Clare Community Primary School
Local Governing Body
Meeting Minutes

23 March 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)
Joseph Kettle (JK)
Rob Davies (RD)
Christine Kennedy (CK)

Others Present: Chloe Wilson (CW)
Mel McIvor (MM)
Heather Lander (HL) Governance Professional via Teams

	ITEM	ACTION
1.	**Apologies**	
	There were no absences. JK arrived later in the meeting at 3.43pm.	
2.	**Declarations of Interest**	
	There were no declarations for any item on the agenda.	
3	**Minutes of last meeting (26.01.2026) and matters arising**	
	All governors had read the previously circulated minutes. RD asked for a change to be made to the minutes regarding item 6 on Curriculum. Subject to the change, all Governors agreed and accepted the minutes as a true record. Matters arising: - One Governor to complete online annual Safeguarding training. **Action: Complete online Safeguarding training.** 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). AR has since sorted out access. ST still has problems although IT were in the school prior to the meeting and have a photo of the error message on the screen. This should be sorted by IT. CK advised that they had also been having issues. JK confirmed that they had been in touch with IT but were waiting for IT to get back to them on the matter. **Action: Governors who have access issues with their AL accounts to continue to contact IT to sort.** Link Governors to communicate with LS before arranging visits to school. – This is being actioned.	**JK** **JK/ST/CK**

Approved by the LGB at the meeting on 18 May 2026.

	Arrange a meeting with LS to discuss interaction of Pupil Premium and Attendance. – This has been completed. See item 7.	
4.	**Vision, Values and strategic objectives**	
	CW and MM had been invited to the LGB meeting to provide a verbal report on the work that has been carried out around Ordinary Available Provision (OAP). CW provided an overview for the LGB. All the staff had done well and there had been a massive drive on using visual supports in the classrooms. There has been consistency throughout the school and a real understanding regarding dyslexia. Interventions are working well. The next area being focussed on is emotional based school absence. MM advised they had just finished running a Families Together group called Hamish and Milo for parents and children which links to wellbeing interventions. There is provision for the parents and children to provide feedback. A Governor asked if the children involved were children that were already known to the school? It was confirmed that they had been identified in the school through reading abilities. A Governor asked if it was all age groups together? It was confirmed it was groups 4 and 5. A Governor asked if they were finding it easy to come into school? It was confirmed it was up and down. MM confirmed that after half term they would be looking at whole class situations, dividing into 3 smaller groups within the classroom. The groups would be a mixture of children to ensure inclusion. A Governor asked what sort of things were in a classroom? Visual timetables in every classroom, five different colours, phonics, word and maths available for everyone, high frequency word lists were some of the examples given. There are also individual learning boards that have been successful. The objective is keeping the children in school to do their work. A Governor asked if, when it comes to SATS, did the school think the OAP will show in the results for children who may have struggled without the approach? The school have had practice SATS and it was hoped this would have an impact, particularly as children are gaining in confidence through the approach in the classrooms. A Governor asked if the practice SATS had highlighted other children that would benefit from the OAP approach? It was confirmed that there had been some further identification. There were also areas the school would be able to build on to intervene at an earlier stage.	

	CW and MM left the meeting at 3:51pm. The Headteacher's Report had been provided prior to the meeting. LS briefly talked through the report. Pupil numbers on roll were confirmed as 199. Two more had looked around recently and there is another pupil due to start in July for September. Final numbers have not yet been provided. Suffolk numbers (25) have been provided but not Essex numbers. A Governor asked if this was the numbers for September? LS confirmed it was, but the school will be losing 29 pupils. Attendance demographics had been provided for the LGB together with the DfE Attendance Summary report which compares attendance data to the National average. LS provided the Governors with a summary of plans for improving the attendance figures. There had been no suspensions/exclusions. The school has moved over to My Concern from CPoms for recording of Safeguarding. LS is going to arrange for some training on how to extract appropriate reports from My Concern to be able to provide the LGB with data. LS confirmed the school are not recording behaviour on My Concern unless it is a more serious incident or a pattern of behaviour. Premises site team continues to be shared with Stour Valley. Use of the site team for 2026/2027 has been budgeted for. LS talked through the wider curriculum and enrichment experiences. The residential event for year 6 for 2026/2027 will be discussed at the next LGB meeting. LS provided a staffing update. There were members of staff who have changed/reduced their days/hours. A Governor asked if the changes by staff were voluntary? LS confirmed that they were.	
5.	**Curriculum**	
	The IDSR summary had been provided for the LGB prior to the meeting. SB and GD had attended a Maths link visit on 23 March. The written report would be available for the next LGB meeting. GD gave a brief verbal report to the LGB. There was discussion about whether funds could be raised to help with suggested recommendations which the PTA might be able to help with.	

