

**DEBDEN PRIMARY ACADEMY
LOCAL GOVERNING BOARD**

Minutes of the meeting held at 16:00 hrs on 22 September 2022

Membership	Type	Office	Term
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
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

Action

44/22 Welcome and apologies for absence

Lin Stephenson welcomed all governors present to the first LGB meeting of the new academic year.

Apologies were received and accepted from Tom Castor, Catherine Gibson, and advance notice of late arrive had been given by John Saxon and Sarah Belchambers.

45/22 Chair

The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 15th July 2022, to re-appoint Lin Stephenson as Chair for the 2022-23 academic year.

Lin advised that she planned for this to be her last year as the Chair of the LGB and encouraged other governors to consider putting themselves forward to be the Chair in 2023-24.

46/22 Vice-Chair

The Chair reported John Saxon had expressed an interest in being re-appointed as the Vice-Chair for the 2022-23 academic year

No other nominations had been received so John was duly appointed as Vice-Chair for the new year.

47/22 Any Other Business

- Meeting times

48/22 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

49/22 a) 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.

Governors were reminded of the importance of the Code and that it was based on best practice as set out by the National Governance Association.

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

All

b) 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

c) Staff Handbook 2022-23

The meeting received and noted the Staff Handbook 2022-23 that had been drawn up and circulated to provide all staff with a quick reference point on the school's daily practices and procedures. It included a wide range of useful information collected from various policies condensed into one easy-to-read document.

Sarah Belchambers felt the handbook was excellent and was overdue. She felt the handbook could be further improved by including some additional information on Health and Safety measures that all staff should be aware of.

50/22 Governance

a) Membership

The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 17th July 2022, the appointment of the governors for 2022-23 and there were two vacancies, a parent governor and general member governor

The meeting noted the Academy had been in contact with Lt Colonel Marcus Hayakawa who had expressed an interest in becoming a governor at DPA. He was based at Carver Barracks and had children at the school.

It was **agreed** the Chair would follow up and contact Lt Colonel Marcus Hayakawa to provide information on the role and the commitment expected from all governors.

LS

The meeting noted another person was interested in becoming a governor and it was **agreed** to follow up and contact the person.

LS

b) Scheme of Delegation for the LGB

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

c) Annual programme of business

The meeting received and noted the LGB's annual programme of business setting out the LGB's responsibilities as detailed in the Scheme of delegations and the meetings when they would be dealt with.

d) Membership of the committees

The meeting reviewed the draft schedule setting out the proposed membership of each committee.

It was **agreed** Tom Caster should join the Finance and Premises Committee.

e) Governor responsibilities

The meeting considered the areas of responsibilities to be monitored by each governor and it was **agreed**:

- To remove all responsibilities for Sarah Bailey in light of her responsibilities as a member of staff and SLT.
- Sarah Belchambers would take on the additional responsibility for the website.

f) Committees' Terms of Reference

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

TC

Committee
Chairs

51/22 Safeguarding

a) Keeping Children Safe in Education September 2022

The meeting received and noted the updated government statutory guidance on Keeping Children Safe in Education September 2022.

It was **agreed** that all governors should complete and return the declaration confirming that they had reviewed the updated guidance by two weeks after the meeting.

b) Safeguarding issues that have arisen since the last meeting

The Head of School reported one potential safeguarding issue had been referred to Social Services who had not reported back yet.

All

52/22 Policies

Academy Policies

The Head of School reported the following policies had to be reviewed and approved annually by the governors and were based on external models to ensure the school complied with best practice.

It was **agreed** to approve the following policies:

- Child Protection Policy 2022
- Anti-Bullying Policy [enclosed]
- Behaviour Policy [enclosed]
- Online Safety Policy [enclosed]
- Exclusion Policy [to follow]
- Fire Policy [enclosed]

Trust Policies

The meeting received and noted the Complaints Policy 2022 that had been reviewed and approved by the Board of Directors at their meeting held on 12 September 2022.

HoS

The policy had been updated and was based on the guidance from the Department for Education and two clauses relating to Essex County Council on confidentiality and that they could not get involved in complaints.

