Clare Community Primary School
Local Governing Body
Meeting Minutes

26 January 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)

Others Present: Laura Rawlings (LR) Deputy Director of Primary Education AL
Heather Lander (HL) Governance Professional

	ITEM	ACTION
1.	**Welcome and Apologies**	
	Apologies were received from Rob Davies, Christine Kennedy 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 (29.09.2025) and matters arising**	
	All governors had read the previously circulated minutes, and these were accepted as a true record and agreed. Matters arising: - Recirculate the amended Safeguarding Policy – completed. Organise Safeguarding slides to be uploaded to Teams – completed. Arrange Safeguarding training for absent Governor – discussed at the meeting and will be arranged, subject to access to their Anglian Learning email account. **Action: Complete online Safeguarding training.** Ensure Governors have access to AL accounts – access still required for a couple of Governors. The IT helpdesk number specifically for Governors has been provided for direct contact to be made to arrange access. **Action: Governors who have still to access their AL accounts to contact IT and organise.** Circulate a list of previous Governor responsibilities – a list had been circulated and all Governors at the meeting were happy with the roles allocated to them. Upload monitoring visit template to Teams – this has been completed and a link to the template has been emailed to the Governors.	**JK** **JK/ST/AR**
4.	**Presentation by Laura Rawlings**	
	LR visited the LGB and gave a presentation entitled Local Governance in Anglian Learning: Roles and Responsibilities. The aim of the session was to clarify the role of the LGB within AL, explore responsibilities delegated to the Governors, understand	

	the difference between strategic and operational leadership and to reflect on how the Governors add value to the school improvement. Slides from the presentation have subsequently been uploaded to the Teams folder and a link has been sent out to the Governors. LR left after finishing the presentation. Governors discussed particularly the Link Governor roles and the expectation for those. LS confirmed that a lot of the Link Governor visits did not need to be with the Head and other members of staff could be involved in those meetings. The Pupil survey could be discussed with the assistant head. Class teachers could be involved with discussions arising from the last Ofsted report and the Academy Improvement Plan. LS suggested the Governors explore with them the best way to structure the Link visits and the most appropriate member of staff to be involved. **Action: Link Governors to communicate with LS before arranging visits to school.** A Governor asked whether classroom visits would be appropriate. LS confirmed that was not always the best approach for visits. Having meaningful conversations with class teachers to explore areas such as what had moved on since the Ofsted visit would be beneficial and provide a strategic overview.	**All Link Governors**
5.	**Vision, Values and strategic objectives**	
	An Academy Improvement Plan for 2025-2026 had been provided for the Governors before the meeting. LS confirmed that the AIP now included the AL Strategy 2030 as Strategic Priority areas. There has been a lot of work around Ordinary Available Provision carried out by Mrs Chloe Wilson (CW) and Mrs Mel McIvor (MM). LS suggested it would be beneficial to invite both members of staff to the next LGB meeting to provide a report for the Governors on the work that they have been doing. **Action: Invite CW and MM to the LGB meeting on 23 March to report on OAP.** Discussion took place about the Pupil Learning Experience and Wellbeing survey that had been carried out with Years 3 through to 6. LS explained the immediate results were not as expected but the wording used to formulate the questions had been interpreted in various ways by the children. When the results had been analysed further there was a lot of positive responses. A Governor asked if the question around getting help was aimed at only from the class teacher. Would the children be able to look around for another source of help. LS confirmed the question was based just on help from the teacher.	**LS**

	A Governor asked if children could have a buddy to help them. LS confirmed the buddy system needed to be looked at again. A Governor asked what Ordinary Available Provision means. LS confirmed this was resources normally available to the children in school. A Governor asked if the questions in the survey were standard questions. LS confirmed they are a Trust based survey across all primary schools. There was discussion around whether the survey should be carried out more often to gauge changes in responses with a suggestion to run it again in the summer. There was also a discussion around the level of the questions for the children. LS confirmed that MM was collating a sample from classes. A Governor asked if the sample could be from all classes. LS confirmed that it would be. There was a discussion about what was different regarding SEND provision. LS confirmed that lockdown had had an impact. Services previously available to help the school were no longer there. SEND is a lot higher than before (which applies across the Trust). LS confirmed that the vision was to get everyone in to school on time. Lateness impacts other children already in the classrooms.	
6.	**Curriculum**	
	A School Improvement visit record had been provided for the Governors that took place in the middle of November 2025. A Governor asked if there were any areas of the Curriculum that they needed to be aware of? LS confirmed that RD is working with James Woodcock and the Primary Director of Education at Anglian Learning about subject leadership. If the Curriculum Link Governors were wanting to monitor specific areas from a strategic viewpoint, it would be best that they contact RD to make arrangements for a visit. The specific areas the Link Governor would like to cover can be agreed in advance. **Action: Curriculum Link Governors to arrange link visits.** Link Governor Curriculum visit reports will be prepared for a future LGB meeting. **Action: Curriculum link Governor reports for future meetings.**	**Curriculum link Governors** **Curriculum link Governors**

