

Ashcombe Primary School

Headteacher: Chris Penny

Deputy Headteacher: Kerry Evans

Assistant Headteacher: Steve Burditt



Meeting Minutes

Local Governing Body Meeting

Wednesday 18th March 2026 at 7pm

Ashcombe Primary School

Attendees: Chris Penny (CP), Katie Robertson (KR), Joanna Rose (JR), Jennifer Duffield (JD), Lisa Driscoll (LD), Leila Henry-Thorne (LHT), Michael Latham (ML), Gary Bressington (GB), Matt Keyse (MK), Sam Matthews (SM), Aimee Cooper (AC).

03 26/01 Welcome and apologies for absence

No apologies for absence received. LT has relocated and will unfortunately not return as a Governor. ZP has stepped down as Clerk and was thanked by all members for support during time in this role.

03 26/02 Equalities impact, sustainability and climate change assessment

Governors acknowledged and adopted the impact assessment.

03 26/03 Pecuniary and personal interests update

All received and up to date.

03 26/04 LGB membership matters

Co-opted vacancy remains. **ACTION** – re-advertise staff Governor vacancy.

03 26/05 Minutes of the meeting held 14th January 2026

The minutes of the Local Governing Body meeting were held on the 14th January 2026 were agreed and signed.

03 26/06 Matters arising

Actions discussed from last meeting:

- **ACTION** – *assign a governor to read through the development plan to see where we are mid-year and see if actions achieved.*
CP has RAG rated current progress and to revisit post meeting. **Action to carry forward.**
Governor volunteer identified as GB.
- **ACTION** – *to look at Morfa Bay figures of children who are staying at home.*
No requests for absence received. 26 pupils not attending this year – similar figures to previous year. Follow-up action noted to produce survey to find out why not attending. Some Y5 staff team not attending due to personal circumstances.
- **ACTION** – *New framework moving back, go through inclusion record tracker with KR and JD.*
Governors met with KE to look at SEND. To review next time.
- **ACTION** – *KR to go through staff survey results with CP.*
Action completed and next steps identified.
- **ACTION** – *CP to book meeting with KR for safeguarding.*
Action completed – x2 meetings have taken place since the last meeting.



- **ACTION** – *to invite governors in for H&S walkaround on 23rd March.*
LD attending in capacity of role and as a Governor. KB to attend from KMAT. Open invitation for Governors to attend, please notify CP.
- **ACTION** - *look at this training for governors – Leading an investigation and performing part of a panel – NGA tools website.*
AC to send a reminder and training link to NGA Learning Link platform.
- **ACTION** – *to upload Ofsted document to one drive.*
Completed.
- **ACTION** – *KR/CP to reach out to ML re website.*
Action completed and next steps to be revisited at a later date.

03 26/07 Policy review

- Admissions Arrangements 2027-28
- Bereavement Policy
- Charging & Remissions
- Climate & Sustainability Action Plan
- EY Food Policy
- EYFS Policy – Ashcombe personalisation applied and update shared.
ACTION - CP to amend line of sight wording within policy.
- Gifts & Hospitality
- Home Working Policy
- SEND & Inclusion
- LAC Policy
- Supporting Pupils with medical Conditions
- Whole School Food Policy

03 26/08 Headteachers Report

New HT report format implemented and used for this meeting. This includes a sharper focus on 4 S's.

Further detail on standards to follow at next meeting due to current assessments.

General updates:

- Curry day supported by Aisha's and Poppadoms led by LD
- Superhero Day in memory of Austin – range of professionals attended to talk about their roles
- World Book Day
- Parent Forum meeting held focused on behaviour, next meeting will focus on inclusion

Question: What time of day was this held?

Response: In the afternoon, we have tried a range of times and will look at a later time for future sessions – 5pm or later.

- MH Support Team have run online sessions around anxiety
- Tabletop Sale alongside fundraising for Defib team
- Avon & Somerset Cyber Team attended to provide KS2 assemblies
- Y5 production based on Suffragette movement.

Contextual information statistics updated shared. Co-opted governor vacancy and x2 staffing vacancies noted. Staff absences noted.

Behaviour

1 suspension this term around continuous bullying. 4 pupil suspensions (12 occasions) since September 2025.

Question: Looking at the 4 pupils, are these in one cohort?

Response: Some localisation in Y4 (two pupils), one pupil in Y2 and a half day suspension for Y6 pupil. Improvement in two cases. Potential future risks identified and being worked with closely. Support in place for Y4 pupils with repeat suspensions.

Report sent to LA for pupils not attending full-time. 6 pupils currently on a part-time timetable. JD volunteered to review these following LT stepping down.

Three pupils currently accessing AP (Alternative Provision) – sources have been checked by KE. 1 pupil elected for EHE and 2 pupils CME since September. Follow up reported to NS Admissions team.

Question: What is your threshold for reporting children missing education?

Response: Usually a week, possibly sooner if no contact made or safeguarding concerns.

Behaviour logs and incidents. KR came into school to review these. Discussed rise in number of recorded sexual harassment incidents – this can include inappropriate language, touching and physical intimidation. Isolated incidents so no trends. Many behaviours found to be developmentally expected. Concerns noted with one pupil, which has involved seeking external advice and support. Online safety noted as a concern but school have measures in place to promote safety.

Question: When incidents are logged, is this through staff observation or pupil reporting?

Response: Can be a bit of a mixture, could be concerns expressed by parents/carers. Concerns logged and then followed up in school.

Question: Is this followed up with both children?

Response: Yes. Further detail to follow on software used for safeguard reporting.

Safeguarding numbers – 2 pupils CP, 7 CIN, 53 internal EH and 10 external, 13 Front Door referrals made.

GDPR – 2 data breaches reported and one subject access request from a legal firm requesting historic information relating to a medical claim.

Complaints – x2 stage 1 complaints received this term around bullying, concerns not escalated beyond this stage.

No allegations against staff to note.

Safeguarding

Check & visit from SE (KMAT Safeguarding Lead). KR completed x2 visits to speak with staff and to review behaviour logs. Racist incidents discussed including concerns in Y5 which have been addressed. School often follow up and implement actions and assemblies to address concerns. Staff will be attending SARI training in April, Teachers attended training at Worle Village in this area.

Safeguarding walk around completed by KR – good feedback and awareness from staff. Staff felt pupils were safe and that they had received adequate safeguarding training. CT has since delivered some face-to-face training. Staff confident on who the named DSL and DDSL contacts were. Noted in parent survey as an action to highlight core safeguarding team. KR attended to discuss the SCR with DB which was secure with

limited access. CP logs in weekly to review overview and look at outstanding actions for new team members.

Safeguard reporting system has been bought out by CPOMS and will close at the end of March 2026. Handover underway and training booked in following Easter holidays.

Question: Suggestion to have assigned staff to categorise incidents on the new system.

Response: Better reporting system expected with CPOMS and setup agreed by Safeguarding leads.

Suspensions – 15 days of suspension in total this year. Graduated response has been successful in managing past behaviours and making improvements. Comparison to previous academic year shared and improvement noted.

Overall behaviour and improving norms. Reduction in overall incidents from 1183 (Sep 24 – Feb 25) to 1057 (Sep 25 – Feb 26). Physical aggression the highest level, typically playground related. Refusal and defiance was noted to have decreased. Behaviour management actions noted by MK as being implemented on visit.

Question: In terms of out of school incidents, how are these reported?

Response: These are predominantly mobile phone based. We can receive emails or have pupils coming into school upset either because of WhatsApp or gaming platforms etc.

Attendance

At the end of Term 3, overall attendance at 95.1% (94.9% national). Persistent absence is 11.8% (13.6% national average), two years ago this figure was 20% and has decreased dramatically. Updated figures 10.5% persistent absence and overall attendance at 95.4% currently. Areas identified as lower than the national average include FSM pupils and pupils with SEN. Some pupils with C2 coding due to staggered start times.

