



Date: Wednesday 23rd April 2025 at 5:00pm

Present:

Neil McKinlay (NM)-Chair
Tom Hollingsbee (TH)
Jayne Chapman (JC)-arrived at 5:15pm
Rebecca Lumsden (RL)
Andy Martin (AM)
Martin North (MN)

In attendance:

Caroline Lowe (CL)-Headteacher
Sue Pomeroy (SP)-Clerk

Apologies

Julie Brinnand (JB)
George Hughes (GH)

Absent:

n/a

	Governance and Administration	Action
1.	<p>Welcome, Quorum, Apologies and Declarations</p> <p>The Chair opened the meeting and confirmed that it was quorate. Apologies were received and accepted from George Hughes and Julie Brinnand. There were no conflicts of interest declared with the business of the meeting.</p> <p>Unless otherwise stated, all papers referred to had been uploaded to Governor Hub prior to the meeting.</p> <p>Minutes of the previous meeting</p> <p>a) The Minutes of the Egerton LGB meeting held on 14th January 2025 were accepted as an accurate record and would be uploaded to Governor Hub and marked as signed.</p> <p>b) Matters Arising</p> <p>Governors reviewed and updated the action log.</p>	
2.		
3.	<p>Membership Update</p> <ul style="list-style-type: none"> There are no terms of office due to expire before the next meeting. There is one vacancy on the board. The skills audit would be carried out in the summer term 2025 and a decision made based on the results on whether to recruit another governor. 	
	Strategic Direction and Progress Against Priorities	
4.	<p>Update on SIP Priorities 2024-25</p> <p>The Headteacher provided an update:</p>	

	<ul style="list-style-type: none"> • Priority 1-Enhance the Quality of Teaching and Learning through Adaptive Teaching Strategies <ul style="list-style-type: none"> ➤ Adaptive teaching training has been given to all staff. ➤ A staff audit has been completed. ➤ Staff have showcased their adaptive teaching strategies. ➤ Further training is planned for the summer term 2025. • Priority 2-Strengthen Curriculum Progression and Assessment across all Subjects. <ul style="list-style-type: none"> ➤ This is the Ofsted priority. End point assessments are now fully embedded. ➤ The Deputy Headteacher has worked with GH on monitoring the impact of this priority. They have observed lessons, looked at books and spoken to pupils. • Priority 3- Maintain and Improve Pupil Outcomes in Writing. <ul style="list-style-type: none"> ➤ The Pathways to Write scheme has been in place for one year and staff are confident with the structure of how to teach writing. ➤ The next step is to enhance the quality of the texts to match the school's topics and to appeal to boys. ➤ Drawing Club is used in Reception and is having a positive impact on Early Years. • Priority 4-Embed Nursery into Whole School Policies and Strengthen Early Years Provision. <ul style="list-style-type: none"> ➤ There has been more work than initially expected to embed and align the Nursery with the main school. ➤ Further changes have been made such as changing the Nursery session timetables to ensure that children's learning time is maximised and that there is continuity in the curriculum. <p>Governors asked whether there had been any negative feedback from parents on the changes to Nursery. The Headteacher informed them that the most parents had been happy with the changes, but some negative feedback had been received on the decision to drop the holiday club from May 2025 as it was financially unsustainable. Also, parents had previously been able to choose ad hoc nursery sessions, and this had been changed to set days to maximise learning opportunities and ensure continuity in the curriculum.</p> <p>The Headteacher explained that a marketing campaign was underway, supported by the Trust, to increase numbers in the Nursery. Currently, there are six children only for Nursery in September 2025.</p>	
	Education	
5.	Admissions and Pupil Numbers <ul style="list-style-type: none"> • There are 230 pupils on roll and one more pupil is expected to be admitted in May 2025. • Slide 4 details which year groups have had in-year admissions. • 26 first choice places have been accepted for September 2025 and the school is expecting that it will reach its PAN of 30. 	
6.	Attendance	