7.	**Safeguarding**	
	LS confirmed that all items that had been RAG rated as red on the Safeguarding audit for 2025-26 had now moved on. LS confirmed that Safeguarding is strong in the school. There are no major concerns that have been highlighted following the audit. An attendance summary had been provided to the Governors prior to the meeting. A Governor asked if lateness in connection with attendance counts as an absence. If it does, what has been done to address this. LS confirmed it does count. Letters have been sent out to parents to address the issue and explain how lateness impacts on absence records and the data for the school. The Link Governor Safeguarding report will be provided for the next meeting. **Action: Safeguarding Link Governor report for next meeting.**	**SB**
8.	**Inclusion**	
	Pupil Premium and SEND demographics had been provided for the Governors prior to the meeting. A Governor asked if the Pupil Premium plan fed into the Improvement Plan. LS confirmed that it did. LS referred to the SEND demographics document that had been provided and confirmed that the SEND information report with more detail would be provided for another meeting. A Governor asked how the staff were adapting. LS confirmed that the number of children had increased due to previously being under the radar that should have been on the SEND register. A lot of work around this has been done with the staff. Interventions are also being put in place to make the process less onerous on staff. There are some volunteers coming into classes to help. The Link Governor Inclusion report will be provided for the next meeting. **Action: Inclusion Link Governor report for the next meeting.** JC and AR will arrange to meet with LS to discuss detail around the interaction of Pupil Premium and attendance. **Action: Arrange a meeting with LS to discuss interaction of Pupil Premium and Attendance.** LS confirmed there were a lot of volunteers in school which has a positive effect as they go out to the community.	**ST** **JC/AR**

9.	**Governance and Central Team matters**	
	Due to absences, there was no representation at the AGF on 17 November 2025. A copy of the minutes and other relevant documents had been made available to JC who provided feedback to the Governors around the areas discussed including Strategy 2030, Attendance, IDSR, Finance, the new Ofsted framework and the change in personnel for the Head of Governance, Compliance and Risk. The next AGF meeting is on Tuesday 17 March and both SB and JC should receive invites to the virtual meeting to attend. Succession planning was discussed by the LGB. All Governors are happy in their role and there are no terms of office coming to an end during the current academic year. There are 3 Governors who reach the end of their 4-year term in November 2026, and these will be considered at the start of the next academic year. The Chair and Vice Chair roles (confirmed at the LGB meeting on 27 November 2023) will also reach the end of their 3-year term on 26 November 2026 and will also be considered.	
10.	**AOB**	
	JK confirmed they would be organising a parent survey around the school PE Kit. SB thanked JC for stepping in and covering on LGB matters over the last few months during their absence. The LGB asked for clarity around the use of their WhatsApp group. It was confirmed this could be used for communication between the Governors to notify of AL emails that needed to be read, organising dates for meetings etc but should not be used for detailed discussions particularly around school specifics and staff.	
11.	**Date, time and venue of next meeting**	
	The next meeting will be held on Monday 23 March at 3.30pm at Clare Community Primary School. The meeting finished at 4.53pm.	

Action Log			
ITEM	**ACTION**	**DEADLINE**	**RESPONSIBILITY**
3	Complete online Safeguarding training.	23/03/2026	JK
3	Governors who have still to access their AL accounts to contact IT and organise.	ASAP	JK/ST/AR
4	Link Governors to communicate with LS before arranging visits to school.	ASAP	All Link Governors
5	Invite CW and MM to the LGB meeting on 23 March to report on OAP.	23/03/2026	LS
6	Curriculum Link Governors to arrange link visits.	ASAP	Link Curriculum Governors

6	Curriculum link Governor reports for future meetings.	ASAP	Link Curriculum Governors
7	Safeguarding Link Governor report for next meeting.	23/03/2026	SB
8	Inclusion Link Governor report for the next meeting.	23/03/2026	ST
8	Arrange a meeting with LS to discuss interaction of Pupil Premium and Attendance.	ASAP	JC/AR

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