

**MINUTES**  
**of the General Meeting of the Local Governing Body of Starcross Primary School**  
**held on Wednesday 21 September 2022 at 5.30 pm at Starcross Primary School**

Present:		
Name	Title/Role	Initials
Sarah Bartholomew	Chair of Governors	SB
Claire Le May	Co-opted Governor/Vice Chair	CLM
Emma Lewry	Headteacher	EL
Katy Quinn (part meeting)	CEO, Ivy Education Trust	KQ
Judith Watson	Staff Governor (not currently active so attending as a guest)	JW
Gaby Willis	Trust Governance Officer/Acting Clerk	GW
Apologies:		
Tish Broome	Staff Governor (non-teaching)	TB
Jane Guppy	Parent Governor	JP
Martin Veasey	Prospective Co-opted Governor	MV
Absent:		
None		

**Key to acronyms**

DSL	Designated Safeguarding Lead	CEO	Chief Executive Officer
EDE	Executive Director of Education	CFO	Chief Finance Officer
TGO	Trust Governance Officer	LGO	Local Governance Officer (formerly Clerk to Governors)
SLT	Senior Leadership Team		
SEND	Special Education Needs and/or Disabilities	LGB	Local Governing Body
SENDCO	Special Education Needs and/or Disabilities Coordinator	SCR	Single Central Record
		KCSiE	Keeping Children Safe in Education (DfE guidance)
CPD	Continuing Professional Development	T&L	Teaching & Learning

SB opened the meeting at 5.40 pm and welcomed everyone. Introductions were made around the table.

Item	Content	Action
22/1/1.1	<b>Apologies:</b> TB, JG and MV.	
22/1/1/2	<b>Declarations of Interest in relation to items on agenda:</b> None received. Amendments to previous declarations (to be signed and dated asap as not available for this meeting).	
22/1/1.3	<b>Election of Chair of Governors for 2022-2023:</b> GW took the Chair for this item and stated that an invitation for nominations had resulted in no nominations. SB kindly agreed to Chair for this meeting and a very limited period whilst discussions are taking place with a prospective new Chair. <b>Action: GW to keep SB informed of these discussions and the outcome. The situation will be reviewed should the proposed new Chair decided against taking up the role.</b>	<b>GW</b>
22/1/1.4	<b>Election of Vice Chair:</b> No nominations were received for this role. It was AGREED that this should remain vacant until the new Chair is confirmed and appointed, and potentially other new governors have been recruited.	
22/1/1.5	<b>Resignation of Parent Governor – Jane Guppy:</b> JG tendered her resignation with effect from this meeting. This was duly <b>ACCEPTED</b> and hope expressed that JG would be able to join the LGB again in the future. <b>Action: GW to add to Trust Board agenda for formal acceptance and confirm back to SB.</b>	<b>GW</b>
22/1/1.6	<b>Appointment of a Co-opted Governor – Martin Veasey:</b> MV's application was circulated in advance, and an informal meeting took place on 5 September with EL, TB, CLM (via Teams), JW and GW after which EL accompanied MV on a tour of the school. It was felt that MV would be a very positive and welcome addition to the LGB. Proposed: CLM. Seconded SB. Unanimously in favour. <b>Action: GW to add to Trust board agenda for recommendation and formal appointment on 11 October, and confirm outcome.</b>	<b>GW</b>

