

CLARE COMMUNITY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Body of Clare Community Primary School
held at the school at 3.30pm on Monday 12th May 2025

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| Present: | Stella Byrne – SB (Chair) Jenni Carter – JC Rob Davies – RD Georgina Dennett – GD | Christine Kennedy – CK Lorna Stranger – LS (Head) Shelley Thurgood – STh |
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In attendance: Abbi Thorpe (Governance Professional)

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| 1 | <u>WELCOME AND APOLOGIES FOR ABSENCE</u> | |
| 1.1 | There were no apologies for absence. Joey Kettle, Alison Robinson and Samantha Tompkins were not present. | |
| 1.2 | Governors consented to these absences. | |
| 2 | <u>PECUNIARY AND OTHER INTERESTS</u> | |
| 2.1 | No declarations of pecuniary or other interests regarding items on the agenda were made. | |
| 3 | <u>CHAIR'S ACTION/UPDATE</u> | |
| 3.1 | There had been no Chair's actions. | |
| 3.2 | <p>The Chair was awaiting new dates for the Anglian Learning Trust (ALT) Governor training session.</p> <p>School Policies would be reviewed at the next meeting.</p> <p><u>CK asked what the arrangements were for overseeing the budget as it was no longer a Governor responsibility.</u> LS confirmed that a new ALT Finance Partner had been recruited who would be working with her in the future. Currently the School was following the budget plan and spending was within the limits outlined in the plan.</p> | |
| 4 | <u>MINUTES</u> | |
| 4.1 | The minutes of the LGB meeting held on 31 st March 2025 circulated on GovernorHub, were agreed , and signed. | |
| 4.2 | There were no matters arising. | |
| 5 | <u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u> | |
| 5.1 | RD was welcomed to the meeting as the Staff Governor. | |
| 5.2 | There were no vacancies. | |

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| 6 | <u>EDUCATIONAL PERFORMANCE</u> | |
| 6.1 | <p>The Headteacher's Report, Pupil Numbers report, School Development Plan (SDP) and School Self Evaluation (SEF) had been circulated on GovernorHub.</p> <p>LS highlighted:</p> <ul style="list-style-type: none"> • There were more boys than girls in Year 1. • Only 50% of Year 3 pupils had been in the School from Reception. • There were high SEND needs in Years 2,4,5 & 6 which were reflected in the data. <p><u>SB asked about the unsuccessful EHCP application.</u></p> <p>LS confirmed that the Parent had appealed the decision. She was pleased that the assessment process of an EHCP application was now quicker.</p> <ul style="list-style-type: none"> • Attendance data included 1 pupil who was in an Alternative Provision awaiting a specialist setting. • Attendance was in line with National with Pupil Premium (PP) pupils a targeted area. There were 2 pupils on a part time timetable which was supported by Parents and the Local Authority (LA). • Various activities were in place to assist with the mental health needs of the pupils which included the use of therapy dogs and guitar lessons for a particular pupil. • Mrs Wilson would be the new SENDCO and was working with the ALT SENDCO. • Due to budget constraints a review of the Teaching Assistant (TA) posts in the school was taking place. <p><u>JC asked about the impact on the school.</u></p> <p>LS would hope that it would have a low impact on the pupils. It was hoped to share the PPA duties between 2 Staff members and there would be no Nurture practitioner.</p> <p><u>SB asked whether any changes to the TA staffing structure would cause an additional workload on the Headteacher?</u></p> <p>LS confirmed that it would not directly impact her duties.</p> <p><u>SB asked for clarity of the Venn Diagrams in the attainment data.</u></p> <p>LS confirmed that the middle area showed the combined attainment for Maths. Reading and Writing and this was a target area for the school.</p> <ul style="list-style-type: none"> • ALT had agreed that Maths and Writing would be targeted in the Academy Improvement Plan. <p><u>SB asked for an update on the Positive Regard training.</u></p> <p>LS reported that Staff were very positive as it reflected the existing School culture.</p> <p><u>SB asked about the use of the Nurture Room.</u></p> <p>LS confirmed that it was mainly used for 1 to 1 support.</p> <p><u>SB asked about the paired reading project.</u></p> <p>LS was pleased to report that it had gone very well with every pupil going up in reading and spelling. The next project would be Comprehension in Years 4 and 6.</p> <p><u>SB asked whether SATS papers would be used in Year 2?</u></p> <p>LS would review the papers online, but it was expected that School assessments would be used as in previous years there had been no difference in the results.</p> | |

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| 6.2 | A Governors Action Plan would be considered when the ALT Governor training session had been completed. | |
| 7 | <u>SAFEGUARDING, WELLBEING AND HEALTH & SAFETY</u> | |
| 7.1 | An assembly which focussed on anxiety had taken place as a result of requests from Pupils. There had been a good response from the Pupil Voice survey, which would be uploaded to GovernorHub. STh and Mel McIvor would meet to discuss pupil wellbeing and STh would contact the PTA regarding the Parent Wellbeing session. | LS STh |
| 7.2 | The S175/157 Safeguarding Audit would be completed by the deadline and the action plan brought to the next meeting. | SB/LS |
| 8 | <u>REPORTS FROM THE TRUST BOARD</u> | |
| | The latest report had been uploaded to GovernorHub. | |
| 9 | <u>REPORTS FROM GOVERNORS' MONITORING</u> | |
| | It was hoped that following the ALT Governors training the programme for monitoring visits would be clearer. It was agreed that Governors would use their visits to the school, which included drop-off and pick-ups, volunteering on trips and listening to pupils read as an opportunity to record their observations. Governors could also speak to the new Staff to gather their thoughts about Staff wellbeing and the support that had been given. | |
| 10 | <u>GOVERNOR TRAINING AND DEVELOPMENT</u> | |
| 11.1 & 11.2 | Governors were reminded that training was available via The National College, and they should have received the training link via email. | |
| 12 | <u>REFLECTION ON THE MEETING</u> | |
| | Governors thanked the Headteacher for the comprehensive and informative reports, especially the data split into year groups and the Venn diagrams. | |
| 13 | <u>ANY OTHER URGENT BUSINESS</u> | |
| | SB would circulate dairy dates to enable Governors to attend and volunteer. It was suggested that Governors could use these visits as a monitoring opportunity and upload a report to GovernorHub. | SB |
| 14 | <u>DATE OF FUTURE MEETINGS</u> | |
| | The date of the next meeting was confirmed as 7th July 2025 at 3.30pm. | |

The meeting closed at 4.30pm.

Signed

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Date

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ACTION LOG

| <i>Agenda Item</i> | <i>Action</i> | <i>By Whom</i> | <i>By When</i> |
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| 7.1 | Upload Pupil Voice results | LS | Next meeting |
| 7.1 | Contact PTA re Parent Wellbeing | STh | Next meeting |
| 7.2 | Complete S175/157 Safeguarding Audit and action plan | SB/LS | Next meeting |
| 13 | Circulate diary dates to Governors | SB | ASAP |