DEBDEN [C.of E]. PRIMARY ACADEMY	LOCAL GOVERNING BODY MINUTES OF THE MEETING	MEETING HELD ON 6th November 2025

Membership	Type	Office	Term
Sarah Bailey	Headteacher	Head of school	Ex-Officio
Vacancy	Parent		
*Rebecca Beach	General Member		06/01/2029
Holly Caparelli	Staff		20/09/2027
Tom Caster	Foundation	Chair	02/02/2026
Joanne Hart	Parent		08/10/2027
Jamie Millership	General Member		06/01/2029
Sarah Mitchell	General Member	Executive Headteacher	Ex-Officio
Rev'd Lynda Sebbage	Foundation	Incumbent	Ex-Officio
Isobel Tunnecliff	General	Vice-Chair	14/07/2029
** Signifies absence*			
Vacancy	General		
Others in attendance			
Alice Balchin		Clerk	

Opening prayer

62/25	Welcome and Apologies for Absence	Action
	All governors were present at the meeting, except RB	
63/25	**Any Other Business**	
	Recruitment of new governors.	
64/25	**Declaration of Business Interests**	
	No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or given any gifts or hospitality that could be perceived to compromise their impartiality when dealing with matters for the Academy.	
65/25	**Minutes of Previous Meeting**	
	Minutes of the meeting held on the 18th September 2025 were confirmed.	
66/25	**Matters Arising**	
	No matters arising from the previous minutes, not otherwise covered on the agenda, were reported.	
67/25	**Headteachers Report**	
	The meeting received and noted the Headteachers termly report. The Report's new format, to bring the report into line with GCPA, was used and met approval from the governors. The following points were highlighted:	

School Context

A correction to the report was made: Persistent Absence stands at 13.1% not 15.6%.

There are 146 on the roll with five children out of age cohort. The majority of these pupils deferred entry into Reception. Once in an out of age cohort the child must remain in that cohort.

Staffing

The Catering Manager has resigned and will be leaving on the 12.12.25. This position has been advertised. A plan is in place for the last week of term, with additional hours for the Kitchen Assistant and meals prepared and frozen in advance.

There are interviews for an LSA vacancy on the 11.11.25.

Staff absence is good.

Numbers on Roll

YR2 are at 26 which is 3 above PAN. There is a request for another child in Year 2 from a displaced child. The school is obliged to take this child, but SB is to query this as there is a local school with space.

YR1 are low in numbers and have lost another child. This is a result of army relocations.

Reception is full at 23 but one is leaving at Christmas.

KS2 all the classes are a good size.

The leavers have been generally children living in Saffron Walden who have been allocated places within the town.

There are currently no appeals.

The forces children make up 1/3 of the roll, which is low.

SEND

The school is in line with the national average for SEND pupils and sits below the national average for those with high need. The areas of need have changed from communication and ADHD to cognitive need. There is low but increasing SEMH need.

There are a high proportion of children with SEND in YR 3,4,5. One third of children in YR 4 have SEND. This is ameliorated by the year being split across classes.

The school is in the process of applying for significant amounts of funding. IPRA Funding for one joining child has come through. This provides funding for two terms, and the application process is quicker than for an EHCP.

All children that have joined the school outside of Reception are working towards or below.

The school has significant numbers of One Plans which include eight in one class.

The number of children with EHCP's has decreased.

Finance and Infrastructure

The CIF Bid is being reviewed for an electrical rewire. Awaiting a decision from the Trust about a new Five-Year Electrical Report and the level of contribution the school can commit to. SM to chase the Trust for a decision. **SM**

The 23 new pupil laptops purchased with DFC grant have now been set up.

HfL have replaced Interm as IT support from September 2025. Staff laptops need to be replaced to be compatible with the Microsoft upgrade. Different leasing options are being considered.

The ramp repair to the demountable classrooms has been completed.

The poor condition of the surface around the children's play area is a health and safety risk. The area has been risk assessed and measures put in place to mitigate the risks. Quotes are being sought for resurfacing.

Catering has made a small profit this month.

Quality of Education

Data

It was noted how much of the data was above the National Average.

Monitoring

This term History and Art were monitored internally. See feedback supplied with the Headteachers Report.

Monitoring for Autumn 2 will be RE, SEND, Collective Worship and a visit from Craig Duncan on the 7.11.25.

The governors have been invited to worship.

Training

Julia Bacon is undertaking training to become a Designated Safeguarding Lead.

Julia Bacon is undertaking RE training.

Claudia Cope and Sarah Bailey completing TPP training.

Sarah Bailey completing SIAMS IQ1 and 2.

LSA's had been added to SIAMS training.

Performance Management

Teachers PMR have been completed and the targets set, see full report for details, however these are movable because of the transience of pupils.

Behaviour and Attitudes

Safeguarding

There have been 5 safeguarding concerns during Autumn 1; none have been escalated.

There have been 22 causes for concerns.

After School Club had been reminded about closing the side gate. The magnet for this has now been repaired.

Behaviour

This is now being recorded on CPOMS. There have been a high number of reports. Staff are slightly over reporting as they adapt to the system. Some training will be given to correct this.

There have been 66 incidents, 18 of these for children with EHCPs. Several of the incidents had involved one to one adults. Training is being given to help support this.

