have to revisit during year 1, and recap in year 2. Q: in pre-school is the cycle of teaching 1 year or 2? This year 1 year cycle, skill progression then text, at end of year themes and texts changed but still follows progress.</p> <p>Early Reading. Report submitted on GovernorHub and already discussed.</p>	
22/5/4.3	<p>PP & Vulnerable Children AW report on GovernorHub. Met EL to discuss data. Early help currently led by Clair Fleming but TT will take that on with handover in September. Then review if need more support, may make request to IET who may be considering central team. TT has confirmed that all staff must identify PP students and know their needs. Q: is there a hidden pack of information in each classroom? Yes, class lists, Venn diagrams, SEND, disadvantaged but there is a need to ensure that all adults are checking the detail. Will build in awareness instructions next term. Action: EL/TT Q: Would OFSTED ask the teacher "what is this pupil needing?" Yes they do. TB joined the meeting at 6.45pm Q: How do you make sure that the PP grant is spent appropriately on the intended target group? Is the PP funding kept separate from general school resources so that it can be specifically and</p>	TT

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	<p>identifiably used as intended? Currently no explicit budget line for PP, though this is due to finances being managed more generally at a higher level. EL has requested an explicit budget line for PP in the future. TB reported all families asked to complete form for Free School Meals as PP may help. Child in Reception on PP then gets Ever 6 funding for 6 years.</p> <p>Q: have you been able to look at trends in performance of PP pupils and SEND pupils over a longer period of time (say a few years), so we can see if the general trend is showing an improvement, and what the trend is for the 3 areas of reading, writing and maths?" We have looked at year groups with PP, last year 2 performed better. Disadvantaged KS1 better for PP students than anticipated. Similar trend year 6 but less PP and more SEND. However, PP results may be worse this year as SEND was high priority this year.</p> <p>Q: We see an attainment gap between PP and non-PP pupils (as was also noted in AW visit report). Is there any supplementary data/information to help us understand why the gap appears to be much smaller in Maths? New maths programme allows teachers to go back through and teach systematically to students and check gaps. Pupil Voice – students feel more confident and able. More training and visits to other schools by teachers. Using daily 10 NCTM programme. Year 3 have revisited the Year 2 programme in full to cover gaps from Covid. SATS results may be poorer though. AW visit prompted PP data in HT report. EL would like LGB to clarify what data they need. Action: LGB</p>	LGB
22/5/4.4	<p>Health & Safety</p> <p>AW's Curriculum Visit report was circulated in advance on Governor Hub. Office staff now adding basic detail in text home, i.e., grazed knee. Will review use of medical tracker in September, currently using CPOMS. TA's use i-Pad to record, paper forms in pre-school as per school policy but significant event put on CPOMS.</p> <p>Q: How do you know that playtime supervision is sufficient and effective? Especially with regards to how the staff deal with incidents, and whether they effectively monitor their designated area at playtimes? Action: EL to send reply by email. Last 3 weeks senior staff on duty at lunchtime checking, better designated roles for each space (ie who play leader, who first aid, etc). Three adults on duty covering small area, large area, garden. Walkie talkie for assistance if one adult needs assistance, i.e. first aid, and close small playground if necessary.</p> <p>Q: what happens if Leadership not available? The Behaviour Policy details what is expected.</p>	EL
22/5/5.1	<p>Headteacher's Report:</p> <p>EL was thanked for her report, circulated in advance on Governor Hub, which was taken as read. Questions were invited.</p> <p>Q: Will the trust maintain all of the listed aspects of support for the implementation of the SIP during the next academic year? If not, how will the progress made be maintained and built on? When SIP is finalised and specific needs and solutions (for writing) are identified then request can be made to IET via Director of Education.</p> <p>Q: Who will be taking the lead next academic year on the SIP literacy priority, to increase writing attainment for all pupils? Are plans in place for this to be picked up in September? Not finalised as currently consulting staff on roles. Two staff required to do Phonics leadership training.