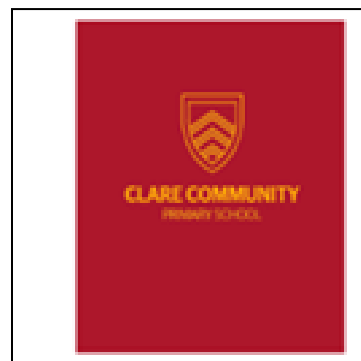


Clare Community Primary School Local Governing Body Meeting Minutes

29 September 2025 at 3.30pm at school

Governors Present: Stella Byrne (SB) Chair
Lorna Stranger (LS) Head
Jenni Carter (JC)
Georgina Dennett (GD)
Christine Kennedy (CK)
Alison Robinson (AR)
Shelley Thurgood (ST)



Others Present: Heather Lander (HL) Governance Professional

	ITEM	ACTION
1.	Welcome and Apologies	
	Apologies were received from Rob Davies. It was confirmed that Joseph Kettle might arrive later in the meeting, but they did not attend. HL was welcomed as the new Governance Professional and introduced to the Governors.	
2.	Declarations of Interest	
	There were no declarations for any item on the agenda.	
3	Minutes of last meeting (14.07.2025) and matters arising	
	All governors had read the previously circulated minutes. Subject to a small change needed recording Governor training, the minutes were accepted as a true record and agreed.	
4.	Vision, Values and strategic objectives	
	A QASI overview had not been prepared as it was not clear what this report was. LS confirmed that the five values for the school are reflected under the "Our Ethos" section of the website. There has been no change to those values but there was discussion around making the values more succinct. Focus on community continues to be important. Consideration of the values and the wording on the website will be carried out during the year with input from all staff, particularly for those areas where more detailed descriptions would strengthen the values. Governors agreed that more description would be of benefit and were also happy to change reference to Vision in place of Ethos. LS clarified that a school council had been established, and it would be an idea to ask those children for some quotes to include on the website. The AIP for 2025-26 had been circulated to Governors prior to the meeting. LS confirmed this AIP was very different to the last AIP	

	governors would have seen as it had been prepared for the Ofsted visit in January 2025. The AIP was based on the AL Trust Strategy 2030, an overall strategy that is adapted by each school for their specific circumstance. The AIP has been updated for additional areas of focus around leadership and management to reflect changes that will be implemented for reporting requirements. A Governor asked if the reporting requirements will affect all the current systems. LS confirmed it would, but staff will deal with one change at a time as there is a concern the implementation will take up a lot of additional time for staff as well as ongoing day to day work. A Governor asked what support LS will have. LS was not clear at this stage until the changes are implemented. Governors asked if they would be able to help once the changes were known. LS confirmed this may be a possibility and will keep Governors informed. LS confirmed the focus of the AIP was around SEND provision, Positive Regard and use of the Orchard room. A lot of the SLT time is currently being focussed on the Orchard room. A new SENCo has been appointed for the school. LS advised the Governors the attendance figures were already low due to holidays that had been taken at the start of the academic year, regarded as unauthorised absences. There was discussion around the process of fines for parents. There is a focus on vulnerable children in school and how this impacts data figures. SLT are looking at plans and tracking to have a high focus in this area during 2025-26. A Governor offered to help in this area. There is a big push on not suspending children but to utilise alternative options within school. LS confirmed the school are following advice from County regarding SEND children. LS confirmed the school continues to connect communities very well using appropriate communications, including focus on the attendance message to parents. Attendance is currently 95% but the school are wanting to aim for over 95% attendance. Persistent absence affects the attendance figures with lateness having an impact. There was discussion around PP children and their families who want to set up an external parent group. Time that the SLT take to deal with non-school issues could be supported by this group.	
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	A Governor asked about the position of Maths on the development plan. LS confirmed there was a new Maths lead and a new curriculum. There is a lot of staff training with an increased focus on the subject. Changes are already being seen, and award certificates have been handed out to the children. A Governor asked if children need a scribe, does the scribe need to have had training. LS confirmed yes. The scribe needs to know each child through introductory meetings and through the building up of the relationship. The school has volunteers in other areas of the school curriculum e.g. reader volunteers and by identifying those children now who will require a scribe, planning for the relationship to build can be put in place.	
5.	Curriculum	
	Achievement outcomes had been covered in detail in the last meeting. Information, as a reminder had been included in the Headteacher's report that had been circulated to the Governors before the meeting. There were no further comments or queries.	
6.	Safeguarding	
	LS delivered the annual Safeguarding training for the Governors and provided updates to changes of wording linked with the Safeguarding Policy. The Safeguarding Policy had been circulated to the Governors before the meeting and, subject to a few small changes would be recirculated for any further comment before being adopted. Action: recirculate amended Safeguarding Policy Slides from the Safeguarding Training can be uploaded to Teams for the Governors. Action: HL to organise Safeguarding slides with LS A Governor asked about the KCSIE25 as they had not yet received a copy to read and sign. HL confirmed this should come via Secure Schools as part of the annual policies that Governors would be asked to sign. LS asked about the Safeguarding Training for JK. HL confirmed they would follow up with JK to ensure the Safeguarding Training via the National College was completed. Action: HL to ensure JK completed Safeguarding Training via the National College.	Recirculate amended Safeguarding Policy HL to organise slides HL to confirm Safeguarding training for absent Governor