	Action: Link Governor curriculum reports to be provided for the LGB meeting on 18 May.	**SB/GD/CK**
6.	**Safeguarding**	
	Safeguarding had been covered in the Headteacher's report under item 4. A Governor asked where other types of Behaviour incidents (other than a serious incident or behaviour patterns) will be recorded if My Concern will not be used. LS confirmed BromCom will be used. 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 18 May.**	**SB**
7.	**Inclusion**	
	The Link Governor Inclusion report will be provided for the next LGB meeting. **Action: Link Governor Inclusion report to be provided for the LGB meeting on 18 May.** JC and AR had carried out a joint visit to review the interaction between Pupil Premium and Attendance figures. A written report had been provided for the LGB to read prior to the meeting. JC gave a brief verbal report. There was discussion by the LGB about the current position of sharing best practice in various areas in the schools across the AL Trust. The LGB thought more could be done by the Trust to facilitate this. LS and RD confirmed that there is a focus in the Trust on year groups getting together but not e.g. subject leaders. A Governor asked if there was a way to feedback to the Trust about best practice sharing etc? It was confirmed that RD would be able to feedback on this. **Action: Feedback to the Trust about the LGB discussion on best practice sharing.** SB will also feedback to LR in her email regarding the recruitment process (item 8). **Action: Feedback to LR regarding LGB discussion on best practice sharing between the schools.** A Governor asked about the Link reports that are prepared and do the Trust see them, particularly the recommendations Governors make? LS suggested the recommendations from Governors are seen by the school and would likely be built into the SDP to be actioned, as appropriate. LS will check with LR. **Action: Check if recommendations from Link Governor visits are incorporated into the SDP.**	**ST** **RD** **SB** **LS**

8.	**People & Leadership**	
	LS confirmed to the LGB that there was no staff data absence to report. The LGB expressed their sadness that LS will be leaving as Headteacher at the end of the academic year. There was a discussion regarding the advertising and recruitment process for the new Headteacher to replace LS and what role the LGB have in that process in line with the letter that was sent to the parents. A Governor asked if it was possible to feedback comments from the LGB discussion about the process to Laura Rawlings (Deputy Director of primary education)? It was agreed that SB would email LR to pass on the LGB comments that had been discussed. **Action: SB to communicate with LR regarding the LGB role in the Headteacher recruitment process.**	**SB**
9.	**Risk**	
	LS confirmed that the key risk areas for the school continue to be:- • Balancing the Budget/Funding • Recruitment	
10.	**Governance and Shared Services Team matters**	
	There was a reminder about training opportunities for Governors (the link is in the agenda). HL also reminded the LGB about the induction training for new Governors being held on 21 April at Bottisham Village College.	
11.	**AOB**	
	The Governors confirmed there were several who were willing to come into the school during SATS week to help if required. There was no other AOB.	
12.	**Date, time and venue of next meeting**	
	The next meeting will be held on Monday 18 May at 3.30pm at Clare Community Primary School. The meeting finished at 4.38pm.	

Action Log

ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Complete online annual Safeguarding training.	18/05/2026	JK
3	Governors who have access issues with their AL accounts to continue to contact IT to sort	ASAP	JK/ST/CK
5	Curriculum Link Governor reports for next LGB meeting.	18/05/2026	GD/SB/CK

Approved by the LGB at the meeting on 18 May 2026.

6	Safeguarding Link Governor report for next meeting.	18/05/2026	SB
7	Inclusion Link Governor report for the next meeting.	18/05/2026	ST
7	Feedback to the Trust about the LGB discussion on best practice sharing.	ASAP	RD
7	Feedback to LR regarding LGB discussion on best practice sharing between the schools.	ASAP	SB
7	Check if recommendations from Link Governor visits are incorporated into the SDP.	ASAP	LS
8	Communicate with LR regarding the LGB role in the Headteacher recruitment process.	ASAP	SB

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

Approved by the LGB at the meeting on 18 May 2026.