

**DEBDEN PRIMARY ACADEMY**  
**MEETING OF LOCAL GOVERNING BOARD**

**Minutes of the Local Governing Body meeting**  
**held at 16:00 hrs on 30 June 2022**

| <b>Membership</b>    | <b>Type</b>    | <b>Office</b>         | <b>Term</b> |
|----------------------|----------------|-----------------------|-------------|
| Rev. John Saxon      | Foundation:    | Incumbent/Vice-Chair  | Ex officio  |
| Tom Caster           | Foundation     |                       | 02/02/2026  |
| Sarah Belchambers    | General Member |                       | 27/03/2026  |
| Catherine Gibson     | General Member |                       | 23/02/2023  |
| Sarah Mitchell       | General Member | Executive Headteacher | Ex officio  |
| Lin Stephenson       | General Member | Chair                 | 01/01/2025  |
| Vacancy              | General Member |                       |             |
| Isobel Tunnecliff    | Parent         |                       | 14/07/2025  |
| Vacancy              | Parent         |                       |             |
| Matt Hawley          | Headteacher    | Head of School        | Ex officio  |
| Sarah Bailey         | Staff          |                       | 03/12/2023  |
| <b>In attendance</b> |                |                       |             |
| Tom Bennett          |                | Clerk                 |             |

\* *indicates absence*

*Rev. John Saxon opened the meeting with a prayer*

|   | <b>Action</b> |
|---|---------------|
| <p><b>20/22 Apologies for absence [LS]</b></p> <p>Apologies were received and accepted from Sarah Belchambers and Sarah Mitchell.</p>   |               |
| <p><b>21/22 Notification of urgent AoB [LS]</b></p> <p>None.</p>  |               |
| <p><b>22/22 Declaration of business interests [LS]</b></p> <p>No governor declared a potential conflict of interest with any item 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.</p>  |               |
| <p><b>23/22 Membership [LS]</b></p> <p>a) The meeting noted that Major Michael Lowry had stood down as a governor on 21 April 2022. It was felt that it was important to have at least one governor representing the families at Carver Barracks who sent their children to the school.</p> <p>It was <b>agreed</b> to consult with the Commanding Officer at the Barracks to find a replacement.</p> <p>b) No further progress had been made on filling the parent governor vacancy.</p> <p>c) Those attending confirmed they were willing to continue as governors for the 2022-23 Academic year. The Chair reported that she may consider stepping down as the Chair but continue as a governor.</p> | JS            |
| <p><b>24/22 Minutes of the previous meeting [LS]</b></p> <p>The minutes of the previous meeting held on 24 February 2022 were approved as a true and accurate record of the meeting.</p>  |               |
| <p><b>25/22 Matters arising [LS]</b></p> <p><b>Minute 6/22 Matters Arising</b> – The meeting noted the MAT’s Board of Trustees had approved the LGB’s request to increase the number of governors on the LGB to ten plus the Head of School.</p>  |               |

All other matters arising from the previous minutes had been completed or were otherwise covered on the agenda.

## **26/22 Risk Management [MH]**

The Head of School [HoS] reported he had conducted a major review of the risk register and had removed those risks that had now become standard practice and where no further actions or mitigations were being recommended.

The HoS highlighted the following major risks remained on the register:

- A funding gap arising from income falling in real terms and higher costs due to higher pay awards and cost of living increases. Also, the time lag in receiving GAG funding from the ESFA and the increasing number of pupils at the school added pressure to school's funding. The Academy had reserves that would allow it to fund short-term funding deficits.
- Large class sizes following the increase in the number of pupils and the current class structure that could reach to 40 pupils in some classes. The Academy was monitoring this closely, using the available capacity where it could but would need to consider funding teaching and support costs as well as building capacity for additional classes should pupil numbers continue to increase. The maximum capacity at the school was 161 pupils and currently there were 154 pupils.
- Attainment in mathematics had fallen below recent standards that could lead to parental dis-satisfaction and/or an OFSTED downgrade. Measures had been put in place including weekly mentoring of the new teacher, continuous progress checking, and school-wide interventions where needed together with the HoS taking on a more active role in upper KS2 class.
- The global pandemic remained a major risk in ensuring that Public Health England guidance was being followed, there was regular communication with staff to maintain their emotional wellbeing, using rotas to reduce pressure on staff time and ensuring that daily updates are shared with key personnel as well as ensuring provision was accessible for key workers and vulnerable children.

