



LOOSE PRIMARY SCHOOL

MINUTES OF THE 2024/25 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 9th JULY 2025

Governors present at the meeting held on Wednesday 8th October 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Stuart Thomson (ST), Co-opted Governor (Chair)	Trevor North (TN), Headteacher / Governors
Tetyana Bennett (TB), Co-opted Governor	Richard Benjamin (RB), Co-opted Governor
Paul Harrington (PH), Parent Governor	Leoni King(LK), Parent Governor
Michelle Garrett (MG), Staff Governor	Craig Bond (CB), Associate Governor

ALSO PRESENT

Andy Lacey (AL), Governance Professional	Amy Malhotra (AM), DHT
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PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 **Welcome:** ST welcomed all parties to the meeting. LK joined the meeting at 1735.
- 1.2 **Apologies:** No apologies were received. LK joined the meeting at 1735.
- 1.3 **Quorum:** The meeting was confirmed as being quorate.

2. DECLARATIONS OF INTEREST

- 2.1 ST gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

- 3.1 **Approval of Minutes:** Governors approved the public minutes presented as a true and accurate reflection of the meeting that took place on the 14th May 2025.

ACTION: AL to arrange for the minutes to be marked as approved and publish.

- 3.2 **Matters arising from the minutes and review of actions** –The following actions from the actions schedule were noted, with the remainder being included as a specific agenda item:

Action 12 – Crowd Funding (see confidential minutes).

4. ANY OTHER URGENT BUSINESS

- 4.1 There were no items raised.

5. SCHOOL STRATEGIC MATTERS

5.1 Headteacher Report

Governors were given an opportunity to read the HT's report. TN asked governors if they had any questions on his report.

5.1.1 Staffing

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LK asked how many classroom support staff were employed at LPS? TN confirmed there were roughly 2 TA's per year group, and seven 1-2-1 TA's once taken account of the redundancies.

5.1.2 Staff Survey

TB noted response rate was 40% and asked what had been done to encourage staff to complete? TN said that teachers had been allocated PDM time to complete the survey, although limited opportunities had been provided to support staff. Overall response rate was better than previous years.

CB asked how many teachers had responded saying that they appear to be the most represented group? TN confirmed 27 of the 30-teaching staff had responded, which was due to time being allocated within the school day.

RB asked if it would be possible to provide a breakdown of staff feedback into their respective groups? This would be helpful in understanding the impact of staff related initiatives on TA's. TN provided an overview of the key comments saying feedback would indicate support staff do not always receive clarity and guidance as to what is expected of them, and communications between teachers and TA's could be better. TN added that he would explore the filtering options and provide a more detailed breakdown of the outcomes.

ACTION: TN to investigate filtering options to provide more detailed analysis of staff feedback by groups.

TB asked what were the key outcomes and when will an action plan be provided to Governors? TN advised that the survey closed 2 weeks ago hence his report only provided a summary of the responses. MG commented that there needs to be clear outcomes and actions if staff are to be encouraged to complete the survey.

ACTION: Action plan in response to the staff survey outcomes to be reported to T1 LGB.

ST asked if there were any surprises arising from the staff survey? TN said that there were no real surprises, and that responses were generally positive.

5.1.3 H&S and Site matters

PH expressed a concern that TN had reported 20 'near misses' in relation to the road crossing patrol since the Loose Road had re-opened. PH asked who was responsible for the crossing including staffing? TN advised that the LA was responsible for maintaining the crossing and was finding it a challenge to recruit for to the Road Crossing Patrol vacancy.

TN informed governors that the majority of the H&S matters identified in the T6 audit have been dealt with. The key point to note was the accident on the school playing where a pupil was not subject to the agreed level of supervision relating to their use of a wheelchair. Lessons have been learnt and the risk assessment updated accordingly. The accident had been reported to the LADO who confirmed no further action was necessary.

CB asked for further information relating to the wrist and shoulder injury? TN advised this was the result of an accident on the monkey bars. A clear set of rules and guidelines have been produced both for pupils setting out expected behaviours when using the equipment, and for staff to ensure use of the equipment is restricted when unable to provide the correct level of supervision.

5.2 Summer data outcomes

CB said that everyone should be congratulated on the SATS outcomes. TN responded saying that there has been massive progress this year, with significant improvement in those being assessed at working at greater depth / above national, and combined scores 12% above national.

CB asked if there were any trends in outcomes between year groups especially those working at greater depth? TN advised that overall outcomes were strong but there were gaps such as PP children. TN added that the data had only just been made available and the next steps were to analysis the detail to identify and understand the reasons for any emerging trends e.g. Year 2 have had a turbulent year.

ST asked if there had been any impact assessment on interventions? TN advised that there had been focused interventions channelled to Years 4 and 5.

CB asked if there were any areas for improvement that needed targeted plans? TN said that the number of pupils working at greater depth has increased year on year, there had been a focus on improving writing but generally the priority was for pupil's to achieve expected standards and then the push for working at greater depth.

ST commented on the outstanding phonics outcomes. TN agreed saying that these had been achieved through strong leadership and staff being held accountable. As a result, the target was being set at 95% for 2025/26.

CB asked if the school used the 'sounds right scheme'? TB confirmed it did, but there was better on-line training, and as staff know the system it currently provides a good starting point to make better use of the resources to improve teaching and learning. It is however, going to take another academic year before concluding whether or not to retain 'Sounds Right'. AM added that assessment is an important aspect of any system, and therefore, possibly a different resource. ST asked if there were other products that could be used? AM said that there were but all have their pros and cons.

ST asked how have the teachers responded to the shift in responsibility for PP and SEND from the SENCO? TN advised that this has been managed through PDM's, and teachers are aware of the need for them to increase their knowledge of PP and SEND pupils in their classes and, to modify their teaching and learning to enable those to access the curriculum.

TN said that the last Ofsted reported SEND pupils were not getting a 'good deal' and that the aim is for all teachers to deliver the right curriculum in the right way, modifying such as is necessary to enable access for all pupils.

TN added that care had to be taken when looking data outcomes for SEND pupils as most will be working below the expected standards. However, whilst such pupils might not meet national, they are doing well and making good progress. PH commented that from his personal experience, SEND pupils at LPS make good progress compared to other mainstream schools.

TN provided an overview of the changes process and system being implemented by the LA in regards to SEND and HNF. ST asked if the changes were impacting such children? AM advised that the aim at LPS is to meet a child's access irrespective as to whether or not they have a formal assessment.

5.3 Governor Monitoring

5.3.1 Finance

ST provided governors with an overview of the school finances following his recent monitoring visit.

- May Management accounts

He attended the finance meeting, which included MC / SH from the Trust. In summary, as expected, staffing costs remain above target when compared to income. School reserves remained healthy and significantly above target

- 2025/26 Budget

Additional items had been included in the draft budget, which were being funded from reserves. This included a contribution towards the cost of establishing the nursery including refurbishing the staffroom. TN added that the additional income generated by the nursery will both fund future expansion of such, and add to reserves.

ST advised that additional funding had been set aside for TA's to offset the reduction in HNF, which was necessary to retain resources to support interventions and support for those with learning needs. There was also budget to provide additional ipads that were to support teaching and learning particularly in Year 6 as this would help with the transition to secondary schools.

LK asked how would the ipads be used to support teaching and learning? TN advised that it would be a challenge as the ipads stay in school and pupils are not allowed to take them home. LK offered to provide a demonstration how they use ipads for learning in her school as pupils are also not allowed to take devices home.

CB asked for clarification regarding why there were lines of expenditure in 2024/25 e.g. staff advertising for which there is no budget allocation in future years? TN advised that the budget is seen as a 'pot of money' and the schedule is considered to be 'working document' and it is recognised there will be under and overspends against individual items of expenditure.

5.3.2 Teaching and Learning

RB and LK provided governors with an overview of their T&L monitoring visit carried out in Term 4 – this was deferred from Term 5 as neither were present at the meeting.

