Clare Community Primary School
Local Governing Body
Meeting Minutes – Summer 2

13 July 2026 at 3.30pm at school

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

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

	ITEM	ACTION
1.	**Apologies**	
	Apologies were received from Shelley Thurgood. These were accepted by the LGB. Joseph Kettle and Alison Robinson were not at the meeting and no apologies were received.	
2.	**Declarations of Interest**	
	There were no declarations for any item on the agenda.	
3	**Minutes of last meeting (18.05.2026) 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. It was confirmed that JK has been appointed to work at Clare Primary School and will carry out safeguarding training through his employment. Action – completed. Governor to continue to contact IT to help with access to AL account. **Action: Governor to continue to contact IT to sort access to AL account.** Head to send a link to Training in Care for the Governors to complete. – Completed.	**ST**
4.	**Vision, Values and strategic objectives**	
	The Headteachers report was provided for the meeting which gave a general overview of all areas of the school. Attendance is at 92% for the year to date with PP and SEND attendance continuing to be a concern. EHCP numbers are higher than the national figure. A Governor asked if the number was high due to the diligence in the school applying for EHCPs when needed?	

	LS confirmed, not really, it is the number of pupils on roll with needs. A Governor asked if there was a pattern for needs? LS confirmed it was mainly neurodivergent needs. There are not many pupils leaving in year 6 with needs but there will be 2 coming in for 2026/27. LS confirmed a request had been made for a permitted deficit in terms of the budget for 2026/27 to cover the staffing needs, which the Trust had approved. LS confirmed the SDP had not yet been written due to the change in Headteacher for 2026/27. The HT report provided to the Governors does contain highlights of priorities for 2026/27 for information. A Governor asked if there was a new English lead for the school yet? LS confirmed not. This will be organised by the new Headteacher. A Governor asked what EBSNA was referred to in the HT report? Emotionally based school non-attendance. A Governor asked if LS knew the phonics figure for the year? LS confirmed 82%. LS referred the Governors to the wider curriculum enrichment and experiences that had taken place. LS confirmed there had been an Academy Improvement visit and extracts from notes of that were included in the HT report. A Governor asked if LS was happy with the visit? LS confirmed they were happy. The visit had mostly been about how the school has done. A Governor asked what support there had been over the issue with mice in the summer term? LS confirmed support had been given by the estates team. A lot of advice and support had been over the phone, and the issue had been fully remedied. A Governor asked about the scores of Maths in year 4? LS confirmed that 19 was the average score, the national figure had been 20 for the previous year.	
5.	**Curriculum**	
	LS confirmed there were no SATs results to provide for the Governors to see due to a delay from the exam board. There were no Link Governor reports for curriculum.	

6.	**Safeguarding**	
	LS confirmed that the Safeguarding audit had been completed and submitted. A lot of the areas sit with one member of staff which is usual within a primary setting. The new Headteacher will be able to put a team in place going forwards. A copy of the Safeguarding audit will be provided to Governors at a later meeting. **Action: Provide Safeguarding audit for Governors.** A Governor asked if there was enough Safeguarding information for the new Headteacher to be supported by the SLT? LS confirmed they were writing summaries for the new Headteacher to refer to. Attendance analysis and MY Concern trends data had been included in the HT report. The Link Governor Safeguarding report had been provided prior to the meeting. There were no questions about the report.	**Head**
7.	**Inclusion**	
	The Inclusion link governor report had been provided prior to the meeting. SB highlighted to the Governors a question that had come up from the visit regarding the high number of pupils with an EHCP and what capacity do staff have to meet the increasing levels of need? LS had confirmed earlier in the meeting (agenda point 4) regarding funding for the staff to meet the needs. Educational services can offer training and staff have been asked to provide their needs. Chloe Wilson has done a good job to secure high needs tariff funding for the school.	
8.	**People & Leadership**	
	Staffing plans for 2026/27 had been included in the HT report. There is no change apart from in years 3 and 4. A Governor asked how the days with the new Headteacher went? LS confirmed there is a formal process with Anglian Learning which is being completed. A Teams folder has been set up by LS which contains all relevant documents that will be needed.	
9.	**Governance and Shared Services Team matters**	
	SB confirmed that, following the AGF on 9 July, there will be changes coming to Governance during 2026/27. The final details will be announced during the Autumn Term. SB had completed an LGB Self evaluation form which was shared with the Governors present. Governors had a few minutes to complete the evaluation and passed back to SB to consider. There was a discussion to identify areas that may need to be changed, and the Governor suggestions can be considered in the Autumn term to see how they will fit in with the changes coming.	

10.	**AOB**	
	There was no AOB. The Governors thanked LS for her time as Headteacher. They confirmed it had been positive working with LS who always answered questions in an open and honest way. The last Ofsted visit had been good and the LGB can see a real difference being made within the school. Lots of good things have been happening.	
12.	**Date, time and venue of next meetings**	
	Meetings for the autumn term were agreed as follows:- 28 September 2026 23 November 2026 Meetings for the remainder of the 2026/27 academic year will be considered at the autumn meetings. All meetings will be held at Clare Community Primary School starting at 3.30pm. The meeting finished at 4.24pm.	

Action Log			
ITEM	**ACTION**	**DEADLINE**	**RESPONSIBILITY**
3	Governor to continue to contact IT to sort access to AL account.	ASAP	ST
6	Provide Safeguarding audit for Governors.	ASAP	Head