



## Meeting Minutes

Local Governing Body Meeting  
Wednesday 26th November 2025 at 7pm  
Ashcombe Primary School.

**Attendees:** Chris Penny (CP), Zoe Prior(ZP), Katie Robertson (KR), Gary Bressington (GB), Joanna Rose (JR), Matt Keyse (MK), Jennifer Duffield (JD), Lisa Driscoll (LD), Leila Henry-Thorne (LHT), Sam Matthews (SM)

### 02 25/01 Welcome and apologies for absence

Apologies sent from ML. Welcome to new governor Leila Henry-Thorne.

### 02 25/02 Equalities impact, sustainability and climate change assessment

Governors acknowledged and adopted the impact assessment.

### 02 25/03 Pecuniary and personal interests updates.

Nearly all received.

### 02 25/04 LGB membership matters

- Cost of uniforms – There is new guidance out that all schools must make their uniform more affordable. Branded uniform is very expensive and the new guidance clarifies that there must be no more than 3 branded items on offer but not insisted. We have jumpers and cardigans etc and no branded PE kit so we are in compliance of the new rules.

### 02 25/05 Minutes of the meeting held 15<sup>th</sup> October 2025

The minutes of the Local Governing Body meeting were held on the 15<sup>th</sup> October 2025 were agreed and signed.

### 02 25/06 Matters arising

Actions discussed from last meeting:

- ACTION – KR to reach out to Simon Marriot to see if we are able to have an additional parent governor. - We are now balanced fairly with parent governors but we are short on staff as JR would like to step down **ACTION** – ZP to resend email/poster out to staff



- ACTION – Support progress meetings, to discuss this in the next leadership meeting. – Jo and Kirsty have been facilitating pupil progress meetings. Met in the past 2/3 times a year but new model is to meet with classes every fortnight.

## **02 25/07 Policy review**

There are more policies coming in but Simon is going to tweak this so there isn't too much all at the same time

## **02 25/08 Headteachers Report**

It has been busy since we last met, we have had the year 5 production, iron man, remembrance 2 minute silence. Mrs Welfare did a horse care assembly, we have had mini police, Children in Need, carnival parade in school, Spark Squad launch and student council which has met for two meetings now and have been discussing how to make children feel more comfortable in school.

We have the contextual update, which we have 3 times per year, which we had at the end of term 1 with no major changes. Attendance is 95.6 and persistent absence is 13.2. We have had 3 suspensions this term and seven pupils on part time timetables, this is reviewed every 6 weeks and the aim is to eventually get them into full time education. There are a variety of reasons for this, local authority never previously needed many details but they do now and check our registers every term, checking dates and checking that this is still in the best interest of the child.

One child is on a soft start starting around 9.15 but has to be coded as a C2 (part time timetable). Gov - does this affect the schools attendance? In short yes it does but the pupil in question joined last year and was close to a PEX but has done brilliantly this year. We need a focus governor for suspension meetings and part time timetables which LT kindly offered to help with. Gov – Will this be very SEND focused? Yes but often it's also wellbeing and anxiousness. We don't do flex schooling here so this needs to be an agreement between the parents and school. We have a couple of pupils at alternative provision, 1 at Keepers Gate Forest School and 1 at Elmtree.

There is a change in procedure with bullying etc. Every incident minor or otherwise needs to be logged properly and this is why the figures are high this is so risk assessments can be put in place. We have Speak Out and Stay Safe assemblies arranged by the NSPCC regarding this for the pupils.

Breakdown of groups in school.

GDPR – Quite a few in September – low key ones with pings being sent to families with similar names, no FR or SAR requests.

Complaints – Stage 1 is informal and can usually be resolved with good communication. Stage 2 would involve a governor, hence the training.

Number of complaints cases against staff – this is new and is going up generally but we have none at Ashcombe.

First Aid –

Level 1 – What we call 'mum first aid' a plaster and or a cold compress and some reassurance.

Level 2 – Bumped head ping and or phone call home

Level 3 – More serious – parent carer called and or medical professional.

# Ashcombe Primary School

Headteacher: Chris Penny

Deputy Headteacher: Kerry Evans

Assistant Headteachers: Steve Burditt



Kate Skeen is very good at noticing any patterns with regards to any pupils hurting themselves on something in particular or certain areas and will report to CP.

Progress school development plan

Objective:

1. - Achievement – New pupil progress, assessments, pedagogy approach
2. - Inclusion SB joined KE for speech and language, pupil premium strategy. KE has new method
3. - Attendance – EWO meeting held, attendance improvement, LM's meet with pupils and SB and CT to do overview.
4. - Curriculum – Evaluation, SB subject leader. More trips and visits for year groups to plan. Embed strong foundations.
5. - Behaviour – Revisit pupil voice survey
6. - Personal Development – SB has produced 30 things to do in year for all students, British values assemblies, forest school, school leadership teams, opal play, and mental health curriculum. Referendum starts tomorrow for class champions or house championship.

