

**DEBDEN PRIMARY ACADEMY
 THE LOCAL GOVERNING BODY MEETING
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 LOCAL GOVERNING BOARD
 Minutes of the meeting held at 17:15 hrs on 19 September 2024**

Membership	Type	Office	Term
Vacancy	Foundation:	Incumbent	Ex officio
Tom Caster	Foundation	Chair	02/02/2026
Sarah Belchambers	General Member		27/03/2026
Rachel Stoddart	General Member		17/05/2027
Sarah Mitchell	General Member	Executive Headteacher	Ex officio
Vacancy	General Member		
Henry Crosby	General Member		24/01/2028
Isobel Tunnecliff	Parent	Vice-Chair	14/07/2025
Jo Hart	Parent		08/10/2027
Matt Hawley	Headteacher	Head of School	Ex officio
Holly Caparelli	Staff		20/09/2027
In attendance			
Tom Bennett		Clerk	

* indicates absence

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OUR VISION is to be a highly purposeful, caring Christian community, in which our children:

- *Progress exceptionally well academically, across a broad and knowledge-rich curriculum;*
- *Develop into confident, compassionate, well-rounded individuals;*
- *Become equipped with the learning skills needed to deal with future challenges;*
- *Create happy, positive memories of their childhood.*
- *“That they may have life in all its fullness.” (John 10: 10)*

42/24 Chair

It was noted the Trust’s Board of Directors agreed, at their meeting on 18th July 2024, to appoint Tom Caster as Chair for the 2024-25 academic year.

Action

43/24 Welcome and apologies for absence

Isobel Tunnecliff had provided advance notice of being late due a prior commitment.

44/24 Any Other Business

None.

45/24 Declaration of business interests

- a) It was **agreed** all governors who had yet to complete and send the annual declaration of pecuniary and private interest forms to the clerk should do so within two weeks of the meeting.
- b) 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.

All

[Isobel Tunnecliff arrived]

46/24 Vice-Chair

The Chair reported that Isobel Tunnecliff had expressed an interest in being re-appointed as Vice-Chair for the 2024-25 academic year

The Clerk reported nobody else had expressed an interest to be nominated and it was unanimously **agreed** to appoint Isobel as Vice-Chair for 2024-25.

47/24 Code of Conduct

a) Code of Conduct for LGBs

The meeting received and noted the Trust's Code of Conduct for LGBs setting out the roles of the LGB and individual governors, the requirements of governors in fulfilling their role and responsibilities and how the LGB should conduct itself in meetings and the importance of confidentiality on all the matters discussed.

The Code of Conduct was based on best practice as set out by the National Governance Association [NGA].

It was **agreed** to adopt the Code of Conduct

All

b) Code of Conduct for Academy Committee Members

The meeting received and noted the Trust's Code of Conduct for Academy Committee Members and **agreed** to adopt it.

All

48/24 Governance

a) LGB Membership

It was noted the Trust's Board of Directors had agreed at their meeting on 18th July 2024 to appoint the governors listed on the schedule circulated with the agenda,

The Chair reported there were currently two vacancies on the LGB, a Foundation Member, still to be filled ex-officio by the Incumbent Priest of the local Church, and a General Member.

The Chair reported two parents had expressed an interest in being nominated to fill the General Member vacancy.

It was **agreed**

Chair

- The LGB needed another governor to strengthen its teaching and learning skills and expertise;
- To ascertain the background and skills and expertise of the two parents who had expressed an interest and make a recommendation to the Trust's Board of Directors.

b) The Scheme of Delegation for the LGB

The meeting received, noted and **agreed** to adopt the MAT's Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the Headteacher on the running of the school.

All

c) The Annual Programme of Business

The meeting received noted and **agreed** the LGB's annual programme of business detailing the LGBs responsibilities as set out in the Scheme of Delegations Appendix and the meetings when they would be dealt with.

**Clerk/ Chair/
Headteacher**

d) **Membership of the Subcommittees and Governor Responsibilities**

The meeting considered and **agreed** the proposed membership of each committee and governor responsibilities.

All

Name	T&L	F&P	Governor Responsibilities
Matthew Hawley	X	X	Curriculum overview, Objectives, and staff welfare
Holly Caparelli	X		Website, Equal opportunities
Tom Caster	X	X	Safeguarding, On-line safety guidelines, Personnel, and staff welfare, PHSEE
Isobel Tunnecliff		Chair	ICT, SEND, Geography, Science
Sarah Belchambers	X	X	Art, DT, H&S
Rachel Stoddart	X		Early Years, behaviour and wellbeing, Pupil premium
Sarah Mitchell			Admissions, Link Governor training, Maths
Jo Hart	X	X	History, PE, and sports grant
Henry Crosby		X	Music, MFL
Vacancy 1 [Incumbent]	TBC	TBC	TBC
Vacancy [General Member]	X		TBC
All governors			English, RE & Worship

It was reported curriculum subjects would be selected for monitoring twice a term and the governor responsible for monitoring each subject would be advised to contact the appropriate teacher to make arrangements to meet the teacher and pupils.

