

**DEBDEN PRIMARY ACADEMY
LOCAL GOVERNING BOARD**

Minutes of the meeting held at 17:30 hrs on 23 November 2023

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
Lin Stephenson	General Member		01/01/2025
Vacancy	General Member		
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	
* <i>indicates absence</i>			

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)*

63/23 Welcome and apologies for absence

The Chair welcomed Jo Hart to her first meeting following her election and appointment as a Parent Governor.

Apologies were received and accepted from Rachel Stoddart and Sarah Mitchell.

64/23 Any Other Business

- F&P Committee dates
- Christmas lunch

65/23 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.

66/23 Minutes of the previous meeting

The minutes of the previous meeting held on 21 September 2023 were approved as an accurate and true record of the meeting.

67/23 Matters arising

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

68/23 Policies

a) LGB Policies Overview – November 2023

The meeting received LGB Policies Overview – November 2023 listing all the policies, their review dates and which body was responsible for reviewing and monitoring them.

Action

It was **noted** the Whistleblowing policy reviewed and monitored by the Board of Directors appeared to be out of date and it was **agreed** to ask the Executive Headteacher to confirm the status.

MH

The Chair reported the Academy's annual safeguarding report for 2022-23 had referred to an Intimate Care Policy and asked whether the Academy needed one.

The HoS reported he had already reviewed whether primary schools were required to have one and they were not.

b) Accessibility plan

The meeting received the Accessibility Plan and noted that all schools were required under the Equality Act 2010 to have an accessibility plan to provide access and opportunities for all pupils without discrimination of any kind.

It was noted that the school's external H&S advisor had reviewed the plan and confirmed that the school met the requirements.

Jo Hart asked whether pupils with temporary disabilities should be included within the plan.

The HoS reported the school carried out individual assessments and agreed a plan for each pupil with a temporary disability need.

It was **agreed** to approve the plan.

MH

c) Admissions

The meeting received the Admissions Policy 2025-26 that was being presented to the meeting to allow sufficient time to carry out the statutory required consultation should the Board decide to change any of the current admission criteria.

It was noted no changes to the admissions criteria were currently being proposed and it was **agreed** to approve the Admissions Policy 2025-26.

MH

The HoS advised a family was appealing the school's decision not to accept their child because the number pupils in the Year that they would join, had already reached the Published Admissions number [PAN] of 23.

It was **agreed** to confirm the school's and LA's policy of accepting pupils when the school had places available in other years.

MH

The HoS had frequently been asked over the past year by parents (both existing and prospective) about whether the school would eventually grow to single form entry.

The HoS felt that this would be in the best interests of pupils and the local community.

All the governors present, agreed with this sentiment, but noted that to do so would require an increase in the school's PAN that would only be viable if the school's Reception intake continued at the numbers of the current year.

It was **agreed** to monitor the school's Reception intake numbers over the course of the period covered by the newly approved Admissions policy and to advise the Trust's Executive Headteacher of the governors' discussions

MH

d) Business Continuity

The governors received the Business Continuity Plan and noted it had been reviewed recently by the Finance and Premises Committee who had recommended that the new class, the Newts, should be included on within the plan.

It was **agreed** to approve the Business Continuity Plan with the recommendation to include the new class, the Newts, within the plan.

MH

e) Equalities Objectives

The meeting received the Equalities Objectives for 2023-24.

The Chair asked how the school tracked the progress in meeting the objectives and whether they had been met.

The HoS advised he had produced a review report prior to the recent Ofsted Inspection to provide evidence on the achievement and progress for the relevant identified groups and **agreed** to circulate the report to all governors after the meeting.

MH

It was **agreed** to approve the Equalities Objectives for 2023-24.

MH

f) **Governor Code of Conduct**

The governors received, noted, and **agreed** to adopt the Governor Code of Conduct [2023] setting out the governors' commitment and agreement to follow the Seven Nolan Principles of Public Life, their statutory and other roles and responsibilities including declaring conflicts of interest, being transparent and to maintain confidentiality in the LGBs business at all times.

MH

g) **Health and Safety**

The meeting received and noted the Health and Safety Policy [November 2023]

Jo Hart reported the provisions for Expectant Mothers had been duplicated on both pages 10 and 11.

Joe Hart asked whether Covid should be included within the list of recommended absence periods for preventing the spread of infection on Page 17.

The HoS reported Covid was one of many infectious diseases and as such was already included with the provisions for infectious diseases.

The meeting noted the school used the Key, who provided trusted advice and resources to school leaders on matters such as governance, policies, including the Health and Safety, the curriculum and finance to help schools meet their statutory responsibilities and follow best practice.

It was **agreed** to adopt the Health & Safety Policy [November 2023]

MH

h) **Online Safety Policy**

The meeting received and noted the updated Online Safety Policy that now included the new provisions added to the DfE's statutory guidance on Keeping Children Safe in Education [2023] and need for increased expectations and responsibilities on the school's filtering and monitoring systems for IT.

It was **agreed** to include it withing the leadership and governors safeguarding monitoring checks and to adopt the policy.

MH

69/23 Head of School's Report

The HoS introduced his termly report and highlighted the following:

Staffing

- Sarah Bailey's transition into her new role as the school's acting deputy headteacher had been seamless, and she was already proving to be a highly effective deputy headteacher. She was well respected by all staff, was a great support to the Head of School, and was now line managing the learning support assistants [LSAs].
- The new teacher who had joined in September as the teacher of new 'Newts' class (years 4/5) was an excellent teacher, with a strong, wide skillset, and reports from all stakeholders have been universally positive
- Two new LSAs who had joined the school in September were proving to be highly competent and effective in supporting both children's learning and behaviour. They were both extremely versatile in supporting teachers and pupils in classes across the school.