**ACTION** – Governor to sign off pupil premium strategy – this could perhaps be LHT first job as a governor.

Hitting the inspection window ISDR – first draft for this year. Some year 6 removed from performance measures due to language barriers and behaviour, some pupils requested to remove. Achievement – KS2 low attainment, picked up last year, attained low but made progress. CP to argue the case, not attaining broadly in line but made progress. Early year's foundation slightly above average. Attendance, relative improvement but not fast enough.

Pupil premium, inclusion strategy and what we are doing about suspension rates this year. SEN here above rates unfairly targeted. Gov – just SEN or minority groups too? We need to see if staff can make adjustment, SEN and language barrier – make it simpler. **ACTION** – Term 3 articulate to governor's pupil premium strategy. Gov – is this just KS2? Pupil premium outcomes in terms 1, 3 and 5 attainment and gaps, year 6 last year were 46% pupil premium. **ACTION** – Pupil premium template for LHT from last report Financial – DB and CP met with Jo Walters, key thing to highlight is staffing costs, wages and salaries are higher than expected. The higher costs are due to supply, staff on maternity leave and phased returns and can't avoid it too much as it's used for training and sickness. A solution to this is to propose existing staff go from TA's to HLTA's. We advertised for separate HLTA's last year with no joy. The last advert was not appealing as may be difficult for staff to form relationships. HLTA's can cover and we have 3 adverts that have gone out. Supply is currently £250 per day so this will hopefully make a big difference. We would need to pull from the pool of existing staff to cover backfill. If TA's have to cover, trade off! Redeployment, least and worst options – internal adds only.

Safeguarding – CP did multi agency training and this has now been completed. Chantelle has made a really positive start and is doing an excellent job.

Admissions – On 625, it's rare but there are lots of children in and out including 1 pupil who has returned to Ashcombe. Pupils leaving due to house moves out of area etc.

DFE created attendance data hub, which has shown a bit of controversy as its AI based attendance data, CP not a problem with this as positive picture last term – made good progress we are in a better place than last year.



Behaviour – One of our suspensions has had a lot of support put in place, parent brought a lot in and is a lot calmer and more positive which is telling when CP can get some work done. Christmas excitement over next few weeks.

Recruited a new, year 4 teacher Leanne Richards who currently works at Bournville School and has lots of expertise. Sad to see Hannah Bond go – huge gratitude for all these years, EIS and literacy project so thankful for all her hard work.

Health and Safety – Highlights – improved again. Fire doors are a reoccurring issue and Ian cant adjust them. There is damp in year 2 classroom, the toilets which get used at lunchtime had a leak and due to the panels on the walls we were unable to see any damage. We have to remove all the panels to fix it, no damp course was installed when they doing the 2013 build so this could be the cause. Currently that class is in our spare classroom in year 6 so we are fortunate to have that option. We have fake owls on order to prevent the problem of seagulls chewing the cables on the windows, so these will be installed on the roof. Helpful to have a visit from Kerry from the MAT who is good to know what to look at like signage etc. School strengths and risks are still the same, Simon has sent round a governor crib sheet for new framework and governor responsibilities. **ACTION** – Share when training for OFSTED will be for governors.

## **02 25/09 Kaleidoscope MAT update**

Headteachers report

## **02 25/10 SEND**

JD and KR met with KE today for a follow-up and will meet again in the new year.

## **02 25/11 Safeguarding**

KR - Chantelle filling big boots but is doing really well. Pupil voice survey was effective and successful, main points were 'do you feel safe in school' and the rules. We will do this regularly, broadly pupils do feel safe and do know who to talk to if they don't like the LM's etc. They don't all feel safe on the playground though as its quite loud overwhelming, suggestions for this was quiet zones – suggested by the Smart Squad. Some individual classes felt unsafe and theraplay will be used to focus on those classes. Any real concerns were followed up straight away.

## **02 25/12 Health and safety**

Headteachers report

## **02 25/13 GDPR**

Headteachers report

## **02 25/14 Wellbeing**

**ACTION** – Staff survey to go out next year. We have our staff Christmas do coming up and year 3 have started a curry club for all staff to attend. Term 1 was tricky and long and moral ok at the minute but generally staff dealing with challenging circumstances at home and school. We need to celebrate our

# Ashcombe Primary School

Headteacher: Chris Penny

Deputy Headteacher: Kerry Evans

Assistant Headteachers: Steve Burditt



successes and catch up with staff. Pappadoms are doing a curry day on January 27<sup>th</sup> so we all look forward to that.

## 02 25/15 Governor Development

Training needs to be completed.

## 02 25/16 Any other business

None

## 02 25/17 Action summery

- **ACTION** – ZP to resend email/poster out to staff
- **ACTION** – Governor to sign off pupil premium strategy – this could perhaps be LHT first job as a governor.
- **ACTION** – Term 3 articulate to governor's pupil premium strategy
- **ACTION** - Pupil premium template for LHT from last report
- **ACTION** – Share when training for OFSTED will be for governors.
- **ACTION** – Staff survey to go out next year

## 02 25/18 Date of next meeting

14<sup>th</sup> January 2026

