



Meeting Minutes

Local Governing Body Meeting
Wednesday 15th October 2025 at 7pm
Ashcombe Primary School.

Attendees: Chris Penny (CP), Zoe Prior (ZP) Katie Robertson (KR), Joanna Rose (JR), Matt Keyes (MK), Michael Latham (ML), Sam Matthews (SM), Liz Tinknell (LT)

01 25/01 Election of chair and vice chair, if required

Proposals for chair candidates were opened before the meeting, at the time only KR put herself forward. In the meeting no other candidates put themselves forward so the remaining board voted for KR to stay on as sole chair.

01 25/02 Welcome and apologies for absence

Meeting was opened up by chair KR we had apologies from JD and LD but had not heard from GB (later emailed).

01 25/03 Equalities impact, sustainability and climate change assessment

Governors acknowledged and adopted the impact statement

01 25/04 Pecuniary and personal interests updates.

Forms emailed out to all governors and copies given out during meeting, will prompt remaining governors.

01 25/05 Minutes of the meeting held 16.07.25

The minutes of the Local Governing Body meeting that were held on the 16th July 25 were agreed and signed.

01 25/06 LGB Membership Matters

- Any new appointments or vacancies (1x parent vacancy) – Advert went out to all parents and two parents responded, each sending a personal statement. Both statements were read in the meeting and a discussion and vote was had. Gov – Is it a possibility to have both candidates as both could bring great value. KR will ask question to CEO **ACTION** and both candidates contacted in due course.
- Governors to sign NGA code of conduct and reminded of the importance of confidentiality. – Code of Conduct signed by all and governors were reminded about the importance of confidentiality in



their role as governor. Some information may be discussed which is sensitive in nature and asked not to be minuted cannot be discussed out of LGB meetings.

- Adopt Kaleidoscope MAT Scheme of Delegation. – Sent to all governors
- Adopt LGB Terms of Reference. – Sent to all governors
- Annual NGA skills audit to be carried out – Sent to all governors, received back most but still awaiting a couple.
- Roles and responsibilities, agreed in meeting:

SEND – KR & JD

Attendance & Safeguarding – KR & GB

Health & Safety – JD, SM & LT

Suspension logs & Behaviour – LT & MK

Teaching & Learning – MK & New Governor

Pupil Premium – ML & New Governor

Communication - ?

Thinking about having a governor to champion communication. Existing strategies for this are School Ping, which is our main communication, regular newsletters that we aim to get out every 2 weeks, Facebook feed for highlights and reminders. Parent/carer evenings, which is good for building parent/teacher relationships, visible leaders on the playground at start and end of day, SEND coffee mornings, office communication via email or phone. We also have the school website, celebration events like school productions or parent workshops. Additionally we would like to provide direct staff communication with more staff using Ping. We would like to revisit WhatsApp parent communication leads, we did trial this before but only had one volunteer so would be good to revisit this. Afternoon or morning parental surgery's for parents to pop into, more parent focus groups – coffee mornings. Feedback like a suggestion box or add a feedback form on the website. What is important is a multi-lingual offer use AI to get our newsletter in multiple languages. Also thinking of doing a recorded message to parents to feature key highlights from Mr Penny himself.

- Meeting dates for 2025/2026:

Term 1: September 24th (postponed to 15th October)

Term 2: November 26th

Term 3: January 14th

Term 4: March 18th

Term 5: May 20th

Term 6: July 15th

01 25/08 Policy review

- Appraisal
- Capability
- Emergency Plan Template (school personalisation required)
- Finance
- Governor Handbook
- Staff Grievance Procedure
- Reserve Pooling
- Reserves and Investment
- Safeguarding
- Staff Code of Conduct

Ashcombe Primary School

Headteacher: Chris Penny

Deputy Headteacher: Kerry Evans

Assistant Headteachers: Steve Burditt



- Staff Wellbeing
- Teacher Pay
- Tendering and Procurement
- Whistleblowing

All policies received by governors and adopted.

01 25/09 Headteachers Report

Positive start to Term 1, we have been able to introduce group and one on one music lessons courtesy of WEMA and Rocksteady, which the children have thoroughly enjoyed. The new reception cohort started well and the new assembly structures have been successful. Opal play is continuing, year three presentations, school council is up and running, hot chocolate Fridays and collections for the food bank.

Ofsted have a new framework that has been introduced which has caused a bit of opposition with the union as they believed it should have gone out to schools in July but CP was in agreement with the time frame because it would have been focused on over the summer and no one would have had a break. Video was played during meeting, key changes are that if an area requires improvement it won't be detrimental to the whole report. Safeguarding for instance will be given more time (Ruth Perry factor). In addition, the manner of inspection has changed, the new self-evaluation forms and safeguarding factors met or not met. This is a new structure with it being a 30-page document which is a huge piece of work, this will highlight aims but will need evidence too. Hopefully by the next meeting we will have the report to share to help prepare the board for OFSTED. The process starts in November with voluntary schools going first, Ofsted are also new to the system so will be trial and error for both. Optimistically, we will be prepared and if we prepare ourselves for inspection this year then we shouldn't be caught off guard. Governors will also receive training for inspections. Gov – will there be a change to how often we are inspected? We were rated good on the last inspection so we may have a shorter timeframe. Full inspections are every 3-4 years, serious concerns would trigger a more rapid re-inspection, a damaging report could be damaging to the school.