The meeting also received and noted the Whistleblowing Policy 2022 that had been updated to record that the various roles and persons responsible for implementing the whistleblowing policy that had been combined with the roles and persons responsible for safeguarding.

53/22 Minutes of the previous meeting

The minutes of the previous meeting held on 30 June 2022 were approved as an accurate and true record of the meeting.

54/22 Matters arising

Minute 31/22 PAN and Class Structure

The Head of School reported he was monitoring the capacity to provide space to meet the increasing number of pupils and that the growth had slowed. There was still sufficient capacity within the current class structure.

Minute 31/22 Extension of the School Day

The Board of Directors approved the LGB's recommendation to extend the school day at its meeting on 17 July 2022.

55/22 Head of School Report

The Head of School provided a verbal report highlighting the following points.

Staffing

Five members of staff, mainly Learning Support Assistants [LSAs] had left and had been replaced by a teacher, a part time catering assistant who would also provide learning support, two new LSAs and a joint Midday Assistant and LSA.

Numbers on Roll [NOR]

The total number of pupils on roll was 131.

Class	No.
Ducklings	20
Minnows	24
Dragonflies	25
Frogs	31
Kingfishers	31

Pupil Groups

SEN – EHCP	2
SEN Support - Total	18
Pupil Premium (up from 3 at start of last year and 8 at end of last year).	12
Service children premium	45%

Assessment

The end of last year attainment and progress results had now been moderated.

The overall progress achieved for Reading was between +1.0 and +2.0 that was an improvement of between +3.2 and 4.2 when last assessed in 2019.

The progress figure for Writing was +1.6 that was an improvement from of 4.5 from the figure assessed in 2019 of -2.9 in 2019.

The progress figure for Maths +0.1. that was an improvement of +3.5 when compared to the progress figure in 2019 of -3.4.

56/22 School Development Plan/ Self Evaluation

SDP

The meeting received the School Development Plan [SDP] for the 2022-23 Academic Year.

The Head of School highlighted the early progress already made on the five key priorities.

Key Priority 1 -Teaching and Learning - To monitor and consolidate approaches to pedagogy and feedback, to ensure that teaching and learning across the school is consistently good.

The teacher of Years 5-6 has an easier class in terms of range, educational needs and behaviour allowing time to focus on providing a high standard of teaching and learning.

The Head of School still taught on Monday and Wednesday mornings and maths on Tuesdays and Thursday. The new Year 5-6 pupils were in a far better position than last year's at this time of the year.

The Teacher of Years 2-3 was very organised and had good routines and would be able to focus more on teaching and learning once a more consistent LSA had been appointed to her class.

The cover teacher has improved the standard of teaching and learning when teachers needed time for planning, preparation, and assessment [PPA].

The rest of the teaching team were very strong having been with the school for some time now.

The SLT needed to improve the consistency of support for teaching and learning across the school.

Key Priority 2 - Interventions and Support: To consolidate and further develop the programme of school-wide interventions, to boost the progress of identified children at the school.

Interventions had resumed and a new intervention in arithmetic fluency (TT Rockstars up to 12 x 12 times and divide) had been added.

Key Priority 3 – Maths: To review and further develop the school's approach to mathematics, enhancing clear and measurable progress across all areas of the school:

The Year 2-3 Teacher was the subject leader for Maths and had already done a "maths drop-in" in each class to assess the current provision of maths.

She had already highlighted a number of positive suggestions to improve the teaching and learning of maths that was being considered.

The new Year 6 Pupils had taken a mock SATS Maths paper to help gauge their current standard levels and where improvements should be made. The Year 6 Maths Club had restarted and would run throughout the year.

Key Priority 4 - Foundation Curriculum: To further develop the school's approach to the following foundation subject areas: MFL, PSHE, PE and Computing.

Subject leaders had been given extended time at the beginning of the academic year to update their subject folders.

The Year 5-6 Teacher had taken over the leadership of Computing and will review the teaching and learning of computing in each class.

Sarah Bailey had created a new French teaching policy and would be expanding the daily 'in-the-moment' French right down to Reception. This was to build a base-level understanding of French before children reach their formal study in Year 3.

