

**MINUTES**  
**of the General Meeting of the Local Governing Body for Starcross Primary School**  
**held on 24 January 2024 at 5.30 pm at Starcross Primary School**

<b>Present:</b>		
<b>Name</b>	<b>Title/Role</b>	<b>Initials</b>
Tish Broome	Staff Governor (non-teaching)	TB
Gemma Posey	Co-Opted Governor	GP
Julia Sutherland	Local Governance Officer	LGO
Annabelle Thomas	School Improvement Lead (Primary)	AT
Tara Trail	Headteacher	TT
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor, Vice-Chair	AW
Gaby Willis	Trust Governance Officer	TGO
<b>Apologies:</b>		
None		
<b>Absent:</b>		
None		

**Key to acronyms**

LGB	Local Governing Board	TGO	Trust Governance Officer
IET	Ivy Education Trust	SIP	School Improvement Plan
SLT	Senior Leadership Team	TPS	Teignmouth Primary School
SENDCo	Special Education Needs Coordinator	SEND	Special Education Needs and Disabilities
STA	Starcross Primary School	PP	Pupil Premium
SLP	Speech-Language Pathologist	DOO	Director of Operations, IET
CEO	Chief Executive Officer, IET	EDE	Executive Director of Education, IET
FAR	Finance, Audit and Risk Management Committee		

The meeting opened at 5.30pm

<b>Item</b>	<b>Content</b>	<b>Action</b>
23/3/1.1	<b>Welcome and Apologies:</b> The Chair welcomed AT and TGO from the Trust. LGO reported that no apologies had been received but TB had been delayed and would join later.	
23/3/1.2	<b>Update regarding Parent Governor Vacancies:</b> LGO reported parents had been invited to apply for 2 vacancies but no further applications had been received. TB joined the meeting. Application had been received from a prospective governor who had spoken with MV and if her application agreed/approved would consider Safeguarding link. TT asked if Trust could cover Safeguarding as the current link Governor had resigned and any new Governor would need time to learn. <b>TGO agreed to ask IET.</b> Redacted application to be placed on GovernorHub and <b>LGB to approve</b> electronically by end of Friday so LGO can send to TGO for urgent approval by IET.	<b>TGO</b> <b>LGB</b> <b>LGO</b>
23/3/1.3	<b>Declarations of Interest:</b> None declared for this meeting.	
23/3/1.4	<b>Resignation of Co-opted Governor:</b> MV confirmed he had accepted resignation of LM. Discussion regarding constitution of LGB and how to encourage more members. MV to chase Met Office, TB to contact Parish Council. MV to provide copies of recent flyer. Consider putting on Starcross Facebook. TGO to pursue with Governors for Schools and possible contacts in other local schools.	<b>MV</b> <b>TB</b> <b>MV</b> <b>TGO</b>

23/3/2.1	<p><b>Update from Ivy Education Trust:</b>  AT is Executive Headteacher at TPS and since September has been spending 2 days a week with TT to provide support. CEO and EDE of IET had conducted a health check and agreed many improvements to celebrate but will continue current extra support for the rest of the year. Team building to be provided for Heads with another session in March. Step Lab coaching to be launched after Easter at STA.  <b>Q: How is this being funded at STA?</b> Support is funded from reserves of IET after consideration by finance audit and risk assessment.  <b>Q: is the First Aid policy up to date?</b> First aid is not a statutory policy, it is a procedure, TT to liaise with AT. TT requested clarification on which policies needed. TGO advised IET is considering a generic list for the schools in IET. TT will need to delegate to SLT some policies. The school is now called Starcross Primary School and so any policy would apply to all parts of the school. AT left the meeting at 6pm.</p>	TT
23/3/3.1	<p><b>Matters Arising from the meeting held on 20 November 2023:</b> The majority of action points had been updated.  23/2/3.1 GP was monitoring phonics and had received the data from December which showed progress. Year 2 student levels need addressing, on SLT Agenda for tomorrow. Next year Year 2 will all be in the scheme.  23/2/3.1 Safeguarding Statement: TT will use the data which is sent to IET every half term to report back to LGB in the Headteacher's Report. This would be added in table form each time so that comparisons can be made.  23/2/4.1 Confirmed that Link Trustee from IET had visited to see the school.  23/2/5.2 Cornerstones computer programme: TT had training session at TPS. In future every half term Maths and English subject leads will present class data reports which can show individual students and their progress. TT will send a link to LGB.  <b>Q: Will there be a link sent home to parents?</b> New website is being produced and they will soon have editing rights.  23/2/6.1 One Minute Guide link to be sent to Governors  23/2/9.1 3 previous reports had questions for TT to reply to. Discussion regarding best way forward with this scenario. Agreed any questions in Link Governor visit reports would be answered by email, copy to LGO and answers attached as appendix to minutes.</p>	TT  TT  LGO
23/3/3.2	<p><b>Agree minutes of meeting held on 20 November 2023 as a true and accurate record:</b> Unanimously <b>AGREED.</b></p>	
23/3/4.1	<p><b>Chair's Update:</b> Nothing to report</p>	
23/3/5.1	<p><b>Headteacher's Report:</b>  <b>Q: What initiatives are being employed to help more pupils reach the Devon average for higher standard for Grammar, Punctuation and Spelling? Our 2022-2023 percentage was only 14%, reaching the higher standard, against 25% in Devon and 30% in England. (Data from Gov.UK). How are you monitoring pupil progress on this and ensuring that all pupils achieve their potential?</b>  TT reported STA just above national and floor target. Need to increase number achieving age related targets and for that to be target in each class. Year 6 data has been analysed and needs looking into more depth. Mock SATS with access arrangements have been sat. There has been targeted teaching for Year 6 SPAG with interventions in the afternoon for Maths and Reading.  <b>Q: We achieved 52% of pupils meeting the expected standard in reading, writing and maths in 2022-23, against 55% in Devon, and 60% nationally. However, only 11% of our disadvantaged children met the expected standard. What strategies are in place to narrow the attainment gap of our disadvantaged pupils academically, and how do you monitor progress among this group and alter strategies if progress is not being made?</b>  Teachers know disadvantaged students, specific seating is used, and targeted questions make sure all making progress. Timetables are made for the afternoon</p>	