ML attended meeting on 5 March 2026 with SB and ZP. ML evidenced strong commitment from the school regarding attendance, challenges noted. Parents more willing to face fines for term time holidays. Processes are really good and no improvements to suggest. ZP looking at trends and highlighting concerns. SB taken on attendance role with a measured approach, including fine tuning school culture and promoting shared responsibility. RISE programme network to be attended by SB. Suggestion for review of current incentives. Positive attitudes shown in KS1 being carried through to older age groups.

Strategy to look at those within the 90-95% attendance bracket **ACTION** - to clarify actions from attendance team. Clear that attendance is on an upward trend and improving. Discussion on messaging to Reception parents regarding attendance. Phonics visit at the start of the year – DfE toolkit and statistics on attendance included in whole school newsletters. SB visited school in Swindon and saw evidence of schemes including a class attendance bear and strong cultures in other Trusts.

SEND & Vulnerable Groups

Regular updates through Provision Map to set learning plans and targets. JD and KR met with KE to look at this area. SEND link Governor questions visited. Funding changes implemented and impact not as much as expected. 14.5% of the school population on the SEND register and not noted as impacting on staffing. EHCP folders reviewed and found these to be clearly laid out with progress trackers in place. SB reviewing SEN plans for those held on the register to identify progress. Aiming for Expected grade for inclusion at next inspection. Compiling and evidencing progress implications discussed. KE gave comprehensive hours to all SEND questions and was able to provide context, give clear understanding of gaps and actions. Clearly identified reasonable adjustments. Concerns on evidencing progression, detailing how to access

wider curriculum. Mastering foundations in EYFS. Data shows gap in attainment so an area of focus. Mid-year assessments show how SEND pupils are accessing the wider curriculum. Pupil voice aimed at SEND and PPG children was positive.

DfE Schools White Paper – KE to be invited to future meeting to discuss implications of this (**ACTION**). Big changes expected but with a good lead-in time with investment for infrastructure.

Inclusion tracker also looked at to review vulnerable pupil's engagement with clubs – plan implemented with Future Stars Coaching.

AP numbers – Y1 Keepers Gate Forest School for 2 days per week. Y4 pupil attending 4 afternoons each week at Boost Academy and Y6 pupil attending 2.5 days at Elmtree Learning Partnership. Pupil voice completed with 2 out of 3 pupils.

4 pupils currently on a part time timetable – YR completing 2 full days and 3 mornings, Y3 attending 3 full days, Y4 attending Monday-Thursday afternoons and Y6 attending 9:30am-2:30pm daily (excluding Wednesdays).

Stakeholder Engagement

Superhero Day invited public sector workers into school. Plan to also look at a Careers Day in the Summer term.

CP met with Cllr CB, LT and AE from North Somerset looking at Active Travel to look at a travel plan in supporting traffic and safety around school times. Survey sent out to parents for feedback and family and residents consultation to follow and feed into future planning.

Support from the Blakehay Theatre to host workshops and theatre visits. Y6's to perform end of year production here.

Front Room have also offered to run student workshops.

Standards

KMAT Review visit write up shared with Governors for awareness. Visit was positive and good preparation for Ofsted inspection.

DD (KMAT Maths Lead) visited to carry out audit and completed observations and staff discussions.

MK visited and met with JR and Kirsty to look at T&L approach and looking at the KMAT essentials. Positive feedback and good awareness of staff noted. Essentials were easy to follow and progress tracking discussed. Walkthrough completed to look at some of the evaluations taking place in real time. Behaviour plans noted and viewed in action. Questions on setup and arrangements.

Question: In terms of observing classroom SLT, how are SLT members observing each other? And are there opportunities for cross-MAT observations?

Response: CP is the KMAT Pedagogy Lead and meets with key personnel within the Trust. Simple number of key expectations to make the universal offer as clear as possible. **ACTION** – review of the monitoring of SLT to ensure quality assurance. Looking at cross-school monitoring, this was discussed at last School Leaders meeting around pedagogy – this will be a future joint meeting future and meeting with schools and conducting school visits for monitoring.