Pupils on Roll

- There were presently 148 children on roll, a rise from 131 children in the Autumn term 2022. The school had received applications from two families wishing to send their children to the school.

Attendance

- Attendance had improved over the year to 96.41% compared to the average attendance in the last academic year of 95.11% and the National Average attendance of 92%.

Profile of Identified Groups

- Over 50% of children of children at the school were from service families at Carver Barracks.

Achievements and Standards

- The current Year 6 cohort of pupils were more diverse in their attainment levels when compared to last year's Year 6 cohort. This was due to a number of children with low levels of attainments when they joined the schools, though five had already made significant progress since joining.
- The expected end of year overall outcomes/targets for pupils working at Greater Depth for Maths (23%) was lower than the National average in 2023 (24%) and will be a challenge for the current academic year. This was due to some pupils having a lower level of general Maths knowledge and understanding than previous year cohorts.
- Key Stage 1 SATs were no longer compulsory national tests. The current Year 2 were a strong cohort of pupils.
- The year 1 phonics check target was 17 out of 19 children (89%) to pass with 1 child re-sitting the phonics check in year 2.
- The teaching staff had worked with and had established closer links with the teaching staff at GCPA in both English and Maths and had received good feedback on the school's new approach to raise the attainment levels for Maths.

Sports

- The sports profile of the school was continuing to grow with successes in cross-county running, tag rugby and archery.
- A tiered curriculum had been introduced that taught children the background and history of each sport prior to taking part in each type of sporting event.

Music

- The school had been working hard to try and increase its music profile and events throughout the year. Children in Year 1 had attended the Saffron Hall for a 'Yolanda' Music session, and a Christmas Music festival was planned once again in December.

Pupil Premium

- The pupil premium annual review was in process and would be completed by December 2023 and emailed to all Governors.

Premises/ Facilities

- A recent visit and review by the school's external Health and Safety expert had not raised any H&S issues.
- The second phase of the EYFS garden regeneration had been completed.

MH

- Some trees have been cut back around the school's perimeter, meaning that all areas of the school field are now back in bounds.
- The school had received two quotes to reduce the size of a tree or to remove it.
- It was **agreed** to proceed with Treeology who had quoted £1,600 [incl. VAT] to remove the subject to obtaining the necessary LA approval.
- The FODs continued to upgrade the school's library.

Behaviour

- There had been no permanent or fixed term exclusions since the last meeting.
- Eleven behaviour incidents have been recorded in the behaviour log so far, this academic year. This was a rate of around one incident per week, which was consistent with the level during the last two academic years.
- The majority of incidents occurred during break and lunchtimes and not in class.
- There had been one safeguarding referral made to children and families services.

The Chair thanked the HoS for his comprehensive report and for the performance and progress being made and reported the current achievement and progress targets looked good.

70/23 School Development Plan [SDP]/ Self Evaluation

The meeting received and noted the updated SDP and the progress being made to achieve the five key priorities in the SDP for 2023-2024.

The HoS highlighted the actions undertaken during the term and planned within each of the priorities.

Sarah Belchambers asked what are 'Ordinarily Available' resources that were shared with the teaching team and collectively analysed under Key Priorities 1 and 2 on the quality of education.

The HoS reported they were the resources that were currently available locally and nationally.

Sarah Belchambers what were the "agreed procedures for where high expectations are not met" within Key Priority 2.

The HoS advised these refer to managing behaviour flowcharts.

71/23 Risk Assessment

The meeting received and noted the changes and updates recorded on the Risk Register since the last meeting.

The Risk Register had been reviewed by the Finance and Premises Committee at its last meeting who had made changed two financial risks and a risk relating to governance

72/23 Minutes/reports of committees

Finance and Premises [F&P]

- a) The meeting noted the F&P committee had reviewed its terms of references and had agreed that they did not need to be amended.
- b) The meeting received and noted the minutes of the F&P Committee meeting held on 9th November 2023. No questions were raised on the minutes.

Teaching and Learning [T&L]

- a) The meeting noted the T&L committee had reviewed its terms of references and had agreed that they did not need to be amended.

- b) The meeting received and noted the minutes of the meeting held on 5th October 2023. No questions were raised on the minutes.

73/23 Chair's action

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

74/23 Correspondence

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

75/23 Safeguarding children

Covered in the Head of School's Report.

76/23 Church Matters

The HoS reported that Rev Dr Hilary Walker would carry out an assembly on 30 November while the Diocese found a replacement for the Rev John Saxon.

The annual Church Mile event was scheduled for 11 December 2023.

77/23 Governor visits

No governors had undertaken a monitoring visit so far during the term.

78/23 Governor training

The meeting noted the Matt and Sarah Bailey had completed Level 3 Safeguarding.

All governors were referred to the email on governor training dated 9 October 2023 from Sarah Mitchell, the governor responsible for training.

Jo Hart reported she had completed an online NGA training module.

79/23 Any other business

- **F&P Meetings Dates**

It was noted the dates for the remaining F&P Committee meetings had been agreed.

- **Christmas lunch**

All governors were invited to join the pupils and teachers for the Christmas lunch and asked to advise the school if they wished to attend.

80/23 Date/time of future meetings

Thursday 28/03/2024

Thursday 04/07/2024

All meetings to start at 19:15 hrs

Committees should arrange their meetings in time for the minutes and decisions to be reported to future LGB meetings.

Approved by the Local Governing Body on