Clare Community Primary School
Local Governing Body
Meeting Minutes – Summer 1

18 May 2026 at 3.30pm at school

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

Others Present: Heather Lander (HL) Governance Professional via Teams

	ITEM	ACTION
1.	**Apologies**	
	Apologies were received from Joseph Kettle and Shelley Thurgood. These were accepted by the LGB.	
2.	**Declarations of Interest**	
	There were no declarations for any item on the agenda.	
3	**Minutes of last meeting (23.03.2026) and matters arising**	
	All governors had read the previously circulated minutes, and these were accepted and agreed as a true record. Matters arising: - One Governor to complete online annual Safeguarding training. **Action: Complete online Safeguarding training.**	**JK**
	Governors who still have issues accessing their AL accounts were asked to continue to contact IT to help with this (the IT helpdesk number specifically for Governors has previously been provided for direct contact to be made). ST still has issues with access. It was confirmed that all other Governors had sorted out access to their AL account. **Action: Governor to continue to contact IT to sort access to AL account.**	**ST**
	Feedback to the Trust about LGB discussion on best practice sharing. – Completed. Feedback to Laura Rawlings regarding LGB discussion on best practice sharing between the schools. SB had communicated with LR. Check if recommendations from Link Governor visits are incorporated into the SDP. – Completed.	

Approved by the LGB at the meeting on 13 July 2026.

	SB to communicate with LR regarding the LGB role in the Headteacher recruitment process. SB had communicated with LR.	
4.	**Vision, Values and strategic objectives**	
	As LS will be leaving at the end of the academic year and a new Headteacher has been appointed, there was currently no initial Strategy planning for 2026/27 for the LGB to see. LS will be working with the new Headteacher on handing over on the current 2025/26 development plan and consolidating on those areas to be carried forward. The new Headteacher will have input to the initial Strategy planning for 2026/27. LS handed out copies of the 2025/26 Development plan which had been RAG rated up to date. LS talked through various areas of the plan. • Sense of belonging had all been rated green now. • EBSNA children were now all in attending school and there is an improvement in attendance figures. • Persistent absence is lower than the National average. A Governor asked if the changes that had been made to the times when closing the register in the mornings had made a big difference to the absence numbers? LS confirmed not really as those children that were late were really late. A Governor commented that there looked to be an improvement in dropping off children in the morning following changes made by the school. LS agreed it was much quicker and smoother, and the changes had a lot of positives. • The school had established local community sustainability through bin collections. • A lot of work has been done on OAP; it is much more consistent regarding SEND need and is now well embedded with staff. More focus will be needed on SEND with new teachers. Visual targets are good. • The children have not been so involved with target setting on the sports plan. • Positive behaviour management has been rated green as it is being dealt with in a much calmer way. Governors commented that they have noticed children coming into school are calmer. • Mental health leading is red on the plan. There is a lot of training available with specialist services but there is no	

	time or capacity to release support staff to attend the training. A Governor asked how much handover the support staff could do with the TAs? LS confirmed they would be able to start dealing with handovers after the end of May as the school would know where all staff were going to be. A Governor asked if the TAs have a chance to feedback? LS confirmed that they do. • Staff would like more training on ADHD in girls to be able to spot signs. • Visits to other primary schools are taking place to look at best practice ideas to bring back and implement in Clare Primary. • The school does not have strong links with the secondary school. One or two events have taken place but it is felt the links could be stronger. A Governor commented that there used to be a staff member from the secondary school on the LGB in the past. It may be an idea to consider again. A Governor asked if IT was working better in the school? LS confirmed not really, time is having to be spent on BromCom which is still causing issues. **The school fire alarm went off at 16:08 and everyone left the room to assemble outside.** **Everyone was back in by 16:20. LS reset the panel and rejoined the meeting at 16:25.** While the Governors waited for LS to rejoin the meeting they discussed the data figures amongst themselves. SB had prepared a Chair of Governor report on the briefing paper for Governors from Suffolk County Council. The Children's Wellbeing and Schools Act received Royal Assent on 29 April 2026. Specific areas SB referred to were: - • New guidance on getting children ready for reception. • Free breakfast clubs – will Clare Primary have to offer this? LS confirmed the school do not have to offer this and that the Trust had said not to do this. The school will offer it to those that need it. • Clear medical conditions policy alongside a separate allergy safety policy. – LS confirmed staff are being trained on the use of EPI PENS. This is new training for the staff.	

