

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			

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)*

The Chair opened the meeting with a prayer

62/24	Apologies for absence	Action
	Apologies were received and accepted from Sarah Belchambers and Rachel Stoddart.	
	The meeting noted Rachel was moving away from the area and would be standing down as governor at the end of the year.	
	The Chair reported the Rev Lynda Sebbage had been appointed as Team Vicar with the Saffron Walden team, with special responsibility for the parishes of Debden and Wimbish. Linda had already advised she would be willing to fill the Foundation Governor vacancy as the Incumbent, commencing in the New Year.	
	The Chair reported two parents had expressed an interest in becoming a governor and it was agreed to provide governors pen-portraits of the two applicants.	Chair
	It was noted Holly Caparelli would be on maternity leave in the New Year and it was agreed the HoS would canvas the staff to see if there was a volunteer to attend meetings of the LGB in Mrs Caparelli's absence.	MH
63/24	Any Other Business	
	<ul style="list-style-type: none"> • Governor staff social 	
64/24	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.	
65/24	Minutes of the previous meeting	

The minutes of the previous meeting held on 19 September 2024 were approved as an accurate and true record of the meeting.

66/24 Matters arising

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

67/24 Head of School's Report

The meeting received and noted the HoS's termly report.

The HoS highlighted the following points:

Staffing

Sarah Douglas was recruited during the Autumn term as the full-time teacher of the Dragonflies and would start in January.

A part-time agency teacher (Ms Lawrence) and part-time fixed term teacher (Mrs Auty) would teach the Ducklings during Holly Caparelli's maternity leave starting in January.

Miss Gardener, a new Learning Support Assistant [LSA], had settled in very well.

Identified Groups

There were currently three pupils with part-funded Education, Health, and Care Plans [EHCPs] and applications for three further EHCPs and funding had been submitted.

The school currently had adequate staff resources to provide one-to-one support for each pupil with higher needs, but this was only because they had drawn staff from other responsibilities. The Head and SENCO were continuing to chase up EHCP applications to ensure funding matched the level of need in the school.

Curriculum

The meeting noted the members of staff who would take over the subject leadership during Holly's maternity leave.

A key focus and priority during the academic year was on improving the quality of pupils' oral as well as written skills by putting in place a collective accountability for the development of children's oracy skills and mapped opportunities to develop oracy by reference to the Voice 21 Oracy Framework.

Targets 2024-25

The meeting noted the statutory KS2 targets 2024-25 for the current Year 6 pupils and the provisional KS2 targets for 2025-26 for the current Year 5 pupils as well as the pupil 2024-25 targets for Phonics and EYFS.

Attendance

The average level of attendance at the school was 96.55% compared to the national average level of attendance at primary school of 95.3%.

Behaviour Incidents

The meeting noted there had been fourteen behaviour incidents warranting a behaviour incident form at the start of this academic year (1.27 per week). Five incidents involved children with complex SEND needs and a further three were perpetrated by children on the SEND register.

There had been one one-day suspension (fixed-term exclusion) so far, this academic year.

Most incidents occurred outside class time and during lunch and other breaks. More staff had been deployed to observe behaviour during lunchtimes.

There had also been a deterioration in children's behaviour outside formal school hours with some parents reporting they were finding it difficult to manage their children's behaviour at home. There has been an increase in the number of parents asking for support from MIND and other charities to support their child's behaviour at home.

Parents were regularly contacting the school regarding issues on the school bus, on the army camp, and at clubs and events.

Trips and Visits

Trips and visits were part of the School's Development Plan [SDP] priority for pupil Personal Development and Curriculum Enhancement, which was working well.

Sports and Music

The meeting noted that last year the school received the sports 'silver' award and would aim again for the same award this year. The school participated in fewer events but were able to practice more in lessons and achieve better results.

The meeting received and noted the 2023-24 Review of the Primary and PE Sports Premium funding that had been published on the school's website.

The review set out the activities carried out, how they met the DFE's Key Indicators, the impact of each activity on the children's sporting development and the cost for each activity.

Jo Hart asked what activities were specifically targeted for SEND pupils. MH commented that USSP were putting on some cross-school events specifically for SEND pupils, including team sports and sports hall athletics.

The HoS reported the following activities were directed to all pupils including SEND pupils.

- Achievement of the Silver Sports Mark
- PE assessment of each child to assess their expected standard
- Achievements at individual sporting events
- Tracking participation by identified groups
- Swimming attainment. All pupils can all children are able to swim 25 meters unaided measured at the end of Year 6.

The meeting noted the school had to pay to use transport to attend sporting events and activities due to its location that was funded from the PE and Sports Premium while other schools did not. It was noted transport costs had risen significantly over the year.

Pupil Premium

The meeting received and noted the Pupil and Service Premium Statement: 2024-25 to 2027-28 that had been published on the school's website.

The HoS reported that only 2 of the children eligible for the Service Premium played a musical instrument. The plan for 2024-25 included the provision of music lessons for all eligible children of service families.

Community Matters

It was reported the school had been awarded the Tesco Golden Grant of £5,000 to create a community wellbeing garden. Quotes were currently being sought.

