

MINUTES
of the general meeting of the Local Governing Body
of Starcross Primary School and Teignmouth Primary School
held on Thursday 26 June 2025 at 5 pm at Starcross Primary School

Present:		
Name	Title/Role	Initials
Danielle Drew	Staff Governor (non-teaching), Behaviour and Enrichment	DD
Marina Offord	Chair, Co-Opted Governor	MO
Rachel Spanswick	Co-opted Governor, Curriculum & Delivery	RS
Annabelle Thomas	Executive Headteacher	AT
Richard Turvey	Parent Governor, SEND, DS and Pupil Premium	RT
Martin Veasey	Vice Chair, Co-opted Governor, Attendance and Safeguarding	MV
In Attendance:		
Luke Marchant	Headteacher, Teignmouth Primary School	LM
Katy-Anne Pritchard (item 2)	SENDco	KAP
Tara Trail	Headteacher, Starcross Primary School	TT
Gareth Walters	Guest, prospective co-opted governor	GWa
Michael Wigmore	Guest, prospective co-opted governor	MW
Gaby Willis	Trust Governance officer	GW
Apologies:	Title/Role	Initials
Pat Henchie	Co-opted Governor, Early Years and Wellbeing	PH
Absent:	Title/Role	Initials
None		

Key to acronyms

LGB	Local Governing Body	SEND	Special Education Needs and Disabilities
T&L	Teaching & Learning	RAG	Red Amber Green progress indicator
OAIP	Ordinarily Available Inclusive Provision	SENDco	Special Education Needs and Disabilities Co-ordinator
CEO	Chief Executive Officer	EDE	Executive Director of Education
DoF	Director of Finance	SX	Starcross Primary School
TPS	Teignmouth Primary School	PSHE	Personal, Social, Health and Economic
SRE	Sex and Relationships Education	SIP	School Improvement Plan
SATs	Standard Assessment Tests		

1.	Welcome and Apologies	
24/5/1.1	The Chair welcomed all present, including Katy-Anne Pritchard, SENDco, Gareth Walters and Michael Wigmore, prospective co-opted governors. Apologies: PH. Absent: None	
2.	Presentation to governors	
24/5/2.1	SEND Vision and SEND Code of Practice: Katy-Anne Pritchard, SENDco, presented an overview of the SEND Code of Practice and the SX/TPS SEND vision with focus on improving outcomes, high aspirations and expectations for children with high quality teaching and equality and inclusion. Emphasis this year on teachers' responsibility and high-quality teaching and CPD is taking place around this. Action: Governors are encouraged governors to read chapter 6 of the SEND Code of Practice. GW to circulate this. SEND statistics shared which showed an increase in numbers against national and Devon for both schools. Action: KAP to share links for OAIP information, graduated approach and targeted support framework with GW for circulation to governors. Noted that changes are ahead with Devon and schools will need to be robust in targeted support to mitigate where possible the reduction in funding. SENDcos across our trust have put together focus areas for OAIP and a consistent identification method has been introduced across both schools under the SENDco. Talked through OAIP, graduated approach, and targeted support	All/GW GW

