

**MINUTES**  
**of the General Meeting of the Local Governing Body for Starcross Primary School**  
**held on 24 April 2024 at 5.00 pm at Starcross Primary School**

Present:		
Name	Title/Role	Initials
Tish Broome	Staff Governor (non-teaching) – part meeting	TB
Louisa Hosgood	Parent Governor	LH
Gemma Posey	Co-Opted Governor	GP
Julia Sutherland	Local Governance Officer	LGO
Tara Trail	Headteacher	TT
Martin Veasey	Co-Opted Governor, Chair	MV
Annette Wade	Co-Opted Governor	AW
Gaby Willis	Trust Governance Officer, Ivy Education Trust – part meeting	GW
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	TPS	Teignmouth Primary School
SENDCo	Special Education Needs Coordinator	SEND	Special Education Needs and Disabilities
SX	Starcross Primary School & Nursery	PP	Pupil Premium
SLP	Speech-Language Pathologist	AHT	Assistant Headteacher, Starcross Primary
CEO	Chief Executive Officer, IET	TCS	Teignmouth Community School

The meeting opened at 5.18pm

Item	Content	Action
23/4/1.1	<b>Welcome and Apologies:</b> The Chair welcomed LH to the meeting as the new parent governor, and GW representing the IET. No apologies received.	
23/4/1.2	<b>Declarations of Interest:</b> None declared for this meeting.	
23/4/2.1	<p><b>Update from Ivy Education Trust:</b>            CEO had been called to urgent meeting. GW confirmed that LGB had received the IET Comms sheet from February.</p> <ul style="list-style-type: none"> <li>• Safeguarding is being held by the Trust until another link governor is trained to take over. Visits are proceeding.</li> <li>• SX Pre-school policy has been confirmed</li> <li>• Roof repairs are currently proceeding</li> <li>• Terms of Reference and Scheme of Delegation have been received from IET</li> <li>• Current focus is Attendance and SEND</li> <li>• Annual IET governors event has been confirmed for Tuesday 25 June 2024, 5pm to 7pm at Passage House Inn, Kingsteignton. Any suggestions for content to LGO to send to TGO</li> </ul> <p><b>Q: what help will TT receive from the Trust in September?</b> The support will not disappear in September, there will be feedback to staff before September.</p> <p>TB joined the meeting at 5.25pm.</p>	

	<p><b>Q: how is finance allocated?</b> GW explained how the operations budget worked. The capital allocation is agreed by Headteachers and Chairs and held centrally in GAG pooling, then distributed on necessary projects throughout the Trust.</p> <p>Chair thanked GW for her comments. GW left the meeting at 5.30pm.</p>	
23/4/3.1	<p><b>Matters arising from meeting held on 24 January 2024:</b> Chair reminded LGB to update any completed action points to the LGO.</p> <ul style="list-style-type: none"> <li>• TB has contacted Parish Council, waiting for response</li> <li>• LH reported a new parent has shown interest in joining LGB but requires more information. LH will liaise.</li> <li>• LGB decided to wait until September to send out general email again to parents to invite applications for LGB.</li> <li>• All actions complete except for TT, who will update LGO</li> <li>• MV will speak with TGO regarding LGB handbook content</li> </ul>	<p><b>TB</b> <b>LH</b></p> <p><b>LGO</b></p> <p><b>TT</b> <b>MV</b></p>
23/4/3.2	<p><b>Agree minutes of the previous meeting held on 24 January 2024 as a true and accurate record:</b> Unanimously <b>AGREED</b></p>	
23/4/4.1	<p><b>Chair's remarks and any urgent correspondence:</b> MV reported the chairs Group Meeting was on 26 March 2024 and AW was to attend on his behalf. Due to travel problems, AW had joined the meeting on Teams towards the end. It was mainly about concentrating on Attendance and SEND. MV would feed back any points after receiving the minutes</p>	<p><b>MV</b></p>
23/4/5.1	<p><b>Head Teacher's Report:</b> TT asked if the LGB was happy with the format of her report. LGB requested that TT add an extra column to the CPOMS to make comparing data easier.</p> <p>The LGB had received the report before the meeting and the following questions were discussed.</p> <p><b>Q. The attainment level of children in writing is low, especially in Kittiwakes (year 1) and Avocets (year 4/5) . 75% and 76% are below age related expectations. The attainment level in maths is also low in these year groups (68% for Kittiwakes and 77% for Avocets not meeting age related expected levels). Can these data be explained and what action will be taken to improve attainment?</b></p> <p>TT replied that they suspect it was a number of reasons such as so many changes, schemes have not had enough time to embed yet and mixed classes. The Insight system does colour coding, and she has reminded staff that amber is not good enough and expectations need to be raised so all students are on green.</p> <p><b>Q: did you move onto the Read Write Inc programme?</b> No GP has spoken with phonics lead who mentioned about half hadn't followed phonics in Year 1 and thinks this may be related. Read Write Inc commented that if SX are just doing the reading part, then it is not following the full scheme. Phonics are 82% which is better and an upturn over last Year 2. Year 2 are now doing guided reading. TT responded that the phonics need to be embedded, and after all the changes they needed to check the quality of delivery. They are only 3 weeks from the KS2 assessments and are delivering SPAG (spelling, punctuation and grammar) booster sessions.</p> <p>AW felt there was an element of the covid gap affecting year 6. TT said it has been suggested that SX may change from Insight data tracking to Target Tracker which is used within the Trust, which could then be used trust wide so data can be shared and evaluated.</p> <p><b>Q: SPAG. How often do you monitor children's retention?</b> There is a half termly assessment with higher focus on Year 6. AHT AC is working on a writing progression document.</p>	<p><b>TT</b></p>