	<p>and students engage in intervention periods. These tend to be short sessions with a big push on phonics to help reading progress.</p> <p>Q: What is being done to close the attainment gap between girls and boys in reading, writing and maths? Is the gap decreasing over time and how is our high attainment ethos being employed to motivate boys to reach their potential?</p> <p>Cornerstones is using quality authors and texts which is engaging the boys more. Notice that girls more engaged in English, boys more in Maths. Asking students via pupil voice for example what they would like. Also feed back to Cornerstones to make it more contextual for Starcross, local landmarks, trips. Etc.</p> <p>Q: Regarding the pupils who have recently left Starcross, did discussions with pupils and their parents help us to learn whether we are providing their expected range of provision for the children, be it to meet SEND needs, or other requirements?</p> <p>TT explained why 2 students have transferred to other schools and neither were related to problems with SEND support. More children have joined than left, and they are at capacity in pre-school. The mixed classes did worry parents but they are now reassured it is working. TT considering asking Pupil Voice their opinion on mixed classes and then circulate answers to parents. Possibly add item to Newsletter in January. TB reported that ex-pupils are returning for work experience to share future choices with students.</p> <p>Q: How is staff morale and what strategies are being put in place to maintain/improve it?</p> <p>Lots of change was needed with Ofsted imminent, and 3 new programmes introduced did put a strain on staff. TT has introduced Wellbeing Wednesday, after school with mindfulness, suggestion box. Plan to give staff time to go and visit other schools. These changes have resulted in much improved morale and staff attendance.</p>	TT
23/3/6.1	<b>SIP and SEF:</b> Both documents are on Governor Hub for Governors to read through.	
23/3/7.1	<p><b>Policies and Procedures:</b></p> <p><b>Admissions Policy 2025/26:</b> Agreed by LGB in September, has been checked by Devon County Council, TT has checked thoroughly, has to go to IET for approval. <b>APPROVED</b></p>	LGO
23/3/7.2	<b>Attendance Policy:</b> School vision has been updated. <b>APPROVED</b>	
23/3/7.3	<b>Intimate Care Policy:</b> amalgamated with pre-school. <b>APPROVED</b>	
23/3/7.4	<b>Play Policy:</b> <b>APPROVED</b>	
23/3/8.1	<p><b>Link Governor Visits and Training:</b></p> <p>Visit reports were read before meeting and governors were invited to raise items (including safeguarding concerns) by exception.</p> <p><u>Attendance &amp; Behaviour</u> AW:</p> <p>(1) Procedure and flow chart now being followed for when parents ring in with pre-school absentees, calls being put through direct.</p> <p>(2) initial meetings with pre-school carers are being reinstated.</p> <p>(3) sleep articles will be in newsletter, and to parents of students identified as being a concern.</p> <p><u>Curriculum</u> SB: Safeguarding concern re door in main corridor, still engaging with company, DOO also liaising. Electronic sign-in system is now up and working.</p> <p><u>Curriculum Literacy</u> GP: Safeguarding issue that problem with door to decking and cloakroom – TT confirmed Maintenance Manager will be dealing with tomorrow.</p>	
23/3/8.2	<p><b>Behaviour Data:</b> Discussion regarding what can be released from CPOMS and what data is required from TT. IET has appointed a new Attendance Lead Officer who will be liaising with Headteacher and Chair/Attendance link and produce relevant data.</p> <p>Q: is Insight our only internal data? Just for core subjects, but use Cornerstones for other tracking. Target Tracker used for early years and will hope to move whole school soon. Data is needed half termly. SEND profile tool also monitors impact.</p>	

23/3/8.3	<b>Feedback from online training:</b> AW had completed “Progress and Attainment – using data to improve educational outcomes”, which may be useful for Chair. AW suggested a general session regarding Data in conjunction with the SEF. MV will provide details of recent SEND training for LGO to update records.	<b>MV</b> <b>MV</b>
23/3/9.1	<b>LGB Handbook update:</b> MV to include school vision into Handbook. TGO confirmed scheme of delegation is being reviewed and passed to IET meeting 20 February.	<b>MV</b>
23/3/9.2	<b>Standing orders file:</b> to continue updating	<b>LGO</b>
23/3/9.3	<b>Risk Register:</b> TGO confirmed this is going to FAR next week, then new format will be tested. TGO will email a copy to TT. LGB will need to see twice a year. <b>Skills Audit:</b> LGO reminded the LGB that they needed to complete the skills audit urgently and return to LGO.	<b>TGO</b> <b>LGO</b> <b>LGB</b>
23/3/10.1	<b>Date of next meeting: Wednesday 24 April 2024 at 5pm</b> The Chair closed the meeting at 8.00pm.	