

DEBDEN [C.of E]. PRIMARY ACADEMY	LOCAL GOVERNING BODY MINUTES OF THE MEETING	MEETING HELD ON 03 JULY 2025
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Membership	Type	Office	Term
*Rebecca Beach	General Member		06/01/2029
<i>Vacancy</i>	General Member		
*Holly Caparelli	Staff		20/09/2027
Tom Caster	Foundation	Chair	02/02/2026
Joanne Hart	Parent		08/10/2027
Matt Hawley	Headteacher	Head of school	Ex-Officio
*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	Parent	Vice-Chair	14/07/2025
* <i>Signifies absence</i>			
Others in attendance			
Sarah Bailey		Incoming HT	
Clare Eve		Clerk	

Opening prayer

20/25	Welcome and Apologies for Absence	Action
	Jamie Millership and Linda Sebbage sent their apologies. Rebecca Beach was absent.	
21/25	Notification of AOB	
	There was no notification of any other business.	
22/25	Declaration of Business Interests	
	<p>a) No governor declared a potential conflict of interest with any items to be discussed at the meeting or that they had received or had given any gifts or hospitality that could compromise or be perceived to compromise their impartiality when dealing with matters for the Academy.</p> <p>b) There were no declarations of business interests.</p>	
23/25	Membership	
	IT's term as Parent Governor will end on 14 July 2025. The board currently has two vacancies: Parent Governor (elected) and General Governor (following Sarah Belchambers' resignation from the LGB). The board discussed which role IT should fulfil and agreed the General Governor role would be suitable. EHT to confirm this at the next Trust meeting. SB will explore possible Parent Governor candidates from September. TC recommended finding a parent who is connected to the military base, as this has worked well in the past. The Clerk will work with the HT and TC to organise an electronic Parent Governor election in September.	<p>EHT</p> <p>Clerk/ TC/HT</p>
24/25	Minutes of the Previous Meeting	
	The minutes of the meeting held on 03/04/25 were agreed by the LGB.	
25/25	Matters Arising	

	There were no matters arising.	
26/25	Risk Register	
	<p>The board is made aware of the following changes to the Risk Register:</p> <p>Financial: funding gap – the risk is high, due to teacher pay rises and a decrease in expected pay rise funding.</p> <p>Operational: security – risk reduced as the gates have been fixed and a security camera added to the doorbell. The hedges have grown, reducing any gaps.</p> <p>Operational: health & safety – a note has been added to include SB’s training.</p> <p>Operational: Reading, Writing & Maths – this remains at the same risk level, as an experienced Maths lead has been recruited to the Deputy Head role.</p> <p>Operational: attendance – this is monitored closely and remains 1% higher than the national average.</p> <p>Financial: rising SEND roll – funding available does not cover the increased costs.</p> <p>Strategic: rising SEND/challenging behaviours affecting staff wellbeing and morale: There was an isolated risk of this. Leaders drew on the support of the Inclusion Partner to work with staff to ensure consistent approaches are taken.</p> <p>Operational: health & safety: Sarah Belchambers has been removed from this responsibility.</p> <p>Operational: business continuity: Helen Edwards has been removed from this responsibility.</p> <p>Strategic: rising SEND effecting outcomes: this has been mitigated by the new SENCO hired by Trust.</p>	
27/25	Headteacher’s Report	
	<p>Staffing- the incoming Deputy Headteacher will lead the Kingfishers (Year 5-6) class from September. To have recruited a teacher with experience in leading both Maths and RE is a great outcome.</p> <p>One class teacher role is currently being covered successfully. This arrangement is expected to continue until the end of the school year.</p> <p>From September, there will be changes to the class teacher for each of Frogs, Newts and Kingfishers classes. The order of classes and their classrooms will also change to make more logical sense within the layout of the school.</p> <p>Pupils on roll - there has been a steady, stable turnover of pupils entering and leaving the school. This is an achievement as many military families have moved out and the number of non-military children has risen. A small number of children will be leaving at the end of the year, balanced out by the larger number of new Reception class children starting in September.</p> <p>Class Structure - the number of children on roll is expected to remain the same in September.</p> <p>Curriculum – some small changes have been made to the subject lead teachers. This is in response to teachers’ individual strengths.</p> <p>Quality of Education – the focus on Oracy continues to be monitored and was the subject of a visit by Craig Duncan, working with the HT. Craig Duncan also monitored how well embedded other areas of the SDP were being implemented. There has been</p>	