	SB is intending to increase the provision of lunchtime clubs to aid SEND children who find this a challenging part of the day. 22/66 concerns are two children who have struggled with the transition to new classes. Both children have complex needs. One child is now being supported by a one to one which has significantly helped. Lunchtimes are being managed for these children and an EHCP is being applied for as it is anticipated the one to one will need to continue. One child has been suspended for one day. **Attendance** Above national average in all areas, although it varies between classes. **Personal Development** **Pastoral Support** Increased numbers being referred to learning Mentoring. MIND to begin supporting small groups of children in Frogs Class with emotional regulation and behaviour. **Clubs** The range of clubs offered is being changed to attract children with different interests. Sports Ambassadors had completed training and are now helping in the playground. **SIAMS** SB keen to continue the focus on this after the inspection as it formed a vital part of the school ethos. **Leadership and Management** **SDP** Challenges to the priorities come from the delay in accessing external support and the impact this has on staffing. **OFSTED** SB attending training about the new framework. SB felt it is important to fully understand what is expected well in advance of the next inspection. **Staff Wellbeing** SB reported that staff wellbeing was good.	
68/25	**School Development Plan**	
	The meeting received a noted the report detailing the actions taken during the Autumn term towards achieving the key priorities in the SDP for 2025-26. The head highlighted that the school handbook had been reviewed as well as the history curriculum. Subject leaders had competed their plans for the year and learning walks had been completed. Teams was now being more widely used across the school.	

	CPD training had taken place for teachers included: vision meeting, high expectations, SEND, SIAMS, Global Neighbours Initiative. Training for LSA's included: vision meeting, high expectations and SIAMS. To further personal development the school had held an International Day of Democracy and had held activities for Black History Month.	
69/25	**Risk Assessment**	
	The meeting received and noted the updated Risk Register. References to Matt Hawley had been replaced with Sarah Bailey. The following changes have been made: **Strategic** Absence of Key Persons: Amended to include the induction of a new Deputy Head. Governance: Amended to include Governor recruitment underway. Rising SEND affecting Outcomes: Behaviour refreshers with staff and use of clear "flowchart" process. Use of SLT when needed. **Financial** Funding Gap: Reference added to tightness of budgets and need to continue to monitor management accounts. Rising SEND Roll affecting Finances: continue to push through ECHP funding. **Operational** Church school: Risk Owner Linda Stebbage and Sarah Bailey. Business Continuity: Risk Owner Alice Balchin and Sarah Bailey. Transmissible Infections: The Risk Description and Mitigating controls have been updated. Cyber Crime: Added as a risk Electrical Infrastructure: Added as a risk.	
70/25	**Policies**	
	a) Assessment Policy was agreed by the meeting. b) Lockdown Policy was agreed by the meeting. c) Bereavement Policy was agreed by the meeting. d) Online Policy was agreed by the meeting	
71/25	**Minutes and Reports of Committees**	
	Finance and Infrastructure a) The terms of reference are to be changed at the next meeting to reflect the change in name. b) The Meeting noted the minutes of the meeting of the 9th October. It was highlighted that F and I are in the process of commissioning a CIF bid in respect of the electrical rewire. The Trustees had been asked to decide on whether to	**IT**

	undertake a new Electrical 5 Year Report to further the chances of success. Their conclusion was still awaiting. It was highlighted that the Playground surfacing had deteriorated to the point of requiring replacing. Quotes are in the process of being sort for this. A Risk Assessment has been carried out on its continued use. It has been agreed by F and I with Trust approval to enter a 4-year lease for staff laptops. The current laptops will not support Windows 11. Pupil laptops are compatible with this upgrade. **Teaching and Learning** a) There have been no changes to the terms of reference. b) The minutes of the meeting were noted.	
72/25	**Chairs Action**	
	There were no Chair's Actions.	
73/25	**Correspondence**	
	TC had received an email from the Government thanking the governors for their work.	
74/25	**Safeguarding Children**	
	There were no issues to note.	
75/25	**Church Matters**	
	LS reported to the meeting. **September**: Church Mice had started. **October**: included Harvest Festival when the children had watched a film and made harvest bookmarks. LS had visited Kingfishers and there had been a discussion on Creation and Science and whether it was conflicting or complementary. **November**: 18th A class visit to the church about Baptism. 20th LS to meet with SB about SIAMS. **December:** 4th LS to Monitor Assembly. The Christmas service is on the 19 November. The first Open the Book session will be the 15th January with an assembly about Sampson. LS is now a Direcor on the Trust Board.	
76/25	**Governor Visits**	
	All Governors had been invited into Collective Worship. Those that had visited had enjoyed the experience. JH had visited to monitor history. SM had attended Collective Worship.	
77/25	**Governor Training**	

	a) The was a general reminder for all Governors to complete the SEN training. Health and Safety training needs to be booked for JH. b) There was no feedback from training courses. c) No training needs have been identified.	**SM** **SM**
78/25	**Any Other Business**	
	TC provided an update on recent efforts to recruit a new parent governor.	**TC**
79/25	**Date/Time of Future Meetings**	
	Thursday, 26 March 2026 Thursday, 25 June 2026	

Minutes Confirmed: