

**DEBDEN PRIMARY ACADEMY
LOCAL GOVERNING BOARD**

Minutes of the meeting held at 17:30 hrs on 21 September 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
Vacancy	Parent		
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)*

44/22 Welcome and apologies for absence

Apologies were received and accepted from Lin Stephenson and Rachel Stoddart.

45/22 Chair

The meeting noted the MAT’s Board of Directors had agreed at their meeting on 13th July 2023 to appoint Tom Caster as Chair for the 2023-24 Academic Year.

46/22 Vice-Chair

It was reported no nominations had been received prior to the meeting.

The meeting discussed the role and responsibilities of the Vice-Chair, the main duty being to chair the LGB meetings in the absence of the Chair.

Isobel Tunnecliff expressed her interest in being the Vice -Chair and it was unanimously **agreed** to appoint her as Vice-Chair for the 2023-24 Academic Year.

47/22 Any Other Business

- **RAAC**
- **Open Day**

Action

48/22	<p>Declaration of business interests</p> <p>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.</p> <p>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.</p>	All
49/22	<p>a) Code of Conduct</p> <p>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.</p> <p>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.</p> <p>It was agreed to adopt the Code of Conduct</p>	All
	<p>b) Conduct for Academy Committee Members</p> <p>The meeting received and noted the Trust’s Code of Conduct for Academy Committee Members and agreed to adopt it.</p>	All
	<p>c) Staff Handbook 2023-24</p> <p>The meeting received and noted the Staff Handbook 2023-24 that had been provided to 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.</p>	All
50/22	<p>Governance</p> <p>a) Membership</p> <p>The meeting noted the Board of Directors of the MAT had agreed, at their meeting on 13th July 2023, the appointment of the governors for 2023-24 and there were three vacancies, a Foundation, Parent and General Member governor.</p> <p>It was also noted that John Saxon had stood down as a Foundation Governor with effect from Friday 15 September 2023.</p> <p>It was noted Sarah Bailey’s term of office as Staff Governor had ended on 31 August 2023 and the Holly Caparelli had been elected by the staff and appointed by the Board of Directors as the staff governor on 21 September 2023.</p> <p>The meeting noted Lt Colonel Marcus Hayakawa had stood down as a General Governor due to an overseas posting.</p> <p>It was noted Rachel Stoddard was the wife of a service family at Carver Barracks and would maintain the important link between the barracks and the school.</p> <p>It was agreed the Chair would follow up and contact Jo Hart, a parent who had expressed an interest in becoming a governor.</p>	TC

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 LGBs annual programme of business setting out the LGBs responsibilities as detailed in the Scheme of delegations and the meetings when they would be dealt with.

d) Membership of the committees and governor responsibilities

The meeting considered the proposed membership of each committee and governor responsibilities.

It was **agreed** the members of each committee and governors' responsibilities would be as follows:

All

Name	T&L	F&P	Governor responsibilities and subject monitoring
Matthew Hawley	X	X	Curriculum overview, Objectives, Staff welfare
Holly Caparelli	X		Website, Equal opportunities
Lin Stephenson	X	X	PHSEE
Tom Caster	X	X	Safeguarding, On-line safety guidelines, Personnel and staff welfare
Isobel Tunnecliff		X	ICT, SEND, Geography, Science
Sarah Belchambers	X	X	Art, DT, H&S
Rachel Stoddart	X		Early Years, Behaviour and wellbeing, Pupil premium
Sarah Mitchell			Admissions, Link Governor training, Maths
Jo Hart	TBC	TBC	History, PE and sports grant
All governors	X	X	English, RE & Worship

e) 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

Committee Chairs

51/22 Safeguarding

a) Keeping Children Safe in Education September 2023

The meeting received and noted the updated government statutory guidance on Keeping Children Safe in Education September 2023.

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.

All

b) Safeguarding issues that have arisen since the last meeting

The Head of School reported one pupil had been referred to the Local Authority due to safeguarding concerns outside the school who were liaising with the child's parents. .

52/22 Policies

1) The Trust's Policies

The meeting noted the schedule of the Trust's policies setting out their review dates and the body responsible for reviewing and monitoring each policy.

The meeting noted the following Trust wide policies had been approved by the Board of Directors:

- The Trust's Equal Opportunities and Accessibility Policy, September 2023
- The Trust's Charges and Remissions Policy, September 2023
- The Whistleblowing Policy, 2021
- Reserves Policy, July 2023

2) Academy Policies

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

- Child Protection
- Behaviour
- Staff Code of Conduct
- Collective Worship

53/22 Minutes of the previous meeting

The minutes of the previous meeting held on 6 July 2023 were approved as an accurate and true record of the meeting.