A weakness in the PE Curriculum had been raised. Work was already planned to raise the profile of PE and once the school had a full complement of staff again, for teachers to start running clubs again including morning sports and fitness-based clubs.

Sarah Belchambers suggested inviting guest coaches to the school to help regenerate the interest in sport again.

After-school clubs needed to be "rebooted" following Covid and the pressure on the school's resources in the last academic year.

The Chair felt the school could offer non-sporting after-school clubs

Key Priority - Religious Character: To ensure that the school's religious ethos continues to contribute to the positive attitudes, behaviours, and personal development of children at the school

The meeting noted there would be no Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection during the new academic year.

The new RE curriculum had been launched, which was in line with the new Essex syllabus, and also integrated with the 'Understanding Christianity' themes.

Each unit was prefaced with an enquiry question such as 'What do Christians learn about God from the creation story' or 'How do different religions make sense of the world and their place in it'

RE was being taught through "3 lenses", a theology and thinking through believing lens, a human and social science, a thinking through living lens and a philosophy, thinking through thinking lens.

Collective worship had restarted with a focus on compassion.

Self-Evaluation Form [SEF]

The Head of School reported that three behaviour forms have been recorded this term.

There had been 32 behaviour incidents last year, 34 the previous year and 47 the year before that. The decrease highlighted there was now less than one serious incident per week across the school, despite the 60% increase in pupils on roll.

This has impacted the current SEF ratings that were:

Quality of Education:	Good
Behaviour:	Good/ Outstanding
Personal Development:	Good
Leadership:	Good
EYFS:	Good/ Outstanding

57/22 Finance

a) Budget 2022-23

The meeting received and noted the 2022-23 Budget that had been approved by the Directors at their meeting on 17th July 2022.

The Academy will need to closely monitor the utility costs for heating and lighting.

The capital budget included a provision for installing LED/ re-active lighting that would help reduce the energy costs. Installing LED/ re-active lights would cost in the region of £27k that would be funded in part by a SALIX loan, interest-free Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills and reserves.

The walls of the Kingfishers class needed redecorating and the windows and lighting replacing.

The approved budget for 2022-23 also included projected income and expenditure totals for 2023-24 and 2024-25 that showed income increasing year in year due to the higher number of pupils and increasing the annual Published Admission Number to 30 in 2023-24. The projection for 2024-25 had included the costs of a new class in 2024-25 to accommodate the expected increase in pupil numbers.

b) Trust Charges and Remissions Policy 2022

The meeting received and noted the Trust Charges and Remissions Policy 2022 that had been approved by the Board of Directors.

Sarah Mitchell reported the policy had been comprehensively reviewed.

It had also been updated to make it clear that, with the rising transport and other costs, school trips or events that were not supported sufficiently by parents' contributions may be cancelled.

It was noted staff had been asked to review all school trips and events to ensure they provided a high level of "value for money" and to consider cancelling those that did not.

Parents were also now being asked to contribute towards the costs of materials and ingredients used in some of the activities where pupils took home artwork or other items made.

It was **agreed** to write a letter to advise parents of the current charges and remissions policy.

JS/ MH

58/22 Chair's action

The Chair reported she had put an advert in the Debden Parish Pump community newspaper for a new director to join the MAT Board of Directors.

It was noted governors could put themselves forward to being a Director on the Trust's Board of Directors.

59/22 Correspondence

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

60/22 Church Matters

The Rev John Saxon reported the Year 6 End of Year service went well and pupils and parents had been involved in and enjoyed the Harvest Festival celebration.

Joint meetings at the church with pupils in Ducking class and the parent toddler group, Church Mice, had restarted.

Pupils in Ducking class had visited the church twice since the last LGB meeting.

Planning with the British Legion had begun on the service of Remembrance to be held on Friday 11th November 2022.

61/22 Any other business

The meeting discussed the timing of governor meetings, and it was **agreed** that LGB meetings would start at 17:30 hrs and the times of F&P Committee meetings would be agreed by the Committee using Doodle Poll.

All

62/22 Date/time of future LGB meetings

Thursday 24/11/2022

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