An observation in terms of feedback – little opportunity for 1:1 debriefing and ensuring clarity. Timing issue noted for many areas.

Question: During the visit, a number of interventions were seen in corridors and outside of class by TA's/LSA's and not directly monitored or run by the class teacher. How are these monitored?

Response: Class Teachers usually design interventions and these are reviewed and recorded by teaching staff. **ACTION** – SLT to look at the monitoring of interventions. Monitoring of the interventions and assessing whether the interventions are reaching desired targets. KE and SB will monitor interventions and learning plans and in release time will visit classes. Some interventions will be planned for catch up and some will be responsive. **ACTION** - to invite MK back in for further discussion.

Y4 Multiplication Check prep underway. National average is to reach 21/25 and current school average is 16/25. Mid-range compared to other KMAT schools. Measures in place to support with progress in this area.

Governors to meet with SB re Curriculum and English/Maths Leads **ACTION** - KR, JD and LHT happy to support. CP to liaise with leads to organise meetings.

Staffing

Office Manager role advertised. DB will be taking Flexible Retirement from Term 5 and reducing days in school from 5 to 2. Financial responsibility will be retained and other roles to be shared. Office Manager role implemented to supervise AC and ZP. Advert published and hoping to look at recruitment shortly after the Easter holidays.

Question: Is that a full-time role and how does this impact on finances?

Response: Office Manager role will be paid at a lower rate and saving incurred due to reduced hours. Costed by the Trust.

School Improvement Plan Progress Report

Shared for awareness and progress towards 6 objectives shared. Updated RAG ratings noted.

Ofsted ratings shared:

- Safeguarding – Met (no grading – can only be Met or Not Met)
- Inclusion – Expected/Strong
- Curriculum & Teaching – Expected
- Achievement – Expected/Needs Attention
- Behaviour & Attendance – Expected/Strong
- Personal Development & Wellbeing – Strong
- Leadership & Governance – Expected
- EYFS – Expected

CP thanked for HT report.

03 26/09 Kaleidoscope MAT update

Update report shared from last Trust Board meeting.

School Leaders attended White Paper training and RISE conference focused on inclusion.

03 26/10 SEND

Covered within HT report.

03 26/11 Safeguarding

Covered within HT report.

03 26/12 Health and safety

Walkaround next week, Governors welcome to attend.

03 26/13 GDPR

Covered within previous item.

03 26/14 Wellbeing

Staff survey completed. Majority of responses were positive – happy with management of the school, 12% disagreed with no further elaboration. Majority felt pupils were safe. Mixed reviews on workload and how this is managed – small minority felt workload exceeded capacity. Limited responses to survey (approx. 40) and discussion for better engagement and elaboration on issues to be addressed.

Parent survey – positive responses including visible leadership and support, strong sense that children seem happy. Minority of parents had some concerns around communication, lack of trips and support for high achievers.

LS attended training and has forwarded details for staff training focused on wellbeing on a future inset day.

03 26/15 Governor Development

All Governors are up-to-date with training and compliant. Thanks to all for completing.

03 26/16 Any other business

Nothing further to add. Meeting closed at 8:43pm.

03 26/17 Actions summary

ACTION – Governor vacancies, co-opted vacancy to be advertised and staff vacancy to be re-advertised and mentioned in staff briefing.

ACTION – GB to read through the development plan following RAG rating update to see where we are mid-year and see if actions achieved.

ACTION - CP to amend line of sight wording within EYFS policy.

ACTION – Review strategy for those within 90-95% attendance bracket and clarify actions from attendance team.

ACTION – KE to be invited to future Governor meeting to discuss implications of the DfE White Paper.

ACTION – review of monitoring and observations of SLT in class to ensure quality assurance.

ACTION – SLT to explore the monitoring of interventions and MK to be invited back into school for further discussion in this area.

ACTION – Governors (KR, JD and LHT) to meet with SB re Curriculum and English/Maths Leads. CP to liaise with leads to organise these meetings.

03 26/18 Date of next meeting:

20th May 2026 – apologies received in advance from ML.