Sarah Belchambers suggested new governors could shadow other governors when carrying out a monitoring visit.

It was noted there was a vacancy for the position of Chair of the Teaching and Learning [T&L] committee. It was **agreed** that any members of the committee who wished to be considered for the position of Chair should contact the Chair of the LGB

T&L members

- e) It was **agreed** to ask each committee to review its terms of reference and make any recommendations to amend them at the next meeting of the LGB

Committee Chairs

49/24 Safeguarding

a) **Keeping Children Safe in Education (KCSIE) 2024**

The governors received and noted the updated Keeping Children Safe in Education (KCSIE) 2024

The Head of School reported that annual safeguarding training would be provided to all governors, and it was **agreed** each governor should complete and send to the Clerk the form provided to confirm they had read and understood the KCSIE 2024 document and undertaken the annual safeguarding training.

All

b) **Safeguarding Issues**

No safeguarding issues had arisen since the last meeting.

50/24 Policies

a) Trust policies for review in 2024-25

The meeting received and noted the polies reviewed and approved by the Board of Directors and the policies delegated to the LGBs to review and approve, as necessary.

b) Trust Policies

The meeting received and noted the following policies were approved by the Board of Directors at their July and September 2024 meetings.

- Admissions Policy, July 2024
- Attendance Policy, July 2024
- Gifts and Hospitality Policy, July 2024
- The Trust's Charges and Remissions Policy, September 2024
- Charges and Remissions, September 2024
- Reserves Policy, September 2024
- Investment Policy, September 2024
- Whistleblowing Policy, September 2024
- Procedures for Dealing with Safeguarding Allegations Against Adults in Schools, September 2024

The Chair asked why the Board of Directors had agreed to hold such a large reserve of £446,000 and what was included in the sums for specific projects and potential expansion at DPA.

Sarah Mitchell reported that reserves held for the specific projects and potential expansion at DPA included:

	£'000s	
<i>Specific Building Projects</i>		
DPA Budgeted capital spend	30	Classroom division, kitchen cooker and repairs/ enhancements as per the premises improvement plan
School Development	54	Costs to increase the number of classes by one due to the increased demand for school places, including funding a new teacher for the first year
Total	£84K	

Sarah Mitchell reported the Procedure for Dealing with Safeguarding Allegations Against Adults in School was based on a new version provided by Essex CC HR model and latest guidance. Essex CC provided HR and legal services to the Trust and each academy and would provide advice on how to deal with confidentiality and when to contact parents when safeguarding allegations are raised against staff.

c) LGB Policies

The meeting received and considered and the following policies:

- **Child Protection Policy**

Henry Crosby referred to the provisions for when a child goes missing and felt the provisions should include a timed escalation of procedures and actions by parents, teachers, the Head of School and external agencies, such as the police.

Sarah Mitchell reported that the Business Continuity Policy covered incidents such as when a child goes missing with a clear plan of escalated actions, each with an identified responsible member of staff and external bodies.

It was noted school trips were risk assessed to cover children when away from school and their homes.

It was noted the responsibility for children using school transport rested with the transport company. It was **agreed** to follow up the case of a "lost child" to ascertain why the transport company had not informed the school and to inform the Essex CC who had contracted out the service to the company.

It was **agreed** to approve the Child Protection Policy.

- **Anti-Bullying Policy**

The Head of School reported the policy followed the Department for Education (DfE) guidance on "Preventing and Tackling Bullying" and "Keeping Children Safe in Education" 2024.

It was **agreed** to approve the Anti-Bullying Policy

- **Behaviour Policy and Online Safety Policy**

It was noted the policy was based on legislation and advice from the DfE.

It was **agreed** to approve the Behaviour Policy and Online Safety Policy.

- **Suspension and Exclusion Policy**

The meeting received and noted the Suspension and Exclusion Policy.

Jo Hart asked whether those detailed with specific roles had received appropriate training.

Sarah Mitchell that training is available to any member of staff and governor when needed.

It was **agreed** to circulate the link to the available training on Suspensions and Exclusions.

The Head of School asked whether the Academy should consider appointing members onto the Governing Body Exclusions Committee.

Sarah Mitchell reported that the governors on the Exclusions Committee were required to be independent and have not been involved with any prior stage of the exclusion procedure or prior knowledge of any discussions and actions already taken relating to the case.

It was **agreed** to approve the Suspension and Exclusion Policy.

- **SEND Policy**

The meeting the policy had been updated to reflect the change in the Governor responsible for SEND to Isobel Tunnecliff.

It was **agreed** to approve the amended SEND Policy

HoS

SM

51/24 Minutes of the previous meeting

It was **agreed** to approve the minutes of the previous meeting held on 4 July 2024 as an accurate and true record of the meeting.