<p>7.</p> <p>8.</p>	<ul style="list-style-type: none"> • School attendance stands at 95.6%. This is above the national figure of 94.8% and in line with the Local Authority figure of 95.5%. • Unauthorised absence is 0.3% and authorised 3.1%. • Pupils with EHCP's have the lowest attendance. Two pupils are persistent absentees and they both have SEND. One now has specialist provision named on their EHCP, and the school is waiting for a specialist placement for the other one. <p>Governors requested information on how the school monitors persistent absentees. The Headteacher explained that the parents contact the school daily and that a weekly Teams meeting is held. The Headteacher also makes regular home visits to the families.</p> <p>Rewards and Behaviour</p> <ul style="list-style-type: none"> • There had been three suspensions relating to two children. • There had been one instance of bullying and one instance where staff had to team teach a child. • Pupils can be suspended for 15 days in a term before a governor review panel hearing must be held. A panel must be held for any further suspensions over 15 days in a term. • Pupils can be suspended for a maximum of 45 days in an academic year. A permanent exclusion would then be issued if any further suspensions took the child over 45 days. • Issuing the suspensions has resulted in the parents understanding that the school will not tolerate the child's behaviour. • The schools Health and Safety team (Year 6) are working with children across the school to decide on school rules and rules for playtime. • It was agreed that governors would meet with the Health and Safety team on their next monitoring visit to school. ACTION <p>Update on progress and attainment-Spring term 2025 data analysis</p> <ul style="list-style-type: none"> • Slide 7 contained a progress and attainment update. • The Headteacher explained that blue represents Greater Depth, green is Expected, and orange is Working Towards. Red is well below expected. • Year 1 data shows a decrease across all subjects and is of concern. New staff administered the tests to the whole class rather than to small groups and this may have had an impact. Some children are being re-tested. • Further interventions have been implemented in Year 3. There are a high number of pupils with SEND in this cohort. Five out of the 29 children receive separate English and Maths lessons. • Maths attainment has declined since the Autumn term 2 assessments and further interventions will be delivered in the Maths teaching timetable. • The data drop took place in the spring term when there was still three weeks of the term left. The school has fed this back to the Trust, and they will adjust the timing of the spring term data drop next year. <p>Governors asked whether the school has enough resources to deliver interventions. The Headteacher informed then that it is challenging as the school does not have any general teaching assistants due to budgetary restraints. All teaching assistants are allocated to individual children to meet their needs. Governors further challenged on whether the school could come under scrutiny from the Trust if</p>	
---------------------	--	--

	<p>results decline. The Headteacher explained that results are expected to be strong again in Year 6 this year. Also, teachers are delivering Quality First Teaching and using adaptive teaching strategies which should negate the need for additional interventions. There is no scope to appoint additional teaching assistants due to budget constraints. The Trust SEND lead and SENCO have provided support to submit EHCP requests. It is expected that another 3-4 will be granted and then the numbers of children in school with EHCPs will have tripled.</p> <p>Governors queried whether the funding provided for pupils with an EHCP is sufficient to cover the costs of providing a teaching assistant. The Headteacher explained that this was not the case. £10k is received for a child who requires 32.5 hours per week support and that this does not cover the costs of a teaching assistant for this number of hours.</p>	
9.	<p>Update from SIP visit by Director of Primary</p> <p>The Headteacher informed governors that the visit by the Director of Primary had been very positive. Lesson observations had taken place, and Writing was found to be strong.</p> <p>The Headteacher would circulate extracts from the report. ACTION</p>	CL
10.	<p>Update on Climate Action Plan (Michael Shaw)</p> <p>Michael Shaw, who is working with the Trust on sustainability, had met with the Deputy Headteacher. He had RAG rated the action plan and had been pleased with the school's progress on this issue.</p> <p>The Headteacher would circulate the report. ACTION</p>	
11.	<p>Link Governor Monitoring</p> <p>SIP Priority 2: 05.03.25(GH)</p> <p>The report from GH had been circulated on Governor hub prior to the meeting. GH had been unable to attend this meeting, and he had provided the following feedback from his visit to the Chair:</p> <ul style="list-style-type: none"> • There has been significant progress over the year on this priority. • He had observed that teachers were using adaptive teaching strategies to cope with the needs of pupils with SEND. • He would carry out a further visit in the summer term 2025 and focus on subjects such as Art and Design where it was more challenging to set assessment end points. <p>Governors challenged whether the introduction of the new Insight assessment programme had been beneficial and effective. The Headteacher informed them that the Trust had directed all the schools to use this programme. It is very good and produces meaningful data. Staff have been trained and it is not too time consuming to use.</p> <p>SIP Priority 3: ((RL, AM)</p> <ul style="list-style-type: none"> • RL and AM had visited school today to monitor writing. • They had met the new subject lead who has a passion for the subject. • They had noted challenges regarding resources and had noted that the school is trialling to Pathways to Spell programme with Year 5. This aligns with the Writing programme. 	