	framework. Support and early intervention working with parents, even if not seeing behaviours in school, support for transition to Year 7 to make this successful. Q: Do parents get access to drop box, things they can do at home? Yes. Q: Capturing the parent information, how is that coming through? There is a good link for parents to reach you, does it go to a report? Added to My Plan, at review meetings teachers will type in parent feedback, sent to KAP and plans are updated and shared with parents. This year also started capturing pupil voice as part of this, currently with KS2, to become self-advocates for what they need. SEND is the fourth Ofsted target at SX. Good SEND coffee mornings are happening at both schools. Q: Volunteering? Talked about putting this on the newsletter. Could the process be sped up and how would we do a drive for volunteering? Action: AT to feed back to Director of People about possibly simplifying volunteer application form. Q: You mentioned referrals and support at early stages - how easy is that to obtain? Referrals are easy to make, the support is the issue. Devon is going through a big restructure at the moment so currently we are unable to know what we can buy into. Support will stay the same until October half term and then things will change. We have invested in the use of private educational psychologists and speech and language therapists ourselves to support EHCP applications. Local authority (DCC) is currently in the category of inadequate for SEND provision which means it is extremely important to look at how we have challenged Devon from a SEND and safeguarding perspective. KAP maintains an evidence trail and follows up regularly. <i>KAP left the meeting with thanks for an informative and interesting presentation.</i>	AT
3.	Housekeeping	
24/5/3.1	Declarations of Interest: None declared. Introductions were made around the table.	
24/5/3.2	Appointment of link role – Looked after Children: This role is required as it is highlighted in the TPS Looked after Children Policy. Information was circulated ahead of the meeting and nominations requested. It was resolved to appointed MV as this sits alongside his role as safeguarding link. Action: GW to ensure amended policy is uploaded to the school website without delay. Action: MV to include looked after children in his safeguarding link visits. GW to share any available training information.	GW MV/GW
24/5/3.3	Change of governor category – Richard Turvey: Due to a change in circumstances, recommendation is requested by RT for the Trust Board to approve a change from parent to co-opted governor. Action: GW to add this to the trust board agenda for 22 July and advise accordingly.	GW
4.	Minutes of Previous Meeting	
24/5/4.1	Matters Arising from meeting held on 24 April 2025: Any matters arising are included within this agenda. Action c/f: Ofsted briefing to be arranged for governors in autumn term when new framework has been launched. TPS safeguarding audit was commended by the auditor and no areas for development. Action: Next year school calendars to be circulated to enable governors to attend events.	GW LM/TT
24/5/4.2	Agree the minutes as a true and accurate record: AGREED Action: GW to upload to school websites.	GW
5.	Chair's Report to include IET	
24/5/5.1	Chair's Report to include IET: Verbal update on the recent Chairs' Group meeting held on 2 June. Thanks given to governors for attending schools for quality assurance for the SATs process. Thanks to MV for stepping in at short notice to attend an unscheduled moderator visit. Kenton has opened a new pre-school which is well-subscribed. Dawlish College has been prioritised for the Schools Rebuilding Programme (SRB) and money is ringfenced for capital spend. SEND and attendance remain priorities. Attendance at primaries is good and above average, secondaries proving more difficult to shift, with some improvement shown at NAC. All schools have been evaluated as part of the WE SEND programme. Finance monitoring at local level is moving to a central finance briefing from September. No finance link governor will be required but each LGB will field a representative, and relevant notes and management accounts will be shared with the LGB. IET is working with Windsor Academy Trust for school improvement initiative with 10 days funded from the regional office. This came from the initial category judgement at TCS and will benefit all schools in our trust. Collaborative events across our trust are taking place – Ivy Games, Ivy choir production, We Are Ivy community initiative.	