</p> <p>Q: Will pre-school follow phonics? Yes, all school and support staff as well.</p> <p>Q: What will we have the budget for that we didn't have during this past year, and what impact do you think this will have? We have significant deficit of £82k this year, next year hope to bring it back to zero so no surplus to work with. If required, we will make request to IET for support.</p> <p>Q: Has a class size limit been set? It was always a maximum of 30 in the past. Three mixed classes of 33, no maximum limit. KS1 never above 30, KS2 no legal limit. Need to have space for siblings joining. Leave space in KS1 for students changing schools. Currently 24 starting in Reception.</p> <p>Q: is there enough budget to have some TA's in September? Hope IET may support more TA's if numbers increase. Currently 7 TA's across school, only 1 in Reception. Three on 1-to-1 basis with specific children. EL and TT have made decisions about staffing. TT has discussed staffing levels with KQ.</p>	
22/5/6.1	<p>Finance & Resources:</p> <p>Agenda Item brought forward 23/4/6 Q: Have planned actions to support staff been effective and have staff raised any actions that could help balance their work load.? TT spoke with staff about mixed classes and any concerns. Staff positive about mixed classes but worries about</p>	

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	<p>curriculum challenge and lower staffing levels. Need to make processes easier to follow and alter expectations. Some staff have been on visits to see how it can be implemented. TB reported Pre-school have had positive discussions.</p> <p>EL asked how the school or IET could better communicate to parents the financial position and why these decisions have been made. Parents would have liked more consultation and aren't always aware of the logistics of mixed classes. EL has tried to drip feed information in letters rather than overwhelm parents. LGB could provide more support to head teacher by affirming their support, explaining financial situation, repeating that new head teacher has approved these changes and will not change anything in September. There is sometimes an incorrect view that IET is diverting money from school to elsewhere. MV commented that parents have had a shock and now is the opportune time to communicate with them. Suggested possible coffee morning. EL to suggest dates and LGB to think how to manage this information dissemination. Action: LGB</p>	LGB
22/5/7.1	<p>Pay & Performance</p> <p>Teaching appraisals will be in July, Support Staff cycle is February to February. EL will do appraisals and targets. Process for pay progression will be in handover with TT in September when new targets are set.</p>	
22/5/8.1	<p>Safeguarding & Behaviour:</p> <p>IET has now requested to hand back the responsibility to the school. There is an audit cycle for Safeguarding, one meeting needed in November.</p>	
22/5/9.1	<p>Policies and Procedures:</p> <p>AW had noticed some spelling errors in Attendance policy and would send to EL. EL to correct then send to LGO. Attendance Policy is approved after amendments. Behaviour Policy approved. Action: EL send amended Attendance policy to LGO. LGO add to GovernorHub and school website.</p>	EL/LGO
22/5/9.2	<p>Agree policies for update at next LGB meeting:</p> <p>Policies</p> <p>Online Safety Policy – to include section on cyber bullying. For approval in November.</p> <p>Action: EL to send link of policy cycle agreed to LGO.</p> <p>Requested an item in Newsletter about Recognition Rewards for good behaviour and effort.</p>	EL
22/5/10.1	<p>Governor visits and training: Feedback from any governor visits and training: Any training requests go through LGO. A form is completed before and after each Governor visit. Now there are more Governors, the visit cycle will be issued in Autumn. Action: TT</p>	TT
22/5/10.2	<p>Any visits not already covered in the agenda. There were none.</p>	
22/5/9	<p>Date of next meeting: Thursday 21 September 2023 at 5.30pm.</p> <p>Future dates provisionally agreed: Wednesday, 5.30pm 22 November 2023 24 January 2024 24 April 2024 26 June 2024</p> <p>MV thanked EL on behalf of the LGB for all she had done over the past year, and wished her well for her future.</p>	
22/4/7	<p>Pay & Performance: PART II minutes</p> <p>SB, EL, MV AND AW with the LGO moved to private venue to read through he Part II minutes. These were agreed as a true record, signed by MV and LGO. Action: to be filed by LGO. The meeting ended at 8pm.</p>	LGO