

MINUTES
of the General Meeting of the Local Governing Body for Starcross Primary School
held on 21 September 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
Jon Newman	Director of Finance, IET	JN
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		

The meeting opened at 5.00pm

Item	Content	Action
23/1/1.1	Apologies: none received	
23/1/1.2	Declarations of Interest: None declared for this meeting. Register of Business Interests was signed for this year. Action: LGO to file away	LGO
23/1/1.3	Election of Chair for 2023-24: LGO stated that nominations had been requested before the meeting. <i>MV left the meeting.</i> Proposed: AW, Seconded: LM. Unanimously AGREED . <i>MV rejoined the meeting.</i> LGO passed the Chair to MV. Action: LGO to forward to TGO for Trust Board agenda for approval on 10 October 2023 and receive confirmation back.	LGO
23/1/1.4	Election of Vice Chair for 2023-24: LGO stated that nominations had been requested before the meeting but none had been received. Discussion of the duties of Vice Chair followed but no one able to commit. It is a requirement of the Governance Improvement Plan that there should be a vice chair so it was AGREED to keep it as a standing agenda item. TB joined the meeting at 5.10pm. Action: LGO to include as standing Agenda item.	LGO
23/1/2.1	Update from Ivy Education Trust and Q&A (brought forward): Welcome to Jon Newman (Director of Finance, IET) on behalf of KQ. Update given regarding flooding at Kenton Primary School. Paul Cornish (Executive Director of Education) is concentrating on secondary schools. Annabel Thomas (School Improvement Lead (Primary)) will liaise with TT. JN gave an update about new Trust Governance structure and the “Five Foundations of Excellence in IET schools”. Finance update – Governors feed through to SIP then pupil numbers, then income shapes the school future. Currently funding is 187 but only 175 on role, shared into 6 classes.	

23/1/1.9	<p>KCSiE: Has been circulated via email. Action: LGB to confirm to LGO via email that it has been read and understood.</p>	LGB
23/1/1.10	<p>Recruitment of Governors: Item discussed earlier. AGREED that after Terms of Reference complete, gaps can be identified and a decision made whether the skills audit is required, and to consider whether the make-up of LGB adequately represents the community and can support the aspirations of the school. .</p>	
23/1/1.11	<p>Agree Governance Improvement Plan: The previous draft was tabled. Election of Vice Chair emphasised as necessary. Visioning meeting was scheduled for tomorrow. TT emphasised that growing pupil numbers and promoting school is most important. TB suggested increasing contact with child minders, church, parent group and focus on breakfast and after school clubs. Gap to be filled on Friday and Monday after school when child minders not available. After School Club (paid for by parents) hopefully starting next week. AW suggested liaison with Legion Club and Church, e.g., students singing/performing. AGREED 3 targets 1. Elect a vice chair to improve resilience and sustainability of the LGB 2. Work with HT to co-produce vision that will help governors focus on the monitoring and evaluation of school performance at a strategic level. 3. Increase LGB numbers, particularly in areas where we have skills gaps through more proactive engagement with the wider community. TT reported that a new marketing video is being produced. Vision needs to be tied in so that publicity is up to date. Consider logo for the future.</p>	
23/1/3.1	<p>Matters arising from meeting held on 28 June 2023: TT reported that staff absences were very low at present. TT will add staff absence to HT report in future. Q: Has playtime supervision been checked?: TT replied that 4 adults on duty at lunchtime with 2 first aiders. Adult has responsibility to swap if going to be absent. SLT cover if gap. 2 mealtime supervisors on duty at lunch time, with designated area. Some problems with football and accidents, so may consider year rotation or staff encouraged to lead the play if required. TT has a copy of the Action points from last meeting and will check and report back at next meeting. Action: TT to add staff absence to HT report and report back on any action points not already covered.</p>	TT
23/1/3.2	<p>Agree minutes of the previous meeting held on 28 June 2023 as a true and accurate record: Unanimously AGREED</p>	
23/1/4.1	<p>Headteacher's Report: Member of Admin team has resigned but it has been advertised internally and current staff member will fill the vacancy. Read Write Inc: A review showed changes were needed by staff. Phonics were streamed on the baseline assessment and classes have been streamed, taught by class teachers and TA's. Phonics lead appointed and will conduct live coaching with staff next week. All staff to be consistent using same words and hand signals. TB will be using in pre-school so that it feeds through to main school. Q: How will the baseline assessment be used for checking? Every 6 weeks there will be another assessment to compare with previous with students changed to different groups if required. GP as curriculum link volunteered to monitor these assessments and report back to LGB. It is the teacher's job to spot any falling behind and have a keep up session. Any session missed due to illness/absence must be caught up so students don't miss a session or sound. We are now in line with all other primary schools in the Trust.</p>	GP