52/24 Matters arising

No matters arising from the previous minutes, not otherwise covered on the agenda, were raised.

53/24 Head of School Report.

The Head of School provided an overview of his Autumn Term report and highlighted the following:

Staffing

The new part-time teacher for the Minnows Class has settled in well and had made a strong start alongside the other Minnows part-time teacher.

The Ducklings Class [Reception] teacher would be taking maternity leave in January. The Academy would be advertising for a maternity role before the Autumn half term.

The school was currently recruiting a Learning Support Assistant [LSA] to provide one-to-one support for a child with an Education Health and Care Plan [EHCP]. It was noted the application for statutory funding to support children with an EHCP had been made and was still in progress.

It had been a difficult start to the new academic year with five staff off sick and with the ongoing support for children with SEND.

Henry Crosby asked how the school had managed staff resources with so many staff off sick.

The HoS reported the school had taken measures to free up resources such as cancelling assemblies, deploying LSAs to ensure pupil safety and focusing existing resources on pupils with the most need. Catering staff from Great Chesterford and parents had all helped to cover catering staff away sick.

Pupil Numbers

It was noted there were 150 pupils currently on role.

Pupil Characteristics

It was reported that there were 14 pupils that qualified for Free School Meals and Pupil Premium that was a higher than previously.

It was noted that just under half the number of pupils at the school were children of military service families at Carver barracks.

There were three pupils with EHCPs. The external SEND advisor had visited the school.

All other children had settled in well.

Pupil Outcomes – End of KS2 and KS1 Statutory Tests

The meeting noted the end of Key Stage 2 data included in the report that was not available at the last governor meeting due the timing of the publication of the data.

Statutory baseline assessment of children in Reception was currently underway.

Attendance

Attendance levels were currently good at 98% attendance.

Behaviour Incidents

There had been two behaviour incidents warranting a behaviour incident form at the start of this academic year. One involved a child with complex SEND needs.

The leadership team were reviewing the strategies and recording of behaviour incidents, differentiating between complex SEND behaviours and other behaviour incidents.

Personal Development

The HoS reported the extra-curricular clubs' timetable for the Autumn term was being finalised.

School trips and visits had been mapped against the school's curriculum plans for the new academic year.

Church matters and SIAMS

Holly Caparelli had attended training in March on spirituality and was leading the school's response in this area.

Leadership and Management

The leadership team had reviewed and amended Priority 1 in the SDP 2024-25 to address an area identified with the publication of the assessment data for 2023-24. The data had highlighted that Year 6 pupils were less strong at presenting ideas and better at writing about them.

The new focus would be pupils "saying it again, better" and priority 1 now read "QUALITY OF EDUCATION – Oral and Written Literacy: To improve the quality of children's oracy and their extended written compositions."

Finance and Premises Update

It was expected that the Academy's finances would be impacted this year by the rising number of pupils with SEND.

The Newts' classroom had now been divided into two, creating a SEN and breakout learning space. This had improved both the Newts' learning environment and created a much-needed additional space.

The FODs had been active raising funds and funding a larger, second shed which shall be used for PE equipment, creating a SEN nurture and soft space, and installing KS2 timeline that will run along the KS2 corridor.

Safeguarding

Staff had attended their annual child protection training with Pam Langmead. The slides used in the training would be sent to all governors. New staff and those unable to attend the annual training would receive training from the DSL throughout September.

54/24 School Development Plan/ Self Evaluation

The meeting received and noted the detailed School development plan for 2024-25.

55/24 Risk Register

The meeting received the updated Risk Register and noted the following risks had been amended.

Risk 32 Financial - Rising SEND roll affecting finances. Further action had been added to carefully monitor the SEND budget over first couple of months and make in-year adjustments when needed.

Risk 33 Strategic - Rising SEND affecting outcomes. Further action had been added to put in place additional learning support to provide learning support for all.

Risk 34 Strategic - Rising SEND/ challenging behaviours affecting staff wellbeing and morale. This new risk had been added to the Risk Register.

It was **agreed** to review the likelihood and impact scores and RAG rating of these risks.

HoS

56/24 Finance

The meeting noted the Academy Budget 2024-25 had been approved by the Board of Directors at their July meeting.

It was **agreed** to circulate the approved version showing a deficit of £14k.

HoS

57/24 Chair's action

No urgent action had been taken by the Chair or Vice-Chair since the last meeting

58/24 Correspondence

No correspondence relevant to the Governing Body had been received since the last meeting.

59/24 Church Matters

The meeting noted that the Rev. Hiliary had visited the school and had carried out a couple assemblies.

60/24 Any other business

None.

61/24 Date/time of future LGB meetings

Thursday 28/11/2024

Thursday 03/04/2025

Thursday 03/07/2025

All meetings to start at **19:15** hrs

Approved by the Board on 28 November 2024