

MINUTES
of the General Meeting of the Local Governing Body for Starcross Primary School
held on 20 November 2023 at 5.00 pm at Starcross Primary School

Present:		
Name	Title/Role	Initials
Sarah Bartholomew	Parent Governor	SB
Tara Trail	Headteacher	TT
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor	AW
Julia Sutherland	Local Governance Officer	LGO
Tish Broome	Staff Governor (non-teaching) – part meeting	TB
Louise McLellan	Co-Opted Governor	LM
Gemma Posey	Co-Opted Governor	GP
Apologies:		
None		
Absent:		
None		

Key to acronyms

LGB	Local Governing Board	DOF	Director of Finance
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
SIL(P)	School Improvement Lead (Primary)	EDE	Executive Director of Education
DSL	Trust Designated Safeguarding Lead		

The meeting opened at 5.00pm

Item	Content	Action
23/2/1.1	Apologies: none received	
23/2/1.2	Declarations of Interest: None declared for this meeting.	
23/2/2.1	Update from Ivy Education Trust: No update required.	
23/2/3.1	Matters arising from meeting held on 21 September 2023: All matters arising actioned including: 1.4 – Vice-Chair to be discussed under 4.2 later 2.1 – a new banner has been erected outside Sainsburys. TB is approaching golf club to secure the banner there more securely. More applications have been made to attend the school. 1.5 – draft terms of reference for link governors had been sent out. AW, SB and LM had commented. Submit any further comments by a week today. Then MV will confirm and send to LGO to upload to GovernorHub. 1.5 Parent interested in being Governor has made contact, MV will be contacting. 1.6 and 1.7 – Pay & Performance Committee and Head Teacher’s appraisal have both been completed. 1.9 KCSIE- all LGB have now read and signed confirmation 3.1 – HT report will include staff absence in future – actioned 4.1 Headteacher’s Report – GP had agreed to monitor phonics assessments every 6 weeks. Currently this was not in synch with each half term, so second one on 4 December. Current information has been sent and phonics test score which look good. TT will send Colour coded SIP to LGO for inclusion on Governor Hub. TT to email list of subject co-ordinators to LGB. 6.1 Risk Register – still not received, waiting for confirmation from TGO.	<p>MV/LGO</p> <p>MV</p> <p>TT/LGO TT LGO</p>

	<p>6.3 Clarification to be requested from TGO whether Premises is the same as Health & Safety, or should it be separate reports from link governor?</p> <p>6.4 Staffing and Wellbeing – There is currently no wellbeing champion, TT is co-ordinating this. Clarification to be requested from TGO as to whether a separate wellbeing champion is required.</p> <p>7.2 Exclusions Policy has been sent to TGO.</p> <p>7.3 Safeguarding Statement – currently there is no formal statement. TT suggested reporting a running total of CPOMS, mash referrals, etc in a table in the Head Teacher’s report at each LGB meeting. When LM does link governor visit this can also be looked at in more depth. Agreed.</p> <p>8.1 Safeguarding training has been completed by all LGB members. Monitoring and Evaluation Training has been completed by LGB members.</p> <p>TB was concerned that some policies are quoting primary, pre-school and nursery and not using Sanderlings name which is confusing parents. TT answered that in future there would be one policy for the whole school, but if necessary there would be a Sanderlings pre-school section if required. This would be done as each policy is updated. The Admissions policy was a case in point and TB and TT would update it together and bring back to next meeting.</p> <p>8.2 Link Governor visits and co-ordination. TT agreed that LGB should liaise with the relevant person in charge of the area to be visited.</p> <p>TB ask that the minutes be updated to show that there is one Armed Forces Service family in pre-school. Agreed.</p>	<p>LGO</p> <p>LGO</p> <p>TT/LGO</p> <p>LGO</p>
23/2/3.2	<p>Agree minutes of the previous meeting held on 21 September 2023 as a true and accurate record: Unanimously AGREED</p>	
23/2/4.1	<p>Chair’s remarks and any urgent correspondence:</p> <p>MV reported he had attended a Trust training day last week regarding revisioning for the Trust, which will be the task of EDE and the executive team. The Vision may be tweaked so we need to ensure our vision will be aligned to the Trust. SIL(P) gave a good talk on early years which will be added to GovernorHub Ivy Resources , and should be implemented into Governor visits.</p> <p>Attendance is now a large focus. The main message is support, empathise but do not tolerate. TT reported that every Monday the attendance report is generated, anyone who has dropped below 95% is checked and then decision on late letter or attendance letter. Some are known to have medical issues and do not get a letter. Continue to check whether attendance has dropped again or gone back up. MV has seen percentages across all schools in IET and felt Starcross is doing relatively well, half term Autumn 1 96%, half term Autumn 2 94% . IET stress we should not be measuring our success against national picture but pushing as high as we can. TB reported they start checking in preschool, safeguarding, noticing trends, getting to know the family and get support in place. Under 5 attendance does not need to be reported but they can see trends. TT has an Attendance Folder in main admin office with details and report on actions. MV suggested that SIL(P) discuss attendance and early years with TB. All resources will be on IET GovernorHub and TB will share this with preschool staff.</p> <p>It was noted that Paul Lilly, Trustee, is listed as being Starcross Primary School Trustee link. He is visiting TT next week and TT will double check what is expected from this.</p> <p>MV reported with TT a generic advert has been sent out through the marketing team to try and attract more governors.</p>	<p>TB</p> <p>TT</p>