	ST left the meeting at 4.30pm.	
7.	People & Leadership	
	LS confirmed that the staffing update had been included on the Headteacher's report for Governor's information.	
8.	Risk	
	LS confirmed this would be an item to come back to at a later meeting once the details for reporting on this area under the Trust's process were clear. LS did confirm that finance is an ongoing risk for the school. The Governors commented that they had concerns/risk regarding the wellbeing of the staff and Headteacher.	
9.	Governance and Central Team matters	
	SB confirmed there was a link in the meeting agenda to the Governance Training Opportunities for the year for Governors to have a look at. There are some Governors who have not been able to access their Anglian Learning accounts yet and have not seen the link. There was a discussion about contacting the IT helpdesk who will be able to guide those Governors to gain access. Action: ensure all Governors have access to AL accounts. The Governors discussed link governor meetings for the year and revisiting who is monitoring which subjects. SB agreed to send around the previous plan on monitoring/link governor responsibilities to the Governors. Action: SB to circulate Governor previous responsibilities. A Governor asked if there was a monitoring template that AL used for visits. HL confirmed there was and would arrange for the template to be uploaded to Teams. Action: HL to upload monitoring visit template to Teams.	HL to ensure all Governors have access to AL accounts. SB to circulate a list of previous Governor responsibilities HL to upload monitoring visit template to Teams

	The Governors also discussed new recruits for the LGB and the possibility of approaching a secondary school to ask for an appropriate staff member to consider joining the Board.	
10.	AOB	
	LS had an item to discuss with the Governors. LS had received a proposal in conjunction with Anglian Learning outlining suggested changes to the admission criteria with effect from 2027/28. Admission criteria for 2026/27 have already been set. One of the requests from the school is to add back in the wait list which had previously been removed. The proposal for the admission changes would ensure the order of criteria is in line with other schools. There was a discussion regarding consideration for catchment area and straight-line distance. A Governor asked if there was a defined catchment area. LS confirmed there was. LS asked the Governors if they thought the admission changes proposed should be changed. After discussion the Governors confirmed that they agreed with the proposed changes. A Governor asked how long the changes would be in place for. LS confirmed they would be permanently in place.	
11.	Date, time and venue of next meeting	
	The next meeting will be held on Monday 1 December at 3.30pm at Clare Community Primary School. Discussion also took place about the meeting for Spring Term with a change to the number of LGB meetings in a year. Governors agreed they were happy to have one meeting during the Term on 23 March 2026. The meeting finished at 5.06pm.	

Items for Future Meetings	
Meeting	Item

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
6	Recirculate amended Safeguarding Policy	ASAP	
6	Organise Safeguarding slides to be uploaded to Teams.	ASAP	HL
6	Arrange Safeguarding training for absent Governor	ASAP	HL
9	Ensure Governors have access to AL accounts	ASAP	HL
9	Circulate a list of previous Governor responsibilities	ASAP	SB
9	Upload monitoring visit template to Teams	ASAP	HL

Rolling Action Log			
ACTION	DEADLINE	RESPONSIBILITY	UPDATE