	<p>a teacher meeting to reflect on progressions made in focus subject areas. This included what was going well, and what could be developed. There was also a focus on ensuring mixed classes are being taught the full curriculum.</p> <p><i>IT asked if mixed classes are staying the same from September?</i> SB answered that there will be slight changes to the composition of classes, resulting in all KS2 children being in differently mixed groups next year. <i>IT asked what the response from parents had been to this change?</i> SB answered that the change had been accepted with no negative feedback and that she had informally spoken to a small number of families about this change.</p> <p>Oracy focus – a skills framework has been used to monitor children’s progress, in line with expectations for their age.</p> <p>SEND – one EHCP has been granted for a child with additional needs. IPRA transitional funding has been granted to support the transition of a child from another school. An EHCP award will then be applied for to support this child in school.</p> <p>SEND support – SEND outcomes so far are positive.</p> <p>Pupil outcomes – the plans executed (since Easter) to support Y2 areas for development have worked well. This class is now close to reaching expected targets. The class is slightly below expectations in Reading, but this is mainly due to changes in individual abilities of children entering and exiting the school and is focused on a very small number of children not yet achieving the expected level.</p> <p>KS1 Reading targets are largely being met, with two or three exceptions (which were expected). Maths targets are all being met. Using the ‘Home grown’ measure (looking at children who have been in the school since Reception class) is the most accurate way to monitor the success of the reading curriculum and initiatives over time. 92% of children have met the expected standard and 25% of children are working at expected depth. This is above the national average. The expected standard for Writing is in the low 80%, which is good. KS2 results will be available next week.</p> <p>Not all data from all classes is available yet. 23/27 Year 1 children passed the phonics check, which exceeds the national average and is on target. The children who did not pass the phonics check were in line with expectations for this cohort.</p> <p>The results of the Y4 multiplication check were very good. The average score was 21.0 out of 25. This was slightly lower than last year, but represented strong progress considering the children’s starting points. It is above the national average score.</p> <p>Current Y3 – <i>JB asked SB if she is satisfied with the progress made in this class?</i> SB confirmed she is satisfied the class is now meeting expected levels, but considers there is room for improvement to increase accuracy in Writing, especially with regard to spelling and punctuation. EHT confirmed that Writing usually scores lower nationally than other subjects. HT concurred that this is consistent with a national trend, especially affecting younger year groups impacted by Covid lockdowns. EHT added this is due to Writing being the hardest thing to support at home during home schooling. SB confirmed that Maths and Reading levels have returned to the expected standard. HT commented that teacher efficacy is fundamental in improving outcomes and is more powerful than outside influences. SB noted that this class has made significant and impressive progress this academic year.</p> <p>Attendance – this has remained steady and is consistently one percentage point above the national average.</p> <p>Behaviour – Behaviour across the school remains generally very good. In an effort to address low level behavioural issues ahead of the new school year in September, a</p>	
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	<p>focus on 'kindness' will be launched for the remaining two weeks of term. Whilst incident reports have remained steady over the course of the year, there is often a trend for them to increase in the final two weeks of term. The HT expressed the importance of children showing care for others and noted the school values are built around compassion. Behavioural issues are more common outside the classrooms, and younger children's behaviour is negatively influenced by older children. The school staff team will focus on basic manners, speaking in full sentences, eye contact (where appropriate for that individual) and general kindness towards others. The HT also noted a need to address some isolated behaviour issues at sports events and trips off site. Due to the strong position the children are in academically, the HT and SB agreed that now is the optimal time to address behavioural issues effectively.</p> <p>Trips – there have been many trips, activities and events this term. All classes have attended one trip this half term. There is a music concert taking place next week, followed by the Y6 residential trip. There has been a Science themed week recently and Sports Day took place earlier in the term. There have been two school productions and further sports events as school teams have progressed to finals tournaments. The KS1 Athletics event (attended by many children) will take place before the end of term.</p> <p>Student Council – SB may consider changes to the Student Council for next year.</p> <p>Courageous advocacy – the community garden has been built (within budget).</p> <p>SIAMS - Julie Sarti has visited, continuing to monitor RE teaching in school. She commented the new schemes introduced over the last year were too challenging, and children were struggling with them. The HT noted that the new schemes were most successful in classes where they were practised regularly and recommended the classes finding this more difficult were supported by those who were making good progress in this area.</p> <p>Teacher meeting schedule – this has involved reviewing the curriculum, which requires a time consuming and methodical approach to meet national curriculum standards. HT noted the importance of building a knowledge base that relates to many subject areas so children's learning is connected and coherent.</p> <p>Pupil and service premium –the premium spending is aligned with the funding plan. Spending has focused on pastoral activities such as paying for trips and subsidised music lessons (uptake on this has been good).</p> <p>Staff absences – there have been two peaks in absence. These have correlated with the busiest times of the academic year, which was challenging. The HT recommended spreading out activities throughout the year in future, to reduce the number of very busy periods.</p> <p>CPOMS – the rollout of CPOMS has been successful, and it is a far more thorough and comprehensive system than the older paper-based system. The HT reported some confusion among staff over which incidents should be classed as 'Safeguarding concern' and which should be classed as 'Cause for concern'. <i>SB asked if headteachers/DSLs can correct these levels (if incorrectly categorised)</i> and the HT answered that only the staff member completing the form can do this. SB recommended staff training to take place at the beginning of next year to support this being done correctly from the start. There is now a new DSL who checks low-level issues are followed-up. High level cases are reviewed every week; lower level cases less frequently.</p>	<p>SB</p>
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28/25	Pupil Premium	
	Report to follow, but the main points are covered in Headteacher's Report, above.	
29/25	School Development Plan/Self-evaluation	
	The SDP is not usually included as a formal document in the meeting, but the HT confirmed that the ethos of self-reflection in order to progress is endemic in the school approach to all matters. The EHT congratulated the HT on the amount of progress achieved this year.	
30/25	Class Structure	
	This was discussed as part of the HT report.	
31/25	Finance	
	IT confirmed the Management Report will follow.	
32/25	Budget 2025-26	
	This has been seen by the EHT and was approved by the F&P board in their last meeting. The Budget 2025-6 was agreed by the LGB.	
33/25	Safeguarding Children	
	TC has attended a monitoring visit to school recently, with a special focus on the new CPOMS system. TC reported to the board is an upgrade to the former system. The Safeguarding Report will follow.	
34/25	SEND	
	SB and IT will collate the SEND report, which will follow.	
35/25	Chair's Action	
	There was no urgent action to report.	
36/25	Correspondence	
	TC had been informed by the Chelmsford Diocese that Julie Sarti is stepping down. This coincides with a new approach: schools will no longer have a named advisor, but advisors with specialisms instead (e.g a 'spirituality focus'). The HT acknowledged the valuable support school has received from Julie Sarti and reflected that school is in a good position for the SIAMS visit.	
37/25	Minutes/Reports of Committees	
	<p>a) Finance and Premises Committee The meeting minutes were approved by the board.</p> <p>b) Teaching and learning Committee The meeting minutes were approved by the board.</p>	
38/25	Church Matters	
	The HT confirmed that Rev Hilary continues to lead assemblies. LS provided a written report on recent church updates which was noted by the meeting.	
39/25	Governor Visits	
	LS visited school. IT has been in school in for the recruitment of a new deputy head and will visit next week.	

40/25	Governor Training	
	<p>The EHT checked governors have been able to access the NGA website and asked board members to send her titles of any training completed. The EHT asked all members to complete at least one module of training over the summer and can recommend specific modules if required. SB confirmed she will access the NGA Governance training to support her new Headteacher role.</p> <p><i>SB asked the EHT if CPD training completed in staff meetings should be relayed to the LGB.</i> The board agreed this would be helpful.</p> <p>The EHT confirmed the annual 'Governor Safeguarding' refresher course will take place in September.</p>	
41/25	Any Other Business	
	TC and EHT, supported by the LBG, congratulated the HT on the great progress achieved under his leadership and wished him well for the future.	
42/25	Date/Time of Future Meetings	
	<p>The following dates were agreed by the LGB (meetings to commence at 7:15pm):</p> <p>Thursday, 18 September 2025</p> <p>Thursday, 6 November 2025 (<i>F&P meeting to take place on 23.10.25</i>)</p> <p>Thursday, 26 March 2026</p> <p>Thursday, 25 June 2026</p>	