23/2/4.2	Standing agenda item – Election of Vice-Chair: LGB discussed the importance of this to comply with Standing Orders. LM nominated AW. AW left the room and the vote was unanimously in favour of AW being the Vice-Chair.	
23/2/5.1	Link Governor updates Safeguarding: LM reported she had completed safeguarding training online. Early Years; New post of Early Years Lead, and there is a foundation meeting on Wednesday to discuss link from pre-school, reception and year 1, and staffing.	
23/2/5.2	Curriculum: SB commented that communication is important so staff know what is being proposed. LGB needs to check communication and knowledge transfer: what can we improve, what weakness and strength, and manpower issues. SB had seen Maths KS2 and mixed age classes and will submit a report. Q: is data on insight accessible to LGB? Due to GDPR rules not allowed to see student details but could sit with a member of staff to get data. TB reported pre-school did not have staffing time previously, but now speaking with Early Years Lead to progress this. Q: How do you track pre-school? Do you record on See Saw? Videos are recorded but it is not all in one place. Trying to get it onto Insight now. How can we improve getting access to data? SB would like data for maths to start to track it. TT confirmed they have continual assessment data, but Assistant Headteacher is currently devising a quality assurance calendar with data drops and dates. Q: Does LGB need a session on data, how and when it is available and how to access it? We need to get up to date and see trends now. TT is meeting with TCSML to look at their systems, and will report back to LGB in early December. There is a course in the NGA for everyone. Progress around the SIP will help track questions and where to look, start predictions and tracking. Agreed SB to visit preschool for Maths curriculum and GP for literacy. TT will send link for Cornerstones, new computer programme for all foundation subjects, except ones already purchased. This shows skills progress in all different areas, pre-school and Reception have same topics but are at different levels. Early Years Lead sends out this to preschool and reception then it is individualised for students.	SB TT SB GP
23/2/5.3	SEND and vulnerable children: MV has met with SENDCo and will provide a report. Looked at SIP and profiled how visits will look over next year and the focus. Need to see if curriculum is ambitious for SEND pupils and implementation, possible liaison with AW and GP. TT reported the pupil voice committees are meeting regularly with Assistant Headteacher. There is a SEND voice which is made up of SEND students, with clubs, support at playtime. There is also a school council. SENDCo showed MV a SEND profile which looked impressive with lots of data, type of need, statistics and positives and areas for improvement, which he will share with LGB.	MV MV
23/2/5.4	Pay & Performance Committee; It was confirmed that this meeting had been held and a recommendation made to the FAR Committee. Head Teacher's Appraisal: It was confirmed that this had been conducted at the IET offices.	
23/2/5.5	Finance Committee: MV reported that although the responsibility sits with IET we must have a finance link Governor. Chair is not acceptable for this post. AW volunteered to be the Finance link Governor – LGO to check that it is acceptable for Vice-Chair to hold this position. If accepted then AW will pass on some of her other link roles to any new Governors appointed.	LGO
23/2/5.6	Premises and Health and Safety: AW reported there are now zones for 5 fire wardens. New Maintenance Manager appointed and was updated. TT reported they had an applicant for the post of cleaner, in the meantime a company will be employed	

	<p>to help existing Cleaner. AW reported that legionella procedures have not been carried out properly but are now being looked at. A fire warden is needed at pre-school.</p> <p>Q: How can you check who is on site in case of a fire?</p> <ul style="list-style-type: none"> • TT replied admin staff can do a print out if wi fi doesn't link in. • Paper signing in now currently • Each class have fire numbers on wall, updated each day and updated after afternoon register. If a fire the teacher would bring it outside and count children. • Adults go through the office such as kitchen, visitors. 	
23/2/6.1	<p>Head Teacher's Report: The LGB had received the report before the meeting and the following questions were discussed.</p> <p>Q: What evidence is there to show that White Rose Maths has increased subject knowledge? TT answered that White Rose provided a level playing field for staff as it gave them all resources, subject knowledge and provided a level of consistency across the school. Q: does that include the phrases? Yes, TT is working on consistency in vocabulary, working walls in each classroom have the up to date vocabulary. It is a work in progress and changes frequency as topics change. Q: Is cold calling part of the technique? TT replied cold calling is better for children as it is less pressure, eliminates the same hands going up and some children never being asked. Still hands up in assembly, but trying to eliminate it in class.</p> <p>Q: What evidence is there to show that the new Early Years Lead has "already had a huge impact on the provision"? Preschool Managers were already doing everything required but it needed a qualified teacher to have compliance. Early Years Lead oversees and pulls things together, and works across the pre-school and Reception and ensures the best possible start. Reception is now using baseline data to inform planning so LGB can look at continuous progression.</p> <p>Q: What impact have the targeted phonics sessions had for the year 5/6 children so far? Are there other strategies being used to plug knowledge gaps among KS2 children to ensure they will be secondary ready, in line with our renewed school vision? TT reported she is doing phonics with year 5/6, the gaps are highlighted and she has taught the sounds, is doing 1 to 1 sessions, they have all remembered and know them. She will reassess and see where they are. Q:What age is that? Years 5 and 6. Other strategies being used are gap analysis work with Maths papers and question level analysis. Assistant Headteacher is using intervention style boosters in year 5 and 6. Also being used for SPAG and reading. TB is using a communication tool kit to find out the gaps and pre-school will be introducing the sounds in summer term.</p> <p>Q: How are the SLT monitoring the learning of the children in mixed classes and the impact on them? TT reported they are using Insight for tracking for core subjects. Cornerstones has a tracking facility and will be used for foundation subjects. White Rose Maths has mixed ages. Q: Can we check back on how the same children were doing a year ago? Yes, all the statutory information is on there. MV stressed that the LGB needs to be more proactive with the data, and needs to check middle-tercile performing pupils are also progressing well. TT explained how they are checking and making sure impact on all is consistent.</p> <p>TB left the meeting at 6.35pm.</p> <p>Q: is there a progress tracker or anything on the slow movers. How do you know if they haven't moved 3 increments they need to through the year? TT replied it is tracked through Insight and flagged up. Quality assurance will reinstate pupil progress meetings, and meetings with teachers will also discuss, with data reports for each class.</p> <p>Q: What rapid school improvement policies are being worked on by TT and Assistant Headteacher and is there any evidence that they are having an impact yet? TT reported that Assistant Headteacher is</p>	

- now the English lead and is getting up to speed with phonics, observing daily sessions and learning.
- creating a reading progression document, implementing a display rota, allocating displays to different subjects and monitoring changes and updating.
- sits in attendance meetings to reduce persistent absence.
- continues to oversee personal development to link a thread from pre-school opportunities and experiences up to leaving school with visits, residentials, using the beach, Twinning, etc.
- hoping to reinstate pancake day and link with the primary school in France, and next year a residential in London for year 6.
- checking timetables for consistency, i.e., story time, to check it is happening and audit.
- checking handwriting and doing learning walks with TT.
- doing the Paediatric First Aid course and refreshing minibus licence to get more sports fixtures organised.
- co-ordinating pupil voice and getting the opportunity to lead different assemblies.

SIL(P) and TT will be doing learning observations with a designed proforma, then collating thoughts and a document will be shared with the staff member and the subject lead.

Q: will the subject lead have a document of what has happened in each room? It will be collated by TT who will look and have an overview of the area for development, then meet to go through with each department.

Q: What strategies does the school have in place for reducing persistent absences?

TT reported absence rates are lower than national, but a couple of students who are vulnerable are being watched. Every week attendance is checked, if drops below 95% then letter 1, then if continues letter 2. A meeting is offered by letter, Early Help is offered, etc. The percentage here is 13.9%, national average is 17.3%. **Q:As a school is it getting better?** TT replied it is better than it was last year and the first part of half term was good, but it will be lower during the second half due to illness, colds, etc. MV reported the figures from the Trust training for the different year groups. Year 1 and 2 were 7.2, year 2 was 3, year 6 was 21.7

Q: do you have a good knowledge now of which children are persistent absences? TT confirmed there is now the procedure in place and she knows exactly which children are low.

Q: What impact are the Trust DSL and the SIL(P) having? How is intervention from the Trust viewed by the teaching staff? TT replied that DSL comes in every Tuesday and leads team around safeguarding. She has an oversight of CPOMS and checks for trends, etc. with TT. There is a One Minute Guide which TT will forward to LGB. Each week there is a safeguarding question in the staffroom with the answer on the back. SIL(P) is here for 2 days a week. KQ is also coming in this week. It is helpful to have second pair of eyes and a plan of action to check what needs doing. **Q: is she overseeing things and driving things forward?** SIL(P) is there to help with consistency across the trust and quality assurance.

Q: How is the intervention from the Trust being viewed? Staff are still nervous of the Trust and their involvement. Still feel that the joining with Trust happened very quickly and they were not fully consulted. SIL(P) and DSL are helping to break down that feeling.

Q: Do they see the value of Assistant Headteacher coming out of lessons? Do they want to know what the agenda is? Yes, staff do see the value. MV admitted there are challenges and asked if it would help to invite staff to this meeting, one person at a time on a rotating basis.

TT

	<p>Q: with external people coming in to do learning walks, do the subject leads still do their own learning walks? TT replied that they will be doing that but subject actions plans need to be formulated. This week there are deep dives.</p> <p>Q: are the staff happy for Governor visits to be happening at the moment? TT said everyone is very happy about it.</p>	
23/2/7.1	<p>Risk Register: LGO and TT reported they had not received any further information. LGO to check again with TGO.</p>	LGO
23/2/8.1	<p>Policies and Procedures: Comments have been received on the policies. There were a lot of typographical errors and the LGB discussed who should be proof reading the policies before being presented to the LGB. Agreed LGO would raise with TGO. AW questioned that in the attendance policy we should put the school vision, and she requested another quick session to finalise the vision. MV agreed to arrange a meeting. TT reported that the new website is due to go live soon. All policies were approved. LGO to confirm procedure.</p>	LGO MV LGO
23/2/9.1	<p>Governor Visits and Training: AW had submitted 3 reports for Health & Safety, Behaviour and Pupil Premium. TT will reply to the questions on the form via email copied to LGB. TB commented that preschool was not getting hot school meals. Also that visitors to pre-school signed in at Reception and not at pre-school but Reception ring over regarding any visitor. TT reported that SLT are building on positive recognition of good behaviour. TT is considering an “always club” tea party for those who always follow the rules, which would be peer nominated each week. Q: How have you found behaviour, is the behaviour policy working? TT replied that childrens’ behaviour is very good here, there is the odd unsettled behaviour which needs to be stopped, but there is no extreme behaviour. Q: is there any funding for TA’s at KS2 to help with learning and behaviour? TT replied not at present, but have freed up a TA in the afternoon to support a newer member of staff. Q: Are there any one-to-one in KS2? Only one student. Discussion regarding mixed classes and student behaviour. AW reported she had recently done online training with NGA regarding finance and trying to find extra funds, which suggested contacting local businesses for practical support. Suggestions to contact large companies such as South West Water, Environment Agency etc, as they may be able to claim back donations.</p>	TT TT
23/2/10.1	<p>LGB Handbook update: LGO reported this was under review pending the scheme of delegation. Aims and visions would be clearer after the SIP/SEF was completed. AGREED to carry forward to next meeting.</p>	LGO
23/2/10.2	<p>Standing orders file: LGO to compile file</p>	LGO
23/2/11.1	<p>Date of next meeting: Wednesday 24 January 2024 at 5pm The Chair closed the meeting at 7.45pm.</p>	