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22/1/4.1	<p><b>Ivy Education Trust Update:</b> (This item (4) was brought forward). KQ, the CEO of Ivy Education Trust, thanked the Governors for welcoming her to their meeting and advised that each LGB meeting will include an update from the Trust, either with herself or other members of the Executive Team attending as required, or via the Chair of Governors feeding back from their attendance at the Chairs' Group meetings which take place immediately after the Trustees' Full Board meetings.</p> <p>Following the merger in June, a lot of work is being done on bringing everyone together as one Trust. KQ stated that one area that is not currently functioning as hoped is People/HR and apologies have been made to the Heads about this. The People/HR team met today with KQ and have moved things forward on agreeing what is Trust-based and school-based. A flow chart will be circulated to Heads in a few weeks to identify and clarify who to contact in which situation.</p> <p><b>Safeguarding:</b> The Trust will check all schools' SCRs and carry out a safeguarding check three times per year, in addition to the safeguarding link governor's own checks. The Trust has a safeguarding cycle of business which LGBs can use as a guide and this has been sent to SB by GW. The Head and safeguarding governor will receive a written feedback report three times per year on strengths, and things that need to improve, and training will be applied where required or requested.</p> <p>It was noted that there is a Trust-wide governor and trustee training session for KCSiE on 5 October at 4.30 pm at TCS Mill Lane. Governors may attend in person or via Teams.  <b>Action: Governors to confirm to GW whether they are able to attend and how.</b></p> <p><b>Finance:</b> The Trust moved to a new system following the merger and there have been some issues with some of the schools getting online and placing orders which will be resolved. There are also audits happening and it should be borne in mind that this is a busy time for this department.</p> <p><b>Recruitment:</b> Rachel Wickham has moved from Headteacher at Dawlish College to become Headteacher at TCS ER. An advert is out for a new Head for Dawlish with a closing date of 12 October. Interviews will be held for day 1 on 19 October at the College, and day 2 on 20 October at the Langstone Cliff Hotel and governors, and Heads, have been invited to participate in this.  <b>Action: Governors to confirm to GW whether they are able to participate in the interview process.</b></p> <p><b>Diary date 15 November at Sandy Park:</b> This will be a Trust self-evaluation day and one non-staff governor representative from each LGB would be appreciated.  <b>Action: Let GW know if you can attend for this day.</b></p> <p>KQ advised that Kate Bukowski is currently Head of College at Dawlish and Paul Cornish, Executive Director of Education, is supporting as Executive Head so until Christmas KQ is still line managing the primary headteachers and will conduct the HT appraisals with Paul Cornish. For Starcross this time, as EL has only recently arrived in post, this will be target setting. KQ explained that targets come from the school vision and values and looking at overarching targets to be worked across 2-3 years, and are moving away from numerical targets towards curriculum and T&amp;L. The Governors are there to give the school context of the school if there is an appraisal/review, but this is target setting and governors were reassured that KQ will guide and support.  <b>Action: GW to circulate the Trust training programme and induction information and book places accordingly.</b></p> <p>KQ advised that Sir David Carter is undertaking research work this year with the Heads to help build and clarify the Ivy Education Trust offer, and that the Trust is here to support and help and governors are welcome to contact KQ and GW with any queries.</p> <p>The Trust Board wants to have LGBs, and very much values and welcomes the local function and the uniqueness of each school and connection with the local community. A discussion took place around the requirements of the LGB and the low numbers of governors currently appointed.</p>	<p>All</p> <p>All</p> <p>All</p> <p>GW</p>

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	<p>KQ advised if governors feel they cannot currently meet all the requirements, the Trust Board can support and take these back centrally for a moment in time until more governors are recruited.  <b>Q: Are there things we can clarify today about how things can work in the interim? There is currently no monitoring of safeguarding, finance, SEND.</b></p> <p>KQ confirmed the Trust do not wish governors to lose the essence of being a primary school LGB and holding the school to account for the education of children. The Trust can look at budgets, HR, safeguarding and the LGB will be included and receive all reports and those sections of the relevant meeting minutes.</p> <p>It was proposed and <b>AGREED</b> to pass the finance responsibility to be held by the Trust Board for the foreseeable future, and for this to be reviewed when more governors are recruited and trained appropriately.  <b>Action: EL as Head and one non-staff representative of the LGB to be invited to attend the Finance, Audit and Risk Committee meetings as the first item.</b></p> <p>It was proposed and <b>AGREED</b> to pass the safeguarding; premises; and health &amp; safety responsibility to be held by the Trust Board for the foreseeable future, and for this to be reviewed when more governors are recruited and trained appropriately.  <b>Action: EL as Head, and one non-staff representative of the LGB to be invited to attend the relevant item of the Trust's People and Values Committee (which incorporates Safeguarding and HR) to participate and update on behalf of Starcross. Premises and health and safety are covered within the Finance, Audit and Risk Committee.</b></p> <p>This will enable governors to focus on school visits, SIP, SEF, and a timeline will be set to work towards the Trust returning these responsibilities to the LGB when appropriate.</p> <p><b>Curriculum Link Governor:</b> It was <b>AGREED</b> that SB will be curriculum link governor and monitor SIP and SEF.  <b>Action: GW to send monitoring visit form to SB for completion and circulation as part of the papers for LGB meetings. These forms are also on the portal for those who need to complete them.</b></p> <p><b>SEND and Vulnerable Children Link Governor:</b> It was <b>AGREED</b> that CLM will hold this role and monitor and report to the LGB on SEND, Pupil Premium, Catch-up, and vulnerable students.</p> <p>KQ confirmed that a trust-wide Ofsted preparation training session will be held this term for governors, around the new framework and what new inspection will feel like and what governors may be asked. Dates will follow shortly.</p> <p><b>Action: GW to obtain SEND crib sheet from Maggie York, ML governor for SEND, and share with CLM. Also, to explore opportunity for ML and CLM to meet/speak to share good practice.</b>  <i>KQ left the meeting.</i></p>	<p><b>GW</b></p> <p><b>GW</b></p> <p><b>GW</b></p> <p><b>GW/CLM</b></p>
22/1/1.7	<p><b>Pay &amp; Performance Committee and Terms of Reference:</b> CLM will sit on this committee and MV will be invited. As this requires the attendance of three non-staff governors, and excludes the Chair of Governors, it was <b>AGREED</b> to invite another experienced governor from within the Trust to support with this committee whilst governor recruitment takes place.  <b>Action: GW to approach other IET governors who have experience of sitting on this committee for their own LGBs and advise EL.</b>  <b>Q: Are appraisals happening at the moment?</b>  EL confirmed they are being held currently for teachers. The appraisal process for support staff runs from January.</p> <p><b>Terms of Reference:</b> Proposed Terms of Reference were circulated and <b>AGREED</b>.</p> <p>It was <b>AGREED</b> to hold the Pay and Performance Committee meeting at Starcross Primary School at 5.30 pm on 9 November, with the LGB meeting to follow at 6 pm.</p>	<p><b>GW</b></p>

