

**DEBDEN PRIMARY ACADEMY
LOCAL GOVERNING BOARD**

Minutes of the meeting held at 17:30 hrs on 24 November 2022

Membership	Type	Office	Term
* <i>Rev. John Saxon</i>	<i>Foundation:</i>	<i>Incumbent/Vice-Chair</i>	<i>Ex officio</i>
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
* <i>Marcus Hayakawa</i>	<i>Parent</i>		<i>04/11/2026</i>
Matt Hawley	Headteacher	Head of School	Ex officio
Sarah Bailey	Staff		03/12/2023
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)*

Lin Stephenson opened the meeting with a prayer

63/22	Apologies for absence	Action
	Apologies were received and accepted from Rev John Saxon and Marcus Hayakawa.	
64/22	Any Other Business	
	<ul style="list-style-type: none"> • Support Staff Pay Award 	
65/22	Declaration of business interests	
	No governor declared any potential conflicts of interest with any items to be discussed at the meeting or that they had given or received any gifts or hospitality that could compromise their impartiality when dealing with the matters for the Academy.	
66/22	Minutes of the previous meeting	
	The minutes of the previous meeting held on 22 September 2022 were approved as an accurate and true record of the meeting.	
67/22	Matters arising	
	All the matters arising from the previous minutes had either been completed or were included on the agenda.	
68/22	Policies	
	a) Schedule of Policies	
	The meeting received and noted the updated schedule of policies that the LGB were responsible for and those policies that had been delegated to the committees to review and monitor.	
	The Chair asked whether the policies published on the school’s website were up to date.	

The HoS advised that he believed they were all up to date.

HoS

b) Policies for Review

The meeting received, noted any changes, and approved the following policies:

HoS

- Bereavement
- Curriculum
- Health and Safety
- Medical
- Missing Child

69/22 Head of School's Report

The HoS highlighted the following points of his autumn term report:

Staffing

- The new Year 2-3 Teacher has a lot of experience of teaching KS1 and Lower KS2 and had conducted a lot of pupil monitoring to assess their current and future education and behavioural needs. She was in the transition process of taking on the subject leadership of mathematics, taking on joint ownership of the subject from December and full leadership from April.
- The new Learning Support Assistants, Midday Supervisors, and Catering Assistant were all settling in well.
- The school was seeking maternity cover for a part-time member of staff who was expecting a child in March.
- The Senior Leadership Team [SLT] was working well together with each member providing support to others in the team.
- The standard of teaching was consistently good across the whole school.

Pupils on Roll

- There were currently 131 children on roll that was likely to increase to 134.

Attendance

- There has been a slight increase in school-wide attendance since the summer term average.
- However, attendance had dipped in November, due seasonal bugs.
- The threshold of attendance at which letters are sent to parents has been raised from 90% to 92%.

Sarah Belchambers asked what Ofsted/ the DfE deemed to be 'good attendance.'

The HoS reported it was ordinarily deemed to be 95% compared to school's current attendance average of 94.5%, but that many schools were presently below this due to absence and post-Covid issues.

Sarah Mitchell asked whether any patterns on non-attendance had emerged, for example low attendance numbers on Fridays.

The HoS reported there were not, but there had been a noticeable increase in the late attendance of some children who were recorded as absent on the morning roll call.

The HoS also reported the Department for Education [DFE] would be launching a new attendance strategy in September.

Profile of Identified Groups within school

- The number of children on free school meals qualifying for Pupil Premium had risen from 3% to 9%.
- 50% of the total number of pupils were children from military service families.

- 9% of children at the school were children where English was not their first language [EAL].

Achievement and Standards

The Head of School shared the targets for the coming academic years, based on prior assessment and teacher judgement of current standards.

- The KS2 target attainment results for this year were far higher than last academic year, but the progress results would be similar due to the high KS1 attainment results of the cohort of pupils.
- The target results for Year 5 were stronger than targets in reading and Maths but not so strong in Writing. All were above the National average.
- The target standard for Year 2, end-of-year KS1 results in reading, writing and maths is high, particularly for the “homegrown” pupils, i.e., those pupils who had been at the school for at least two years.
- The Year 1 pupils were a very focussed and high achieving cohort of pupils.
- The targets and achievements for all years had been shared with all the teaching and support staff.

Teaching and Learning

- The spread of subject leadership had improved with additional staff taking on leadership roles and responsibilities.

CPD and Monitoring Schedule

- The Maths, RE, English and Geography curriculum had been monitored by the HoS together with subject leaders, governors, and the school’s independent education advisor. Science was to be seen at the end of the term, with History, PSHE and maths again early in the new year.
- Computing would be monitored next together on a joint basis with a number of other schools.
- All teachers had received training on identifying and providing for children with Autism Spectrum Disorder (ASD). The percentage of children with ASD was similar to other schools.

Pupil Premium

- The Pupil Premium Report detailing how the school planned to spend the Pupil Premium grant for the new academic year had been delayed following the DFE’s new requirement for all school to provide three-year plans.
- The pupil premium and service premium plans for the upcoming year would be circulated following the meeting.