	The IET full board comms sheet from 13 May 2025 was shared. Edurio parent/carers survey feedback and discussion around actions for governors: Data for both schools was tabled at the meeting, having been shared at the Chairs' Group meeting. AT led the discussion and advised that 98% of parents at TPS had stated they would recommend the school and there were lots of positive comments throughout. Edurio surveys measure against national benchmark of other schools and TPS is significantly above in every area which reflects the hard work of the staff and the work done on parent voice this year. Areas for development around homework, for both schools, and work around the trust and parents seeing the benefit of being part of this. A group of working parents found some events hard to attend so this is being addressed to see how that forum may be provided more often and built into the school calendar. It was noted that the parent survey was undertaken in February which was immediately after the SX Ofsted report release and is a picture of that time. With a school on a rapid school improvement journey, we are now four months on. Leadership team reviewed actions as a result of the survey and there were some positives above the national benchmark. Benefits of being part of our trust will be included in the headteacher's blog going forward to ensure parents are aware of these and communication with parents is an area the school is working hard to improve. Learning has been taken from TPS as both use SeeSaw and SX tasked to improve engagement with this and mirror good practice at TPS. More events will be held after working hours to accommodate working parents/carers and a recent meet the teacher session held at 5.30 pm was well attended. A demonstration of the Edurio data and how the system works was given at Chairs' Group by the Director of People. Governors were tasked to choose one or two focus areas with actions to run alongside the SIP for governors to support the school leaders and be that critical friend. It was suggested that a governance improvement plan (to be created in September) could overlay this. Action: Trust leaders to bring their action plan to the December meeting for update. Action: GW to invite volunteers for a parent/carers survey working party led by the chair to begin in September and feedback to the LGB. Invitation from Razorbills at SX to attend summer production of Cinderella and Rockerfella. Governors keen to attend. Action: Governors to email TT indicating which performance they wish to attend. TT will confirm once numbers are known due to venue capacity. Action: LM to share information about the TPS production for governors to attend if available. Annual governor event normally held in June will be held in the autumn term to enable the CEO and executive team to present the new Trust strategy for 2025-2028. Action: GW to email governors on return from summer break requesting nominations for chair and vice chair. Appointments will be made at the September meeting and link roles reviewed now that the LGB has more capacity.	AT/TT/ LM GW AII/TT LM GW
6.	Leadership Report	
24/5/6.1	Leadership Report: Working with Windsor Academy Trust as a trust outside Devon. Hosted visit at TPS and SX with separate learning walks with CEO, Director of Education and Director of Primary Education. Suggestions were implemented straight away. AT attended at WAT for a T&L summit with excellence of leadership at all levels. DofE is coming down to work with us and looking at aligning some of our T&L approaches across the trust where there are already a lot of similarities. Ivy events – music event on 9 July with classes from both schools performing at the Langstone Cliff Hotel. Ivy Games Year 5 and 6 from both schools as an inter-school competition at Exeter Arena. We Are Ivy Week – as many children as possible to see the community around them and empowering futures for a better tomorrow. Community service with each class having something planned and promotes our schools and our children. Each school will have We are SX, We are TPS. Leadership report for both schools circulated in advance under headings of the IET five foundations. Noted an error on the attendance data as TPS HT5 data was 95.26% so is above national. No questions were received ahead of the meeting. Governors noted the clarity of the report. Next report will have a “next steps/future plans”.	