In safeguarding, we now have Chantelle who has replaced Kathie and has settled in so well. She has made a big impact and is very visible, currently easing in to the role but has big ideas with small tweaks for quick wins. We have one significant safeguarding situation but all the others are being dealt with case by case.

Admissions are down to 619 on the last look but with children coming and going more recently we are now currently at 624, this is down to elective home education and house moves.

Attendance, currently 95.6 which is higher than last year. Attendance took a nosedive before half term due to viruses which the DFE gave advice for. We need to stay above 95 if we can, we have 13.7 who are persistently absent but two years ago, this was 20%. ZP now deals with attendance, recording day to day and holiday penalties. Chantelle who is helping has lots of experience on this along with Steve Burditt who is attendance lead and Pete Noble who now has 36 hours for Ashcombe to help parents and advice for Ashcombe.



Behaviour has been positive coming back after summer but we have had suspensions already unfortunately. Some pupils had multiple suspensions last year but three of these children have settled really well this term, measures in place have made a positive impact.

Staffing, Chantelle our new safeguarding lead, Miss Walcott in year 1 and Miss Leekes in year 4 who are both maternity cover. We have also recruited three new lunchtime supervisors. Mrs Bond in year 4 is sadly leaving Ashcombe after many years after being successful in interview for assistant head in another school. We could not be happier for her and wish her all the best.

Health and safety, trying to sort the final snagging with John Perkins and Tom Bishop from Hookways. Fire doors are now rectified but they do work differently when the windows are open so will need that looked into. The trust is now moving to Smart Log where we log all maintenance where we currently use a clipboard list for all the jobs. Weekly and monthly jobs are logged onto the iPad so is also checked at the MAT end. Audits done previously on paper now on the iPad so can take pictures. Starting small but this will expand by logging pupil accidents etc also.

Audits are no longer an expectation for governors to be included, dates will be set and if governors can attend if they want to. Amy Crow is now leading on compliance for the school.

Pupil premium report, some data is missing. Numbers did creep up to 26%, year 6 taking the biggest dip before the end of summer. No big change in summer term pupil premium strategies, Jo and Kirsty have new proposals from Blue School in the works, deploying adults – training this week. Writing is a consistent problem and has been for a while. In years 5 and 6, we need to get a turnaround in the writing standard, big push on this. In year 6 SATS we are waiting for four pupils to be reviewed from EAL, this will make an impact to results if comes back different. Zoe at the MAT will look at PPG and overlap between SEND and non-SEND. Gov – Why the big gap from year 2? Free school meal families do not apply, as they do not know they are entitled or they do not need to. The portal is hard to manage so can hinder disadvantaged people. Schools in the area want an automated opt in system, which is being appealed for. Gov – could we use the freedom of information act to see who is entitled? We could see about this, maybe coffee mornings perhaps to help sign parents up. A letter to the authority signed by all heads to sign for auto-enrolment. CP has signed up to the pupil premium network to gather more ideas for pupil premium. Gov – Do we do non-attendance work catch-ups? We do many interventions, we have Mrs Young on the pastoral team, phonics interventions, change in framework – keep up rather than catch-up. Children don't always have strong foundations and children who take time off are dealt with case by case basis. Additional support, progress meetings which have a new format, balance between keep up and catch up

ACTION – to discuss this in next leadership meeting.

01 25/10 Kaleidoscope MAT update

- Role of Governors meeting with Simon – Cancelled, new date planned soon.
- New Trust pay committee – Looking at pay progression moved to trust level.
- Change to health and safety report – Heads report

01 25/11 SEND

Heads report

01 25/12 Safeguarding

New pastoral lead, KR to set up a meeting with Chantelle in the near future.

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01 25/13 Health and safety

Governors need to approve CP authorising all category A and B school trips – All governors in agreement.

01 25/14 GDPR

We have had a few breaches, not enough were being logged before now CP to be informed of all breaches minor or not. Pings sent to wrong parents but no high risk personal data breached.

01 25/15 Wellbeing

There is regular input on wellbeing, Ben Tucker who is a former head and now a wellbeing advocate has visited us and spoken to staff. Wellbeing for pupils and how to teach it to develop the environment. Another staff survey will be distributed shortly, more positive this year with the new build and having more space and moral is good. The MAT wants KE to lead on wellbeing she will be great AT IT.

01 25/16 Governor Development

Governors informed to complete National College especially safeguarding, prevent and GDPR. All training has now been updated.

01 25/17 Any other business

Nothing to report

01 25/18 Action summary

ACTION – KR to reach out to Simon Marriot to see if we can have an extra parent governor.

ACTION – Support progress meetings, to discuss this in next leadership meeting.

01 25/19 Date of next meeting

Wednesday 26th November 2025