## **27/22 The Head of School Report [MH]**

### **a) Head of School's Summer term report**

The Head of School [HoS] introduced his termly report and highlighted the following:

#### **• Staffing**

A new teacher had been appointed to teach the new Year 2 Class (Dragonflies) in the new 2022-23 academic year.

The HoS had reviewed the teaching staff and Learning Support Assistants [LSOs] rotas and had identified a few gaps that the Academy may need to fill by recruiting an additional LSA.

The Teaching staff had stepped up to help support the Catering Manager while a new Catering Assistant was being recruited.

#### **• Pupils on Roll**

The total number of pupils on roll now stood at 136.

#### **• Attendance**

There has been a slight fall in school wide attendance in the **autumn** term that was not due to Covid but due to 3 children across the school whose attendance had been poor. The school was **in touch** with their parents and one parent had been sent a final notice prior to being fined.

- **Teaching and Learning**

There had been a lot of governor teaching and learning monitoring visits during the Summer Term

Externally, the school's independent education advisor had monitored subject leadership in depth, as had fellow Headteachers within the CCC group and during an external moderating visit.

#### **Pupil and Service Premium Update**

The final review of how the school has used the Pupil and Service Premium grant and its impact was being prepared and would be **circulated after the meeting**.

The Academy had applied for a second £6,000 grant from the MOD to help all new service children transition to the school and to provide them additional support where needed.

#### **Safeguarding, Behaviour and Safety**

There had been no permanent exclusions.

There had been one fixed term exclusion during the term due to persistent physical incidents when playing sports with their peers. The parents of the pupil had been supportive of the school's actions.

#### **b) Results 2021-22**

The meeting received and considered the Assessment Results 2021-22 report and noted the following:

- KS2 [Year 6,] SATs in reading, and spelling punctuation and grammar [SPAG] and Maths were externally marked, and the school was waiting for the results.
- Writing tests were teacher assessed and externally moderated with local authority moderators and other schools in the area.
- The HoS was pleased with the KS2 SATs results for Writing that showed a small gap between the results of non- service and service children.
- KS1 [Year 2] SATs in reading, maths and Spelling Punctuation and Grammar [SPAG] assess pupils' attainment at the end of Key Stage 1 and set the benchmark for the level of progress at KS2.
- Writing was internally assessed and externally moderated.
- The current Year 2 pupil cohort was complex in their educational standards and needs.
- The results had been particularly good considering the disruption and impact from Covid on the provision of education to pupils over the past two years.
- The KS2 results for Maths and Reading were due soon. If the data was strong, it would provide verified data and evidence of the school's progress to a good Ofsted rating
- A fuller analysis and the key trends would be provided when all the externally marked data has been received.

John Saxon noted that the KS1 results for Maths showed that girls were lagging boys and asked whether the governors should be concerned.

The HoS advised that the volatility of results was high due to the small number of pupils being assessed and the school was not concerned.

The Chair asked how effective the computer learning resource, the Times Tables Rockstars, was.

Sarah Bailey reported it was extremely popular with the children.

MH

**28/22 Pupil Premium [MH]**

*(Part of the Heads' report)*

**29/22 Academy Development Plan/ Self Evaluation [MH]**

**a) Academy's Development Plan for 2021-22**

The meeting received the updated Academy's Development Plan for 2021-22 and the highlighted activities that had taken place during the summer term to implement the key priorities for the year.

In answer to a question from John Saxon, the HoS reported that Religious Education was being taught on a "block lesson" basis and there had been a significant improvement in RE.

It was noted the religious culture at the school was stronger following the review and embedding it within all the school's areas and activities. Worship rotas would be added to the Church Year

**b) the principal areas for the Academy development/ improvement plan for 2022-23**

The HoS reported the SDP Priorities for 2022 – 2023 would be:

- To further develop the school's approach to mathematics
- Pedagogy and feedback, to ensure that teaching and learning across the school is consistently good
- To further develop the school's religious vision and ethos, enhancing the children's social, emotional, spiritual, and moral development and impacting positively on behaviour
- Curriculum development for French, PE, and Computing

**30/22 PAN and Class Structure [MH]**

The meeting discussed the current Published Admission Number [PAN] [23] and mixed year class structure.

The PAN of 23 had been set due to building capacity constraints rather than setting it set at either 15 or 30.

Increasing the PAN to 30 would require the Trust and Academy committing to increasing the building capacity for the higher number of pupils joining at Reception and mid-year classes.

The school was due to be inspected by Ofsted soon and it was likely that the number of parents applying for places would increase should the school be assessed as good.