	Q: Behaviour. How do we engage parents especially the hard-to-reach ones? This is an action from the Edurio survey to celebrate positives with “the golden phone call”. Positive praise notes are not used as frequently as they could be, and leaders will make more of being on the gate and door at arrival and departure time. Constant communication with home and aligning with parent to know you are on the same team. Teachers inviting parents in in first instance. Behaviour is a symptom and leadership triangulation ensures each case is reviewed with this in mind (SEND, safeguarding, etc). Q: Curriculum section related to SX. In the impact section some bullets reflect the fact children and staff are showing higher levels of enjoyment in reference to the writing curriculum, increased teacher confidence and children enjoyed. How have we come to that conclusion? How is that being evidenced? Learning walks and pupil voice, spending time in the classrooms, looking in books, content, quality and stamina of writing, must be enjoying what they are writing about and more enthusiasm and fun. In terms of Executive Function of the children, the children’s ability to focus on their writing is more sustained which is clear indicator they are enjoying more of their writing and this will come into Ofsted target of behaviour and attitudes. Q: How do you build a leadership report? Is there an element of subjectivity? Range of different sources. This is the first time a collaborative report has been produced and it has been very positive working together on this. Information is pooled from impact of all other monitoring which is done consistently over the terms, quantitatively for percentages or qualitatively capturing pupil voice. Key questions of how do you know, and so what are applied. All schools use StepLab coaching which brings more classroom observation. Each teacher has their own staff coach and a lot of information can be drawn from that.	
24/5/6.2	Starcross Ofsted update and action plan: Updated action plans shared in advance for each objective, together with the recent parent forum update presentation held in May. Encouraging that first indicators are positive possible data analysis across both schools at September meeting. Each half term a parent forum is held. The May forum was not well attended so this will now be opened as a hybrid to allow parents to attend remotely as well. Progress documents will be sent to all parents. Quality of teaching has to be consistent through everything in order for things to move. Communication with parents is important to ensure they are aware of what is happening in school. Progress made so far is very good in some areas. Action: With assumption of January visit and a new governing body in place, governors requested a governors’ crib sheet with key data when the new framework has been launched, which can be updated as required. It was noted that the new framework has been delayed and need to review criteria. Action: Ofsted training for governors to be organised in autumn term, when the new framework has been launched.	AT GW
24/5/6.3	Finance update: Management accounts from P8 shared in advance together with notes from the online finance briefing attended by MO with the Director of Finance. New process in place from September with the removal of requirement for a finance link governor, to be replaced with a remote central finance briefing from the Director of Finance to representatives of each LGB with management accounts and meeting notes shared with wider LGB.	
7.	Link Reports	
25/5/7.1	Behaviour: Report shared in advance. No questions.	
25/5/7.2	Early Years and Wellbeing: Report shared in advance. Apologies received from the link governor for this meeting.	
25/5/7.3	Safeguarding: Report shared in advance for introductory visit by the link governor. Questions invited. Action: MV to attend both schools for SCR check before the end of term.	MV
25/5/7.4	SEND: Report shared in advance for introductory visit by the link governor to TPS. Further meeting to be arranged for SX. Q: Now that the SENDCo covers two schools with a large workload, how will that be split? SEND is now proactive at SX and will be needs led with better adaptive teaching and OAIP. Level of significant need at TPS is higher. Both are one form entry, both large nurseries so similar in terms of numbers. Noted the SENDCo’s attention to detail for each pupil. Q: What support is being given to the SENDCo? Due to additional funding at TPS for level of need, there is a S&L and paperwork assistant and they work as a team. Professional learning communities have been launched, and there is one for SENDCos as a supportive network. Action: AT to approach PC to look at supervision more formally for SENDCos. Q: What is the contingency with one SENDCo across the two schools? Part of the Ivy health checks feature a succession plan which is reviewed twice per year. Now look across the two and five primary schools. SENDCo is a very niche role. Across our trust we have people who could step up.	AT

	AT and TT have the SENDCo qualification and other staff members could step in having covered before.	
8.	Policies and Procedures	
24/5/8.1	Behaviour inc Anti-Bullying (TPS): Updated policy circulated via GovernorHub and pre-approved electronically. Formally ADOPTED . Action: Yellow highlighting to be removed and document uploaded to school website without delay.	GW
24/5/8.2	PE and Sports Premium Reports: A new report template has recently been launched. It was resolved to circulate the reports when ready for electronic approval via GovernorHub to be published on the school website by 31 July. Action: Reports to be sent to GW when ready for onward circulation and electronic approval. Trust leaders to upload to their school websites before end of term on 25 July.	AT/TT/ LM/GW
9.	Governor Training and Visits	
24/5/9.1	Governor Training: The following training has been undertaken this period: RS – Developing your governor skills (DES) RT – SEND link governor (GHub - underway) MV safeguarding for link governors (GHub). Action: MV to do safer recruitment training online. It was suggested that some in-person training could be arranged if possible as some prefer this. Action: Due to time restraints for this meeting, GovernorHub training will be arranged separately by GW for those who would like to attend.	MV GW
24/5/9.2	Visits outside of link roles: Visit report forms were shared for overview of SATs procedures and implementation during SATs week, and a familiarisation visit to SX by the curriculum and delivery link governor.	
10.	Recommendation of new co-opted governors	
24/5/10.1	It was resolved to recommend the appointment of Michael Wigmore and Gareth Walters as co-opted governors to the trust board. Action: GW to add to trust board agenda for 22 July and advise accordingly.	GW
11.	Dates of meetings	
24/5/11.1	Dates of meetings 2025-2026: 24 September 2025 at 5 pm at SX 3 December 2025 at 5 pm at TPS 11 February 2026 at 5 pm at SX 6 May 2026 at 5 pm at TPS (amended from 29 April) 1 July 2026 at 5 pm at SX	All to note and diarise
	The meeting closed at 7.10 pm.	