- Staff gave positive feedback on coaching and provision of CPD using Steplab.
- The use of data to map and target focused interventions was seen to making better use of teaching resources
- Pupil behaviour in class was good and children appeared to be engaged with the teaching and learning.
- Most pupils felt challenged in class.

5.4 School Trips

Governors asked for clarification of the process for approving trips? AL advised that there is a trips policy and that governor approval should be sought for residential trips before any financial commitment is given ie deposit paid. TN informed of the plan to hold the residential trip with a new company, which is more local and as a result will be cheaper due to not needing coaches. TN asked governors if they would approve the new arrangements for both 2025/26 and 206/27 on this basis.

Governor agreed to the residential trips on the basis of the proposal outlined by TN.

6. SCHOOL SPECIFIC POLICIES

6.1 There were no school policies for update.

7. SAFEGUARDING AND ACCESSIBILITY MATTERS

7.1 Safeguarding & Accessibility

There were no further matters to report.

7.2 Risk Registers

ST referred governors to the paper included with the agenda providing Trust guidance to LGB in relation to risk management in schools.

8. ANY OTHER SCHOOL MATTERS

8.1 PE and Sport Premium

TN informed governors that the DfE had changed the reporting format and it was now more 'tick box' rather than the previous detailed report. TN said that a detailed report would still be prepared to provide accountability and would circulate such to governors.

ACTION: TN to provide PE and Sports Premium report to governors.

8.2 Term 6 H&S Audit

TN referred to the audit report provided with the meeting papers and advised governors that the only real concern was with the boundary fence, which is considered inadequate where it borders neighbour's gardens particularly near the woodland walk. The site team are currently in the process for obtaining quotes, which are expected to be c£15k.

9. TRUST MATTERS

9.1 The minutes of the Trust Board meeting held on 21st May 2025 were included with the papers. There were no matters arising.

9.2 It was agreed that ST would raise the ongoing delay to establishing the Crowd Funding page at the Chairs meeting next week.

10. TRUST POLICIES

10.1 Governors noted that Trustees had approved the following policies at their T5 Board meeting:

- Staff Capability Policy
- Early Careers Teachers (ECT) Policy

- Flexible Working Policy

11. ANY OTHER GOVERNOR MATTERS

11.1 Headteacher correspondence

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11.2 Cyber Security training

AL informed governors that all non-staff governors will be sent details to complete the cyber security training during T1. It is a requirement of the Trust's insurers that all staff, trustees and governors complete such annually. Staff training is organised by Trust HR.

11.3 LGB Membership

ST said that this would be PH's last meeting and thanked him for his contribution to the LGB. PH responded saying that he had enjoyed being a member of the LGB but due to family commitments that he would not be able to continue as a governor. ST informed Governors that Max Ralph had been appointed as a parent governor who would commence in September 2025.

12. MEETING CLOSE

12.1 Confidentiality: Governors confirmed that Paragraphs 5.1.1 (part) and 11.1 would be recorded as confidential.

ST reminded Governors that discussions at meetings are confidential and should remain so until minutes are published.

12.2 Next meeting dates: All to be held at Loose Primary School (staffroom) commencing at 1700. Subject to Trustees agreeing the draft Governance Calendar, dates for 2025/26:

- Wednesday 8th October 2025
- Wednesday 3rd December 2025
- Wednesday 4th February 2026
- Wednesday 18th March 2026
- Wednesday 13th May 2026
- Wednesday 8th July 2026

ACTION: AL to publish 2025/26 Governance Calendar once approved.

12.3 Key Diary dates: It was agreed that an agenda item for T1 would be to map out the key dates for 2025/26.

TN invited governors to attend the staff leaving assemblies being held in KS1 and KS2 halls on Monday.

ACTION: AL to note for T1 agenda

12.4 Meeting close: ST thanked all attendees for their contribution to the meeting, and PH for his contribution to the LGB.

The meeting closed at 1905.