	<p>TT reported Breakfast Club is going well. Staff safety at this time of day has been reviewed and agreed. After School Club starting next week, currently Tuesday and Wednesday.</p> <p>TB reported there are 25 on the registers for pre-school and TT agreed to send her a copy of the waiting lists so that TB can help with recruitment.</p> <p>Q: What are the figures and help available for pupil premium students? 8 students in pre-school are PP, 2 who get packed lunches. TT reported an email has gone to all parents encouraging them to sign up for pupil premium if eligible. Teachers are now aware of which students these are in their classes and it will be listed in the classrooms.</p> <p>Q: are there any students in Care or with parents in Services?: One Armed Forces family at present.</p> <p>Q: has the explicit budget line for PP been added? There is a system in place now which tracks it, how much and how it is being used. It must be used for moving learning forward. TB will review use in pre-school. Also other options such as paying for music lessons, or after school club should be considered.</p> <p>TT hopes that more staff and teachers will offer extra after school and other clubs.</p> <p>TT is currently working on SIP which has been written against OFSTED criteria, and has been asked by the Trust to align it with the 5 pillars. TT will colour code school improvement items and send it to LGO to put on GovernorHub.</p> <p>Q: A SIP priority was literacy. How is this being managed?: Assistant Headteacher has English responsibility to improve writing. Not using Read Write Inc writing system, but will be added in future.</p> <p>LGB asked TT to email a list of which teachers are doing which subjects, and let them know of any changes which helps the link Governors maintain points of contact.</p> <p>TT reported that she had a review meeting and they think Ofsted visit could be before half term, and so TT is liaising urgently with SIL(P) regarding school improvement, especially Maths with mixed classes. Also consider more local context to use in enrichment such as beach visit. Residential courses planned for Heatree Activity Centre and Pixies Holt Outdoor Learning Centre. Future consideration to be given to keeping the outdoors one in year 4 and move year 6 to a more city based location.</p> <p>Action: TT send TB waiting list for pre-school; TT send SIP to LGO for GovernorHub; TT send list of teaching staff subject responsibilities for link governors information.</p>	<p>TT</p> <p>TT</p> <p>TT</p> <p>TT/LGO</p>
23/1/5.1 5.2 5.3	Reports from Link Governors: None received	
23/1/6.1	Risk Register: to discuss at November meeting	LGO/TT
23/1/6.2	Finance Report: Discussed earlier in meeting	
23/1/6.3	Premises: No report received Action: discuss at November meeting.	TT
23/1/6.4	Staffing & Wellbeing: No report received Action: discuss at November meeting	TT
23/1/7.1	Policies and Procedures: Admissions Policy: to be electronically approved by Governors.	
23/1/7.2	Exclusions Policy: AW has recommended some amendments to be made. Action:LGO to refer to TGO. To be electronically approved by Governors.	LGO/LGB
23/1/7.3	Safeguarding Statement: No report received Action: discuss at November meeting	TT
23/1/7.3	Policy Review Schedule: Policies for review at November Meeting: SEND – has been drafted by SENDCo First Aid Policy Child Protection & Safeguarding – drafted by IET (DSL) Online Safety Action: LGO/TT to liaise for November meeting	LGO/TT

21/1/8.1	<p>Governor Visits and Training: GW has today sent details of the Trust wide training.</p> <p>Safeguarding training: Thursday 5 October, 4.30pm approx. 2 hours. In person at Trust office, or remotely via teams. Will be recorded and uploaded to GovernorHub. Reply to LGO by 26 September how/if you can attend.</p> <p>Monitoring and Evaluation Training: Monday 16 October at 4pm, approx. 2 hours. In person at Trust office, or remotely via teams. Reply to LGO by 4 October how/if you can attend.</p> <p>Governors for Schools: Tuesday 26 September, Wednesday 27 September.</p> <p>Please reply to the LGO by the relevant deadlines above.</p>	LGB
21/1/8.2	<p>Link Governor training to be circulated by LGO.</p> <p>Link Governors' visits to be co-ordinated in consultation with TT. GP to review phonics and early reading.</p> <p>Action: LGB/LGO and TT to liaise</p>	LGB/LGO /TT
23/1/9	<p>Date of next meeting: Wednesday 22 November 2023 at 5pm</p> <p>LGO reported that all the future dates were now on the calendar on GovernorHub.</p> <p>LGB AGREED the dates were suitable and that all future meetings would start at 5pm.</p> <p>The Chair closed the meeting at 7.15pm.</p>	