## 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	M∨
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	<b>Declarations of Interest:</b> None declared for this meeting. Register of Business Interests was signed for this year. <b>Action</b> : LGO to file away	LGO
23/1/1.3	<ul> <li>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.</li> <li>Action: LGO to forward to TGO for Trust Board agenda for approval on 10 October 2023 and receive confirmation back.</li> </ul>	LGO
23/1/1.4	<ul> <li>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.</li> <li>TB joined the meeting at 5.10pm.</li> <li>Action: LGO to include as standing Agenda item.</li> </ul>	LGO
23/1/2.1	<ul> <li>Update from Ivy Education Trust and Q&amp;A (brought forward): Welcome to Jon Newman (Director of Finance, IET) on behalf of KQ.</li> <li>Update given regarding flooding at Kenton Primary School.</li> <li>Paul Cornish (Executive Director of Education) is concentrating on secondary schools.</li> <li>Annabel Thomas (School Improvement Lead (Primary)) will liaise with TT.</li> <li>JN gave an update about new Trust Governance structure and the "Five Foundations of Excellence in IET schools".</li> <li>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.</li> </ul>	

	A balanced budget of £ 1.1m was set for Starcross. Then pay award for teachers 5%	
	announced but also extra funding 6.5% so budget was recalculated. In September	
	pupil unit payment, DCC is consulting on local formula which is sent to DfE in January,	
	again pupil numbers will be key. Support staff percentage not yet agreed but money is	
	being put aside to hopefully cover this.	
	Recent CIF bid for the condition improvement fund, last year it was £400k. In future	
	school condition allowance managed by Jon Lasker (Director of Operations) so make	
	bids. Annual money so available for emergencies so should be better system.	
	Q: What are the implications if numbers haven't increased? Is anything being	
	considered? When we know the exact numbers in January, then easier to plan, e.g., 5	
	students less would not make much difference. Numbers joining are fewer everywhere	
	because of the birth rate, not because people not choosing the school. With new	
	buildings in Dawlish, hopefully will get more students.	
	TT reported Marketing Team will be finalising advertising soon and managing	
	Facebook page. 5 photos per class per week, with parents' permission. Open	
	mornings planned for November for new Reception. TB is promoting pre-school then	
	showing parents the primary school. Pre-school will have a bird name so it links in with	
	main school. Marketing team preparing folders ready for open day so parents use for	
	paperwork.	
	Q: Can we have some physical banners up around Sainsburys Dawlish, etc? TT will	
	ask marketing team. Maybe a generic one advertising the Forest School/nature area,	
	swimming pool. New website planned for January with updated photos of school and	
	the lettings link more visible (lettings are done by IET). TT would like to encourage	
	more people to book the playground area for parties, swimming pool (heated). TT has	
	contacted local schools to encourage this. Discussed possible contact with	
	Teignbridge District Council and local Parish Council to extend use.	
	JN will have the year end figures in the next month. JN left the meeting at 5.35pm.	TT
	Action: TT to explore possibilities	
23/1/1.5	Appoint Link Governors with appropriate Terms of Reference:	
	Discussion regarding whether the current links match the pillars in the Five	
	Foundations. Decided to keep the current link governor roles, and MV to draft Terms of	MV
	Reference and check they cover the pillars. If mapping to the pillars is too challenging,	
	we will seek a re-structure. SEND – MV	
	Curriculum – SB GP	
	Early years and Safeguarding – LM	
	Exclusions and behaviour – AW	
	Careers and personal development – TB	
	Safeguarding is returned from Trust – LM will cover and liaise with TT and Designated	
	Safeguarding Lead.	
	TB questioned whether her Governor place should be taken by a teaching member of	
	staff. TB had a parent interested so would pursue that. One more LGB member would	
	mean another staff member could be recruited.	TB/MV
	Action: MV to draft Terms of Reference. TB to contact parent.	
23/1/1.6	Appointment Pay & Performance Committee and agree Terms of Reference:	
	Agreed AW, SB and GP. Arrange meeting dates via GovernorHub. LGO to take	
	minutes.	LGO
	Action: Date to be agreed.	
23/1/1.7	Agree Governors who will participate in the Headteacher's Appraisal:	
	It was agreed that AW, SB and GP would be available, and when date was agreed	
	only 2 would attend.	100
	Action: date to be agreed	LGO
23/1/1.8	Review and sign Governor Code of Conduct:	LGO
20/1/1.0		
20/1/1.0	All Governors signed the Code of Conduct. Action: LGO to file away	