	• Food Standards Consultation – the government is proposing a significant overhaul of school food standards. It is aimed at improving children's health and addressing rising levels of obesity and diet-related illness. SB suggested it would be a good idea to have a Governor who would be prepared to be a link governor is this area, but it is unlikely to be a role for at least 12 months. CK volunteered.	
5.	**Curriculum**	
	There were no Link Governor reports on Curriculum for the meeting. The written report on the Maths link Governor visit on 16 March, discussed at the previous LGB meeting, was provided for the Governors. Data for Spring term was provided to the Governors at the meeting. LS confirmed those areas where there was a high level of SEND need were areas to watch. Having extra staff in the classrooms would make a difference. Years 3 and 4 have made progress within their bands. LS confirmed the school was in a good position regarding Curriculum. A Governor asked whether the PTA could help with anything for the classrooms? LS confirmed there may be things needed for next year.	
6.	**Safeguarding**	
	The Safeguarding audit has not yet been completed. It will be provided to Governors at a later meeting. **Action: Provide Safeguarding audit for Governors.** LS referred to Training in Care for Governors to complete. LS will send the link through for the Governors. **Action: Send a link to Training in Care for the Governors to complete.** The Link Governor Safeguarding report will be provided for the next LGB meeting. **Action: Link Governor Safeguarding report to be provided for the LGB meeting on 13 July.** LS confirmed there are currently 11 EHCPs in school with 4 in process. These figures are above the National Average.	**LS** **LS** **SB**
7.	**Inclusion**	
	There was no inclusion link governor report provided for the meeting. A report will be provided for the next LGB meeting. **Action: Link Governor Inclusion report to be provided for the LGB meeting on 13 July.**	**ST**
8.	**People & Leadership**	

	LS confirmed they did not have staff survey feedback for this meeting. LS provided a verbal report on the People & Leadership AIV. James Woodcock (JW) has been through the focus and plans for next year. Learning from how Year 6 went for 2025/26 will be pushed down to other year groups for 2026/27. Consistency with subject leaders will be on next year's plan. The planned staffing structure for 2026/2027 needed to be discussed with the new Headteacher and would be reported to Governors at a later meeting. LS has been involved in the recruitment process for new staff. A Governor asked if the newly appointed Headteacher can come into the school? LS confirmed they could come in at any time. LS will be organising a small questionnaire with school council involvement which will be given to the new Headteacher to complete. This will give the children information they would like to know about their new Headteacher. A Governor asked about the recruitment process of the new Headteacher and how long it took. Governors had been involved in the process but felt it was very last minute and there was a long period of time between the appointment being made and the official notification coming out from AL. There was further discussion about the appointment process and involving the school children which would have helped them to remember who their new Headteacher is. The children used to be involved. The Governors felt the appointment is a positive one. LS provided the Governors with a positive report from three students from ARU who had been in the school last term. It was a positive experience for the students and the school, and the school would like them to come back. LS will pick up on this with the new Headteacher. A Governor asked if the report would be put on the website? LS will check if snippets from the report can go on. LS confirmed the children enjoyed their SATS week. It was a positive week, and the children were very supportive of each other.	
9.	**Risk**	
	LS confirmed that there was no change to the key risk areas for the school:- • Balancing the Budget/Funding • Recruitment	

	LS confirmed there would be a transition via a formal process with the new Headteacher to cover risk areas for the school. There was a discussion regarding the change to school dinners and how this is affecting the budget as the take up is very low now. A Governor asked who had made the decision on the caterer to use in the school? LS confirmed AL Trust had made the decision and that the provision of food for the school dinners needs to be looked at. GD left the meeting at 4:43pm.	
10.	**Governance and Shared Services Team matters**	
	SB advised the Governors that the AGF meeting due to have taken place on 30 April had been cancelled. There was a discussion regarding the link in the agenda to Training opportunities for the Governors. The link shows various organisations that Governors can access and utilise training on a wide range of subjects that will help in their role.	
11.	**AOB**	
	A Governor asked if staff knew how to access the Employee Assistance Program. LS confirmed that staff did know how to access it. LS and RD confirmed the school will be holding their Sports day on 9 July and the Leavers Assembly is on 17 July.	
12.	**Date, time and venue of next meeting**	
	The next meeting will be held on Monday 13 July at 3.30pm at Clare Community Primary School. The meeting finished at 4.50pm.	

Action Log			
ITEM	**ACTION**	**DEADLINE**	**RESPONSIBILITY**
3	Complete online annual Safeguarding training.	13/07/2026	JK
3	Governor to continue to contact IT to sort access to AL account.	ASAP	ST
6	Provide Safeguarding audit for Governors.	ASAP	LS
6	Send a link to Training in Care for the Governors to complete.	ASAP	LS
6	Link Governor Safeguarding report to be provided for the LGB meeting on 13 July.	13/07/2026	SB
7	Inclusion Link Governor report to be provided for the next meeting.	13/07/2026	ST

Approved by the LGB at the meeting on 13 July 2026.

Rolling Action Log			
ACTION	**DEADLINE**	**RESPONSIBILITY**	**UPDATE**

Approved by the LGB at the meeting on 13 July 2026.