Church Matters/ SIAMS

Julie Sarti, the diocese advisor, carried out her termly visit on 26 November 2024 to monitor spirituality, review the SIAMs Self Evaluation Form [SEF] and lead a teacher training session on courageous advocacy.

Staff Wellbeing

There had been a new initiative to involve Learning Support Assistants [LSAs] with teachers through increased liaison and communication meetings and identifying and remunerating those LSAs who were asked to lead a class for short periods.

Safeguarding

There has been one referral to the Local Authority's Children and Families services so far during the Autumn term

The school was looking into acquiring a CCTV camera for the side gate to ensure the gate was securely locked during clubs and other after school activities.

A number of cases of misinformation had been spread via WhatsApp, some of which related to safeguarding, individual children, school policies and staff members.

The school felt some cases breached both the school's code of conduct and GDPR regulations. A reminder would be sent to all parents via the newsletter on inappropriate communication relating to the school and that for more serious cases the school may consider taking legal advice.

The school was in the process of broadening its designated safeguarding leader (DSL) team. Becca Adams was currently undertaking her DSL level 3 training in January and would then join the DSL team as a Deputy DSL.

68/24 School Development Plan [SDP]

The meeting received and noted the actions taken during the Autumn term and the progress being made to achieve the key priorities in the SDP for 2024-25. The HoS reported the leadership team were taking a more strategic approach in delivering the key priorities through the use of Continuous Professional Development [CPD] for staff and subject and class monitoring. This included a systematic training programme for LSAs.

69/24 Risk Assessment

The meeting received and noted the updated Risk Register.

The Chair reported the register had been reviewed at the last meeting of the Finance and Premises Committee meeting who had added two new risks relating to SEND

Risk 33 – The impact of the rising number of pupils with SEND affecting outcomes.

Risk 34 - The impact of the rising number of pupils with SEND and challenging behaviours affecting staff wellbeing and morale.

The HoS reported a further risk had been added being Risk 35, the risk to the school of having children with severe medical issues.

The likelihood and impact scores of some risks had been reduced to reflect the reduction in the likelihood of underfunded staff salary increases and the impact on the funding gap, a full complement of governors and the favourable impact on the leadership team's resources and the appointment of a new incumbent and reduction to the risk of weakening the link with the Church and the effect on the SIAMs inspection.

70/24 Minutes/reports of committees

Finance and Premises [F&P]

a) Terms of Reference

The committee had reviewed its terms of reference and had agreed to adopt them without recommending any amendments.

b) Minutes

The meeting received and noted the minutes of the F&P Committee meeting held on 21 November 2024

The Chair, Isobel Tunnecliff highlighted the following points:

- Three quotes were being sought to repair the current kitchen ventilation equipment that would cost in the region of £1,650.
- The committee considered the costs and benefit of replacing the current kitchen oven with one with a slightly larger capacity, costing in the region of £4k.
- The committee discussed preparing and submitting a Condition Improvement Fund (CIF) application to upgrade the entire school electric wiring and installations. It was advised to procure a consultant to complete and submit the bid and it was proposed to utilise Eddisons who had completed the CIF bid for the new boiler in the recent past. The deadline for submissions was 17th December. An Electrical Installation Condition Report (EICR) inspection had been planned on 26th November 2024.
- The committee had discussed the tree growing over the Ducklings outdoor area that had been deemed unsafe. It was agreed the Chair would contact George at Maskells to prepare a quote on the removal. He dealt with the district council regularly and would be able to help move this forward.

Teaching and Learning Committee [T&L]

a) Terms of Reference

The committee had reviewed its terms of reference and had agreed to adopt them without recommending any amendments.

The meeting received and noted the minutes of the meeting held on 10 October 2024. No questions were raised.

71/24 Chair's action

No urgent action had been taken by the Chair or Vice Chair on behalf of the LGB since the last meeting.

72/24 Correspondence

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

73/24 Safeguarding children

This item had been discussed under the Head of School's Report.

The Chair, who was the governor responsible for safeguarding, planned to carry out the termly monitoring visit.

74/24 Church Matters

Preparation for the school nativity play was well underway

The school Christmas church service would take place on Friday 20th December. The new incumbent, Rev Lynda Sebbage, would be involved in this service for the first time.

75/24 Governor visits

Isobel Tunnecliff reported she had carried out a geography monitoring visit and was impressed with the quality of geography teaching being provided in each class.

It was noted Sarah Belchambers was due to carry out a DT monitoring visit in the spring term and Henry Crosby a music monitoring visit.

76/24	Governor training	It was agreed all governors should complete the GDPR governor training module and each governor should complete one NGA governor training module before the next meeting.	All
77/24	Any other business	<p>The Chair reported he had been contacted by the Chair of the GCPA LGB, Wazz Mughal, who had asked whether the governors and staff at DPA would like to join the governors and staff at GCPA for a social event in the new year.</p> <p>It was agreed to agree a date in January that would be suitable for all.</p> <p>The Chair wished Holly Caparelli the absolute best for her maternity leave.</p>	Chair
78/24	Date/time of future meetings	<p>Thursday 03/04/2025</p> <p>Thursday 03/07/2025</p> <p>All meetings to start at 19:15 hrs</p> <p><i>Committees should arrange their meetings in time for the minutes and decisions to be reported to future LGB meetings.</i></p>	
Approved by the Board on			