	<p>TT thinks that progress will be strong rather than attainment, for example, Reception Sandpipers who have had Read Write Inc from the beginning, their reading data is strong.</p> <p>Q: It's good to see plans to use the swimming pool next term. Has there been any discussion with IET regarding the future viability of the swimming pool, noting that swimming is an essential life skill for pupils, especially in our maritime setting?</p> <p>TT reported they are waiting for the installation of a rubberized floor in the changing room and Dawlish Estates &amp; Facilities Manager will show SX site agent the procedures. A risk assessment has been done. SX has been approached by 3 local schools regarding renting the pool. TT would like to keep it open for longer if weather is fine and there is extra financial income.</p> <p>TT's vision is that the pool should be used for learning to swim, with year 2 upwards. More families are struggling financially so may not be paying for swimming lessons, and SEND students are unable to access them because of their behaviour, so this would help with diversity and inclusion targets, and resilience. Need to check if a qualified swimming teacher is needed, and also check height restrictions so that pre-school could also join in.</p> <p>LGB requested that the Trust view should be sought on this regarding the financial implications, and it should be stressed how important this vision is to SX considering its physical situation next to the river, and the school's focus on providing an enriching curriculum.</p>	<p><b>Comms Sheet</b></p>
<p>23/4/6.1</p>	<p><b>Reports from Link Governors:</b></p> <p><b>Safeguarding</b></p> <p>The relevant part of the minutes of the People &amp; Values Committee of IET from 26 March 2024 had been distributed to the LGB. MV reported that the Trust member currently covering SX safeguarding has been asked to contact our Governor to start training. After discussion, LH agreed to be the Link Governor for Safeguarding and to start the training process.</p> <p>TT confirmed that the site security had been actioned.</p> <p>Q: what is the situation regarding pre-school parents waiting after school? They can enter via side gate and wait on the grounds, and they can leave through the gate. There are no safeguarding concerns as they cannot gain access to the remainder of the school.</p>	<p><b>NT</b></p> <p><b>LH</b></p>
<p>23/4/6.2</p>	<p><b>Attendance Data:</b></p> <p>TT commented that SX attendance is currently at 95.5% which is above the national figure 94% and the highest school attendance in the Trust. Next year SX will push for 97%.</p> <p>TT has a list of vulnerable children, and attendance is included. Each Monday attendance is assessed and checked as to whether it has improved or dropped. When attendance drops SX starts making phone calls, being proactive with parents. Persistent absence is triggered when it drops below 90%, currently 16 pupils. TB keeps track of pre-school absences which is shared with transition.</p> <p>Q: Do the SLT discuss the link between pupil attendance and their attainment in pupil progress meetings among those who are persistently absent, and is there a correlation between the two for most of these children? Yes, the highest persistent absentees have the highest needs. There is an SLT and pupil progress meeting each half term and attendance is also discussed.</p> <p>Q: What methods are used to find out the barriers surrounding children's attendance, and are these reactive when an amber meeting is required, or employed in good time before a child is persistently absent? When attendance is seen to be dropping SX will contact early, catch on the gate or a phone call if no improvement. TT has a spreadsheet with actions to track. If no improvement, then amber meeting is required. Each week decision made on phone call, meeting or letter. Many students are on the watch list.</p>	