It was **agreed:**

- a) To review the current capacity to provide space including the condition of the two demountable classrooms.
- b) To identify whether there was any additional funding to help the school grow.
- c) To review future projected reserve levels.
- d) Subject to the above, conduct the necessary steps to increase the PAN to 30 for the 2023-24 academic year

**31/22 Extension to the School Day [MH]**

The meeting considered a proposal to extend the school day to 3.15 pm from September 2022 to **make** it easier to allow the school to implement the curriculum in full.

**Staff had been consulted on the proposal who agreed with the proposal.**

**MH**

|              |   |              |
|--------------|---|--------------|
|              | <p>The proposal was in accordance with DFE guidance.</p> <p>It was <b>agreed</b> to approve the proposal and recommend it to the Board of Directors to approve.</p>   | MH           |
| <b>32/22</b> | <p><b>Budget 2022-23 [JS]</b></p> <p>a) <b>Budget 2022-23</b></p> <p>The meeting received the draft budget 2022-23 showing a revenue budgeted surplus of £ 5,217 for 2022-23 compared to a revenue budgeted deficit of (£9,610) and revenue forecasted deficit (£8,798) for the current financial year.</p> <p><b>The draft budget also included a capital budget for 2022-23 showing a capital budgeted deficit of (£26,044) for 2022-34 to be funded from reserves.</b></p> <p>The budgeted capital expenditure included £20,000 for the new EYFS outside area and £10,000 for upgrading the lighting to low energy LED lighting and/or the refurbishment of the kitchen.</p> <p>The draft budget 2022-23 had been reviewed in detail by the Finance and Premises Committee who had recommended it should be approved by the LGB prior to be forwarded to the Board of Directors for approval</p> <p>It was <b>agreed</b> to approve the budget 2022-23 and to recommend it for approval by the Board of Directors.</p> | MH           |
| <b>33/22</b> | <p><b>Safeguarding children [LS]</b></p> <p>The meeting noted the annual report from the governor responsible Safeguarding for children was part completed and would <b>be sent out</b> after the meeting once all the data had been received.</p>  | Chair/<br>MH |
| <b>34/22</b> | <p><b>SEND [JS]</b></p> <p>The meeting noted the annual report from the governor responsible the SEND would follow after the meeting.</p>   | JS/ MH       |
| <b>35/22</b> | <p><b>Policies [MH]</b></p> <p>a) <b>Attendance policy</b></p> <p>It was noted the Board of Directors had drawn up and approved an attendance policy covering the all the academies within the Trust.</p> <p>b) <b>Exclusion policy</b></p> <p>The meeting received and <b>approved</b> the Exclusion policy</p>  | MH           |
| <b>36/22</b> | <p><b>Chair's action [LS]</b></p> <p>The Chair or Vice-Chair had not taken any <b>urgent</b> action since the last meeting.</p>   |              |
| <b>37/22</b> | <p><b>Correspondence [LS]</b></p> <p>No correspondence relevant to the Governing Body was reported at the meeting.</p>  |              |
| <b>38/22</b> | <p><b>Minutes/reports of committees [LS]</b></p> <p>a) <b>Finance and Premises Committee</b></p> <p>The meeting received and noted the minutes of the Finance and Premises Committee meeting held on 16 June 2022.</p> <p>b) <b>Teaching and Learning Committee</b></p> <p>The meeting received and noted the minutes of Teaching and Learning Committee meeting held on 19 May 2022.</p>   |              |

**39/22 Church Matters [JS]**

John Saxon reported on joint school and church activities that had happened since the last meeting and that plans were underway for the service for Year 6 leavers.

**40/22 Governor visits [LS]**

The meeting received and noted the following governor monitoring reports.

- SEN Monitoring Visit
- Collective Worship Monitoring Visit
- Safeguarding Monitoring Visit
- PHSE Monitoring Visit
- H&S Monitoring Visit
- External Monitoring Visit – Geography

**41/22 Governor training [SM]**

Governors were reminded of the joint academy staff governor safeguarding training by Pam Langmead to be held in July and that a video of the training would be available for those unable to attend.

A full governor training update would be provided at the LGB's first meeting of the new academic year.

**42/22 Any other business [LS]**

The Chair expressed her thanks, on behalf of all the governors, to Sarah Belchambers and all the other people involved in organising the upcoming "Debfest" being held to raise funds for the new play equipment.

**43/22 Date/time of future meetings [LS]**

The meeting received and noted the meeting dates for 2022-23.

**Approved by the LGB on**