	<p>Safeguarding: (NM, RL)</p> <ul style="list-style-type: none"> Phase 1 of the fencing replacement has been completed and this is an improvement. Phase 2 will start shortly. Home visits for persistent absentees were discussed. The SCR is up to date. The SCiES audit would take place next year. All actions from the previous audit had been completed. The next visit would involve an audit of the Health and Safety Policy. <p>The Headteacher informed governors that PC Cornell had been booked to deliver an online safety session for parents.</p> <p>SIP Priority 4: (MN, TH, NM)</p> <ul style="list-style-type: none"> There have been management changes, and the situation now needs to stabilise. Working practices need to align with those of the Trust. The next challenge is to fill the 30 places. The Trust is helping with marketing the Nursery and open days are planned. The physical environment has improved and is looking more attractive. The ringfenced funding of £64k has not yet been spent. The changes made so far will have a positive effect on standards in Nursery. <p>SEND: (NM, JB)</p> <ul style="list-style-type: none"> This visit completed JB's induction as SEND governor. The SENCO is excellent. The number of children on First Concerns has reduced: children have either been removed or escalated to SEN. Each class was visited, and governors could see how pupils with SEND are integrated into lessons. Governors expressed concern that the school is unable to meet the needs of some pupils with SEND. One child has specialist provision named on their EHCP, but no spaces are available. Early Years Pathway is being introduced into Nursery to allow for early intervention and identification of needs. 	
	Welfare	
12.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> A Safeguarding link governor visit had taken place with NM and RL. Two members of staff had received team teach training this term. An Early Help referral had been made by the school and closed by the Local Authority. The school has escalated this due to concerns over the child not being in school. An Early Help referral had been made by parents of one child to access further support at home. The Local Authority had carried out a Health and Safety audit and only minor actions had been identified. All staff now have access to Smartlog and have completed relevant training modules. <p>Governors queried whether the Trust also carries out Health and Safety audits. The Headteacher informed them that monthly visits from Darren Sumner take place to ensure that the school is compliant.</p>	

13.	Welfare and Wellbeing-Students Governors noted the SEND data provided on slide 10.	
14.	Welfare and Wellbeing-Staff Governors noted the update provided on slide 11.	
	Local Matters and Stakeholder Engagement	
15.	a) Local Policy Approval Governors approved the following policies: <ul style="list-style-type: none"> • Charging and Remissions • Extreme Weather • School Uniform b) Trust Policies Governors noted the following Trust Policies: <ul style="list-style-type: none"> • Serial and Unreasonable Complaints • Suspensions and Exclusions Policy c) NM confirmed that the three immediate priorities for the Nursery are as follows: <ul style="list-style-type: none"> • Stabilise staffing • Fill the 30 places • Align working practices with the school and Trust 	
16.	Governor training a) JC would check whether she had completed Safeguarding training and update her training record as required. b) Governors were reminded to complete the NGA training on suspensions and permanent exclusions if they had not already done so to allow them to serve on permanent exclusion panels across the Trust. JB and TH had completed the training. c) The clerk would check which governors had completed a biography to be published on the school website. ACTION	
17.	Stakeholder engagement-Parents/Carers Slide 12 detailed recent events which had taken place and slide 13 listed recent visitors to school. NM explained that in previous years, governors had attended parents' evenings and had administered a short survey. This had provided an opportunity for governors to be more visible to parents and for them to gain valuable feedback on a range of issues. Governors agreed to re-start this in the autumn term 2025. ACTION	Clerk
18.	Stakeholder Engagement-Wider Community JC and NM would meet with staff during the summer term 2025 to discuss ways to maintain the link with Egerton School in Kenya.	NM
19.	Communication-to Trust None for this meeting.	
20.	Communication-from Trust <ul style="list-style-type: none"> • AH would circulate a report for the LGB from the recent EDI Survey. • The annual Governance Conference will be held on Saturday 14th June 2025. Further details would be issued shortly. • Governors were reminded to complete the annual skills audit. • NM provided an update from the Chair's Forum. The use of AI had been discussed and the clerk would use it to produce a summary of this meeting to be shared with Trustees. ACTION 	Clerk

21.	AOB There were no items of any other business agreed for discussion at the meeting.	
	Dates and times of LGB meetings 2024-25 Wednesday 2 nd July 2025 Time-5:00 pm	

The meeting closed at 6:30 pm

Summary of action Points:

From the meeting held on 23.10.25

Agenda item	Action	Assigned to	Deadline
18	To arrange to meet staff to discuss ideas to maintain the relationship with Egerton School in Kenya.	NM/JC	Spring term 2025-c/f to summer term 2025
14a)	To organise a governor audit against the First Aid Policy and EYFS Policy.	NM	Spring term 2025-c/f to summer term 2025
From the meeting held on 23.04.25			
7	To meet with the Health and Safety team (Year 6) on the next monitoring visit.	RL, NM	Summer term 2025
9 &10	To circulate reports from Michael Shaw and Lise Houldsworth.	CL	April 2025
16	To check which governors need to complete their biography.	Clerk	April 2025
17	To organise governors to administer questionnaires for parents at parents evening.	NM	Autumn term 2025
17	To circulate dates for school summer term events to governors.	CL	April 2025
20	Clerk to use AI to produce a summary of the LGB meeting.	Clerk	April 2025