	<p>Q: Are there any other methods that could be used to establish what the barriers surrounding attendance are of harder to reach families, and to get to know all families of those with lower attendance? The best way is talking to parents and having meetings. Once we have spoken to them it is much easier to understand difficulties and come up with strategies.</p> <p>Q: How about those who are hard to contact or don't come in? We continue to catch up with them on the gate, etc.</p> <p>Q: Do you door knock? Yes, we have done one so far.</p>	
23/4/6.3	<p><b>Pupil Voice and Pupil Premium</b></p> <p>Q: How do you know or will you find out what the thoughts of the PP parents are? The parents voice could help inform the SLT what the current views are and break down barriers surrounding it for other eligible families. A PP parent/carer survey is going to be carried out to help inform the SLT what the current views are.</p> <p>Q: How does the school provide continuing professional development for staff, and how is this impacting on outcomes for pupils, as well as facilitating the sharing of good practice? All CPD that we do puts our vulnerable groups of children in the spotlight. Our disadvantaged children drive everything that we do. All curriculum training must concentrate on adaptive teaching.</p> <p>Q: how do you know that CPD is impacting outcomes for these pupils? Could you give some examples of this? The intention is for improved tracking of music, supplemented trips, breakfast, etc., so that all these pupils get these opportunities.</p> <p>Q: Is the school developing collaborative approaches both within the school and across schools to raise expectations and accelerate learning? (e.g. lesson study and school to school improvement)? Yes – we learn a lot from working with other schools in the trust. We share good practice and ideas through HT meetings and school to school support.</p> <p>Q: were any students from preschool interviewed? It was suggested that on the next visit link governor should talk to staff as such young children may not be able to answer the questions.</p> <p>Many parents are not applying for free school meals and do not realise the help and support their child would qualify for during the next 6 years. It was suggested an item in the next Newsletter and input from Parent Voice, and offer help at SX with the internet application.</p>	<p>TT</p> <p>AW</p> <p>TT</p>
23/4/7	<p><b>Policies and Procedures:</b></p> <p><b>SEND:</b> Approved by LGB in November but website had not been updated. LGO has checked and website has been updated today.</p> <p><b>Equalities Document:</b> TT had circulated this urgently to the LGB. Slight amendments were discussed and TT will supply a final version. Pending the final amendments, <b>APPROVED</b></p> <p>LGO commented that IET were producing a definitive list of policies required on the website, and Devon Education Services produce a statutory list. MV requested that LGO produce a policies timetable for September for the year ahead.</p>	<p>TT</p> <p>LGO</p> <p>LGO</p>
23/4/8.1	<p><b>Governor visits and Training:</b></p> <p>No further visits to report.</p> <p>GP had completed the induction training which helped inform how the Trust works. Further training about curriculum is available online in the Learning Link with NGA. LH confirmed she is doing the induction training on 27 June in person. LGO to book TB on this training as a refresher course.</p>	<p>GP</p> <p>LGO</p>
23/4/8.2	<p>TT reported that she had attended the Equality, Diversity and Inclusion training on 14 March and the key message was the importance of paper trails. MV stated that slides of the training are available on GovernorHub – Resources for IET – training – 2023-24.</p>	<p>LGB</p>

	AW recently did online training in “Developing Governing Skills”. MV reminded the LGB to send details of any training taken to LGO via email.	<b>LGB</b>
23/4/8.3	<ul style="list-style-type: none"> <li>(i) Chairs, Heads and Clerks training was completed by MV, TT and JS. MV and JS will attend a TCS LGB meeting to understand how it works and how chair and LGO work together. MV has Chairs training (leadership of the Governing Board) on 23 May.</li> <li>(ii) Cycle for governor visits needs to be prepared.</li> <li>(iii) Skills audit – still not complete by all on LGB. LGO will bring paper copies for LGB members to complete and bring to September meeting.</li> <li>(iv) Governance Health check now on GovernorHub. MV commented we can use the RAG system to drive improvement as LGB. Progress has been made against policies and safeguarding. At the next meeting LGB will go through in more detail and check off actions completed.</li> <li>(v) AW reported that the Finance link governor role required someone with a financial background. The LGB decided to ask the Trust to take this responsibility back until a link governor can be found. TT would attend the FAR Committee via Teams and report back to the LGB if agreed.</li> </ul>	<b>MV/JS</b>  <b>TT/MV</b> <b>LGO/</b> <b>LGB</b>  <b>LGB</b> <b>LGO</b>  <b>TGO</b> <b>TT</b>
23/4/9.1	<b>LGO Update:</b> <b>Health &amp; Safety:</b> The LGB requested that the Director of Operations IET be asked to provide a written update for the next meeting.	<b>LGO</b>
23/4/9.2	<b>Annual IET Governors’ Event:</b> already discussed in 23/4/2.1 above	
23/4/9.3	<b>TOR, SODA and Complaints Policy:</b> LGO confirmed that these documents were on GovernorHub and that they LGB should check them thoroughly. Any complaints should be forwarded to the LGO.	<b>LGB</b>
23/4/10.1	<b>Date of next meeting: Wednesday 26 June 2024 at 5pm</b> The Chair closed the meeting at 7.00pm.	