54/22 Matters arising

Holly Caparelli provided an update on the installation of a new play tower and that three quotes would be received by the end of the following week. Stansted Airport had advised that they required a copy of the plans of the installation before they could release the grant.

It was noted the final plan and acceptable quote required formal approval of the Finance and Premises Committee that could be done via email.

Minute 29(b) Published Admission Number [PAN]

Sarah Mitchell and the Head of School provided an update of the meeting requested by Essex CC to discuss the future development of the academy.

It was noted Essex CC did not want the Academy to accept children once it had met its current PAN of 23 when there were spaces available at other local schools.

Essex CC agreed that parents should have a choice of which school to send their children and that they could not stop an academy structuring and managing the way it provided education within the school.

It was noted there would be a significant impact on the number of parents applying for a place at the school should the Ministry of Defence close Carver Barracks and it was **agreed** to include this as new risk on the academy's risk register.

MH

Minute 40 AOB - Removal of a tree

It was reported the school had not received a response from the UDC Tree Officer on the school's request on removing the TPO and tree.

It was **agreed** to contact a tree contractor and request they obtain the necessary permissions to remove the tree from UDC/

All other matters arising from the previous minutes were considered completed or was included on the agenda.

55/22 Head of School

The Head of School provided a verbal report on the start of the new academic year and reported the following:

- The new teacher had settled in very well and had already shown her experience and effectiveness in teaching and learning.
- The two new full-time Learning Support Assistants had also settled in very well, were very flexible and enthusiastic and provided support right across the school.
- Sarah Bailey had taken up the acting Deputy Headteacher role that was already helping in supporting the Head of School in meeting his leadership and strategic roles.

56/22 School Development Plan/ Self Evaluation

The meeting received and noted the draft School Development Plan for 2023-24.

The Head of School highlighted the planned activities and outcomes to meet the five key priorities for the year, being:

- 1) **Quality of Education – The Wider Curriculum:** To ensure that all areas of the curriculum are coherently planned and sequenced towards cumulatively sufficient knowledge and skills, with particular development in PE, MfL, RE and Music.
- 2) **Quality of Education – Pedagogy and High Expectations:** To further develop consistency of pedagogy and expectations, to ensure that pupils' work across the curriculum is consistently of a high quality.
- 3) **Behaviour and Attitudes – Metacognition and Wider Behaviour Strategies:** To further develop metacognitive approaches and wider behaviour for learning strategies, to ensure that pupils demonstrate high levels of self-control and consistently positive attitudes to their education.
- 4) **Personal Development – Religious Character:** To reinforce and further develop the school's Christian vision, to continue to promote the extensive personal development of pupils.
- 5) **Leadership and Management – Monitoring and Developing:** To further develop the impact of leadership across the school, using professional development and rigorous monitoring to further staff subject and pedagogical knowledge, translating into improvements in the teaching of the curriculum.

It was **agreed** to send the governors the SDP slides.

The Chair asked that having successfully raised the overall rating to Good at the recent Ofsted inspection were all teaching and support staff focused on improving the overall rating to Outstanding.

SB

MH

The Head of School standards had already improved since the inspection and the feedback from the Inspectors report had provided a boost to all staff.

57/22 Finance

a) **Budget**

The meeting noted the Academy Budget 2023-24 approved by the Board of Directors.

b) **Capital Funding Request**

The meeting discussed acquitting an 85-inch Smartboard for the school hall to be used mainly at school assemblies.

It was noted the cost of the Smartboard would be in the region of £3,000 that would require three quotes.

It was **agreed** to confirm the specification and whether to obtain a TV inactive screen rather than a Smartboard and obtain three quotes for review by the F&P Committee.

MH

58/22 Chair's action

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

59/22 Correspondence

The Chair reported he had received a letter from Essex LA commending the academy on the outcome following the recent Ofsted Inspection.

60/22 Church Matters

It was **agreed** to defer the item until a new Incumbent had been appointed.

61/22 Any other business

• **RAAC**

The Head of School reported the school had received a questionnaire for the Department for Education on the existence of RAAC six to nine months ago. A survey had been carried out and the questionnaire had been returned confirming there was no RAAC at the school.

• **Open Day**

The Head of School reported that plans were already in place for the upcoming open day including discussions with a local estate agent on advertising the event.

62/22 Date/time of future LGB meetings

Thursday 23/11/2023

Thursday 28/03/2024

Thursday 04/07/2024

All meetings to start at **19:15** hrs.

Approved by the LGB on 23 November 2023