Premises/ Facilities

- Painting had now been completed in the Kingfishers classroom.
- New library furniture had been installed.
- The FODs had purchased ten additional iPads so that each child in a class has access to an iPad.
- Work had been scheduled for the February half term to build the new EYFS garden and shelter area.
- The school had been awarded a grant of £15,000 for the new outdoor play equipment (to replace the old trim trail). The FODs had also agreed to donate £5,000 towards the outdoor play area and equipment.

HoS

- Sonia Sault, the school's external H&S advisor had carried out a H&S inspection.
- A proposal for the school to run a breakfast club was being drawn up.

Tom Caster asked whether the £5,000 included on the PE and Sports Grant budget could be used for the outdoor play equipment.

It was **agreed** to review the PE and Sports Grant budget to see if it could be used for the outdoor play equipment.

Safeguarding, Behaviour and Safety

- There had been no permanent or fixed term exclusions.
- Twelve behaviour incidents have been recorded in the behaviour log, so far, this academic term, i.e. one per week.
- The Designated Safeguarding Lead [DSL] has made three safeguarding referrals to Essex Children and Families hub this term. Two were for the same child. Correspondence has been received back stating that no further action would be taken. The school was waiting for the outcome of the final safeguarding referral only recently submitted.

The Chair thanked the HoS for his comprehensive termly report.

70/22 School Development Plan/ Self Evaluation

The meeting received and noted the school development/ improvement plan for 2022-2023 [SDP] that had been updated to record the actions carried out in the term and the progress made in achieving the five key priorities.

The Chair noted a lot activities had been carried out in the term.

The HoS reported all the action points had been addressed and the school was on track to deliver the key priorities.

A lot of work had been done on the second priority, to consolidate and further develop the programme of school-wide interventions to boost the progress of identified children at the school.

Sarah Belchambers asked what precision monitoring involved.

Sarah Bailey reported precision monitoring involved identifying pupils with significant gap in progress and applying interventions to narrow that gap.

71/22 Risk Assessment

The meeting received and noted risk register that had been updated to reflect changes on the likelihood and impact of the identified risks facing the school.

Sarah Mitchell felt the admissions risk should be reviewed to reflect the higher risk of there being insufficient capacity to take on new pupils with the increasing pupil numbers and with some year groups being full, and there could be significant additional costs in funding an additional classroom.

It was **agreed** to review and update the likelihood and impact scores of the admissions risk, as necessary.

HoS

Sarah Mitchell also highlighted the financial risk on the timeliness and accuracy of financial information and that it should be reviewed in light of the change in the Responsible Officer and the recruitment of and handover to a new Business Manager.

It was **agreed** to increase the likelihood to 3 out of 5.

HoS

It was **agreed** to add a new risk under compliance for the new DFE requirements on Safeguarding and Attendance.

HoS

It was **agreed** to add a new operational risk with a likelihood score of 2 and impact score of 4, for potential industrial action following a ballot of teaching staff on going on strike.

72/22 Minutes/reports of committees

a) Finance and Premises

- The Committee had reviewed and agreed to approve their terms of reference without recommending any amendments.
- The meeting received and noted the minutes of the F&P Committee meeting held on 11 November 2022.
- The meeting received and noted the management accounts for the year to 31 August 2022

b) Teaching and Learning Committee

- The committee had reviewed and agreed to approve their terms of reference without recommending any amendments
- The meeting received and noted the minutes of the T&L Committee meeting held on 6^h October 2022.

73/22 Chair's action

The Chair reported that she had followed up and had recommended the appointment of Marcus Hayakawa as a governor to the LGB that had been approved.

She had met Alison Meadows, one of the Directors of the Trust, who had visited the school twice.

The Chair had had followed up and had recommended the appointment of Lilly Baker as a Director to the Trust Board that had been approved.

She had met Monica Bird from Essex CC to discuss funding a new classroom. ECC were unable to fund, but S106 funding may be available as a condition of an approved new residential development.

She had also discussed increasing the school's Published Admission Number [PAN].

74/22 Correspondence

None.

75/22 Safeguarding children

Covered in the Headteacher's report.

76/22 Church Matters

The meeting received and noted the report on joint school and church activities.

77/22 Governor visits

The meeting received and noted the H&S Monitoring Visit Report.

78/22 Governor training

- All governors had completed the training on Ofsted visits and inspections.
- Tom Caster was currently completing training on School Finances.

79/22 Any other business

Support Staff Pay Award

The Board of Directors had agreed to award all non-teaching staff a pay increase, back dated to April 2022, in line with the local government pay negotiating body, the National Joint Council (NJC).

The NJC had belatedly recommended the pay award for local public sector workers including non-teaching staff that exceeded the pay increase included in the Academy's budget.

The offer means a 10.5% increase for the lowest-paid and just over 4% for higher earners covered by the agreement. The pay increase included in the budget had been set at 3%.

The Board of Directors had felt that not agreeing to the pay award would have an adverse effect on the recruitment and retention of support staff.

80/22 Date/time of future meetings

Thursday 30/03/2023

Thursday 06/07/2023

All meetings to start at 17:30 hrs

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

Approved by the LGB on 30 March 2023