23/1/1.10	Action: LGB to confirm to LGO via email that is has been read and understood. Recruitment of Governors: Item discussed earlier. AGREED that after Terms of Reference complete, gaps can be	LGI
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	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.	
23/1/1.11	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	
23/1/3.1	so that publicity is up to date. Consider logo for the future. Matters arising from meeting held on 28 June 2023:	
0/1/0.1		
	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	Т
23/1/3.2	already covered.	
23/1/3.2	Agree minutes of the previous meeting held on 28 June 2023 as a true and accurate record: Unanimously AGREED	
23/1/4.1	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	G
	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.	
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reviewed and agreed. After School Club starting next week, currently Tuesday and Wednesday. 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. C: What are the ligures and help available for pupil premium fightle. Teachers are now aware of which students these are in their classes and it will be listed in the classrooms. C: are there any students in Care or with parents in Services?: One Armed Forces family at present. C: 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. TT hopes that more staff and teachers will offer extra after school and other clubs. 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. T will colour code school improvement items and send it to LGO to put on GovernorHub. C: A SIP priority was litteracy. How is this being managed?: Assistant Headteacher has English responsibility to improve writing. Not using Read Write line writing system, but will be added in future. 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. TT reported that she had a review meeting and they think Orsted visit could be before half term, and so TT is liasing urgently with SIL(P) regarding school improvement, especially Mattis with mixed classes. Also consider more local context to use in enrichment such as beach visit. Residential courses planned for Heatree Activity Centre and Pixes 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. Action: T send			
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23/1/6.4       Staffing & Wellbeing: No report received       TT         Action: discuss at November meeting       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       TT         Action: discuss at November meeting       TT         23/1/7.3       Policy Review Schedule:       TT         Policies for review at November Meeting:       SEND – has been drafted by SENDCo       First Aid Policy         Child Protection & Safeguarding – drafted by IET (DSL)       Onilne Safety       LGO/TT	23/1/6.3		TT
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23/1/7.1       Policies and Procedures: Admissions Policy: to be electronically approved by Governors.       LGO/LGB         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) Onilne Safety       LGO/TT	23/1/6.4		П
Admissions Policy: to be electronically approved by Governors.       LGO/LGB         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)       LGO/TT	00/4/7 4		
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23/1/7.3       Safeguarding Statement: No report received       TT         Action: discuss at November meeting       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)       Onilne Safety	23/1/7.2		LGO/LGB
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	00/4/7.0		
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) Onilne Safety	23/1/7.3		TT
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First Aid Policy Child Protection & Safeguarding – drafted by IET (DSL) Onilne Safety			
Child Protection & Safeguarding – drafted by IET (DSL) Onilne Safety		•	
Onilne Safety			
ACTION: LGU/LL to liaise for November meeting			LGO/TT
		Action: LGU/TT to liaise for November meeting	

<b>Governor Visits and Training:</b> GW has today sent details of the Trust wide training.	
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.	
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.	
Governors for Schools: Tuesday 26 September, Wednesday 27 September.	
	LGB
Please reply to the LGO by the relevant deadlines above.	
Link Governor training to be circulated by LGO.	
Link Governors' visits to be co-ordinated in consultation with TT. GP to review phonics	
and early reading.	LGB/LGO
Action: LGB/LGO and TT to liaise	/TT
Date of next meeting: Wednesday 22 November 2023 at 5pm	
LGO reported that all the future dates were now on the calendar on GovernorHub.	
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-	<ul> <li>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.</li> <li>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.</li> <li>Governors for Schools: Tuesday 26 September, Wednesday 27 September.</li> <li>Please reply to the LGO by the relevant deadlines above.</li> <li>Link Governors' visits to be co-ordinated in consultation with TT. GP to review phonics and early reading.</li> <li>Action: LGB/LGO and TT to liaise</li> </ul>