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	<b>Action: GW to email MV and advise.</b>	<b>GW</b>
22/1/1.8	<b>Agree Governor link roles and Terms of Reference:</b> Covered in item 4.1 above (Ivy Education Trust update).	
22/1/1.9	<b>Code of Conduct for Governors and Trustees:</b> This was circulated at the meeting and signed by all present. <b>Action: Copy left with EL for TB to sign and GW to email MV.</b>	<b>EL/GW</b>
22/1/1.10	<b>Agree policy review group/link governor:</b> It was <b>AGREED</b> that all policies will come initially to the LGB until further governors are recruited and this role can be assigned to one governor, or a smaller group.	
22/1/1.11	<b>Agree Governance Improvement Plan and Objectives:</b> It was <b>AGREED</b> to review the Governance Improvement Plan when there is a new Chair in post. This will be added to the SIP as an additional item.	
22/1/1.12	<b>Review KCSiE 2022 and sign to agreed read and understood:</b> KCSiE Part 1 has been circulated to governors with a request to email confirmation of reading and understanding to GW asap. <b>Action: All governors to read this document and email GW as above.</b>	<b>All</b>
22/1/2.1	<b>Matters arising from meeting held on 22 June 2022:</b> Minutes of these meetings were shared on the portal. EL confirmed that the Waiting list query was addressed with 6 new children joining the school and marketing is underway with the support of Ashleigh Smith, Trust Marketing Officer. It was <b>AGREED</b> that governors may promote that the school has spaces available, at their work place if relevant. A banner is on order which will be displayed in Starcross. A prospectus for new parents is also being produced and open days are being organised for October and November.	
22/1/2.2	<b>It was AGREED</b> these are a true and accurate record of the previous meeting by those who were present.	
22/1/3.1	<b>Chair's Remarks:</b> Nothing further to add to previous discussion.	
22/1/5.1	<b>Headteacher's Report:</b> Circulated in advance and questions invited. EL advised that the SIP is a working document and will be RAGd and reported against for the next meeting.  EL highlighted the Babcock safeguarding review which has shown up some areas of improvement required. The school received a large amount of HR support from the Trust over the summer with the SCR. The CPO, Scott Deeming, has been to the school to carry out a check and was happy that the actions have been done and this is moving in the right direction.  CPD and structure for tracking vulnerable people is being actioned which was a big body of work around safeguarding.  The pre-school playground was re-levelled and tarmacked over the holidays. <b>Q: It has been noticed that the downpipe goes into a puddle on the floor and isn't going into a drain. Can this be looked into?</b> EL advised that the contractors need to see where puddles form and then more sink holes and draining sections will be put in.  The report contains an update on summer works that have been completed which have made a big difference and the school feels very clean and bright. <b>Action: Governors to access Q Cards on the portal and bring questions on the Headteacher's Report for the next meeting.</b>	<b>All</b>
22/1/7.1	<b>SIP/SEF:</b> This can be looked at with more focus with SB arranging a visit. Areas of leadership have been clarified. <b>Action: SB and EL to confirm a date for SB to visit.</b>	<b>SB/EL</b>
22/1/8.1	<b>Risk Register:</b> This format is new for legacy EMAT schools. The new format for IET was circulated in advance and GW advised how this works and ties into the Trust register. Responsibility for this sits with the Head, and monitoring of some items by the LGB as indicated, and this will be <b>reviewed again ahead of the next meeting and added to the agenda as a standing item.</b>	<b>EL</b>
22/1/8.2	<b>Finance Report:</b> The management accounts were received by EL from the CFO and circulated to governors.	
22/1/8.3	<b>Premises:</b> Covered in Headteacher's Report under item 22/1/5.1.	
22/1/9.1	<b>Reports from Link Governors:</b> No reports for this meeting.	

Item	Content	Action
22/1/10.1	<b>SEND Policy:</b> Circulated in advance. Duly <b>ADOPTED</b> . <b>Action: EL to ensure this is uploaded to the website to replace the current report, and circulated to all staff.</b>	EL
22/1/10.2	<b>SEND Information Report:</b> Circulated in advance. Duly <b>APPROVED</b> . <b>Action: EL to ensure this is uploaded to the website to replace the current report.</b>	EL
22/1/10.3	<b>Admission Policy 2024-2025:</b> This was circulated in advance, having been prepared by the Trust's admissions advisor at DCC. <b>Action: EL to email the relevant form to GW with any amendments/comments by 3 October as these form part of the papers for the Trust Board meeting the following week.</b>	EL
22/1/10.4	<b>First Aid Policy:</b> Circulated in advance. Duly <b>ADOPTED</b> and will be uploaded to website. <b>Action: EL to add Administering of medicines and send to GW for governors to approve electronically via the portal. JW to send previous policy document to EL for review and amendment.</b>	EL EL/GW JW
22/1/10.5	<b>Agree policies for review at next meeting from the Policy Review Cycle:</b> GW and EL to liaise on this to ensure the correct policies are in place and create a cycle of review.	
	<b>Child Protection and Safeguarding Policy:</b> This is a Trust-wide policy with an appendix at the back for each school. It is currently being updated by the Trust for adoption at the Trust Board meeting on 11 October. <b>Q: Who is the DSL?</b> EL confirmed she is currently the DSL for the school. <b>Action: As the responsibility for safeguarding has been passed to the Trust for the foreseeable future, confirmation was requested of who will be the named Safeguarding link on the school website and Appendix 10 of the policy (Trustee, or named person in school?). GW to check and confirm back asap.</b>	GW
22/1/11.1	<b>Feedback from recent governor visits:</b> These are to be organised for this term and a monitoring report completed for each, which will be circulated with the papers ahead of the next LGB meeting.	
22/1/11.2	<b>Feedback from any training, or requests for training:</b> Training to be organised this term.	
	<b>Q: Assemblies used to have forums which the children liked. Is this coming back? Some of the older children are vaping and pressuring the younger children out of school. Could this be addressed?</b>  EL stated that the first part of this question is safeguarding. Conversations have taken place with the Head at another school to address a mutual issue; and the curriculum at Starcross will now include more awareness of drugs and alcohol.  With regard to the forums in assemblies; this is about British values and democracy which will be coming back in a monthly rota and more focused format led by Mr Cross.  EL highlighted leading on behaviour and attitudes and personal development will be included in the SIP and the relevant member of staff can be invited to speak to the LGB for that item.	
	<b>Q: In the gifted and talented area, is there any mentoring and awareness of which children are looking to consider grammar as a secondary and raising aspirations?</b> EL confirmed this will be discussed at the parents' evening after half term and dates will be included in the next newsletter. Schools do not hold gifted and talented registers anymore as it is more about depth and breadth.	
	<b>Date of the next meeting:</b> 6 pm on 9 November 2022 (to accommodate the Pay & Performance Committee meeting that evening at 5.30 pm).  Meeting closed at 7.36 pm.	