



Meeting Minutes

Local Governing Body Meeting
Wednesday 20th May 2026 at 7pm
Ashcombe Primary School

Attendees: Chris Penny (CP), Katie Robertson (KR), Joanna Rose (JR), Matt Keyse (MK), Jennifer Duffield (JD), Leila Henry-Thorne (LHT), Michael Latham (ML), Gary Bressington (GB), Matt Keyse (MK), Sam Matthews (SM), Aimee Cooper (AC), Kerry Evans (KE) – item 10.

05 26/01 Welcome and apologies for absence

Welcome from KR. Apologies received and accepted from ML, JR and MK. Confirmation that LD has stepped down as a Staff Governor. Gratitude was noted by all for LD's support towards the school generally and also as a Staff Governor.

05 26/02 Equalities impact, sustainability and climate change assessment

Governors acknowledged and adopted the impact assessment.

05 26/03 Pecuniary and personal interests update

All received and up to date.

05 26/04 LGB membership matters

Recruitment of Staff Governor vacancy – this has been pushed by CP in staff briefings. Potential interest from two individuals. Further reminders to follow – **action**.

05 26/05 Minutes of the meeting held 18th March 2026

The minutes of the Local Governing Body meeting were held on the 18th March 2026 were agreed and signed.

05 26/06 Matters arising

Actions discussed from last meeting:

- **ACTION** – Governor vacancies, co-opted vacancy to be advertised and staff vacancy to be re-advertised and mentioned in staff briefing. Co-opted vacancy live.
- **ACTION** – GB to read through the development plan following RAG rating update to see where we are mid-year and see if actions achieved. *GB shared report review with Governors. SDP planning for 2026-27 to be looked at shortly. Report to be sectioned into key areas to aid with understanding.*



- **ACTION** - CP to amend line of sight wording within EYFS policy. Action completed and uploaded to website.
- **ACTION** – Review strategy for those within 90-95% attendance bracket and clarify actions from attendance team. 360 report shared with Governors including proposed plans – action completed.
- **ACTION** – KE to be invited to future Governor meeting to discuss implications of the DfE White Paper. Action completed.
- **ACTION** – review of monitoring and observations of SLT in class to ensure quality assurance. Identified and added to future planning. Action completed.
- **ACTION** – SLT to explore the monitoring of interventions and MK to be invited back into school for further discussion in this area. Action to follow – roll to future date following review of structure.
- **ACTION** – Governors (KR, JD and LHT) to meet with SB re Curriculum and English/Maths Leads. LHT has met with SB – action for CP to arrange Governor meetings with English & Maths Leads. *LHT fed back that meeting with SB was positive. Recall activities were described and worked well. Spreadsheet was evidenced and observed to identify gaps. Recommended Blooket or Kahoot as tools to plug gaps. Felt curriculum was meaningful and varied across all subjects.*

05 26/07 Policy review

- Cyber Response Plan – in place for 2025-26
- Family Leave (NS model)
- Flexible Working (NS model)
- Leave of Absence (NS model)
- Records Management (NS model)
- Redundancy (NS model)
- SEND & Inclusion (NS model)

05 26/08 Headteachers Report (plus PPG update)

CP shared report.

- KMAT sports events completed
- School trips taking place – Y5 residential, Rec & Y1 Blakehay Theatre, Y4 to Bristol Zoo, Y3 to Bristol Museum and the Beach and some adventure and activity days to follow. Governors shared positive feedback on this – added to PD and Wellbeing plan to organise regular annual events

Q How are these funded?

A Parental contributions and AFA donating £500 per year group for external trips.

- New playground installed following works starting over Easter holidays – two zones completed and in action
- Easter Fayre was a great event organised by the AFA who are organising a Colour Run and Summer Fayre
- Y6 pupils have sat KS2 assessments last week which went smoothly and children worked very hard

Q When do you receive results of these?

A Week of 8th July approx. Focus is now on writing outcomes.

- Pupil numbers remain stable (624)
- Low-level complaints have increased slightly over last term – CP confirmed that none of these have escalated beyond stage 1.

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Q Are there any running themes?

A No. Usually linked to a breakdown in communication, but nothing major or unresolved.

Ofsted Inspection Gradings

- Safeguarding – Met
- Inclusion – Expected
- Curriculum & Teaching – Needs Attention
- Achievement – Needs Attention
- Behaviour & Attendance – Expected
- Personal Development & Wellbeing – Expected
- Leadership & Governance – Needs Attention
- EYFS – Expected

Report shared with Parents/Carers and Governors.

Data over previous 3-years is variable therefore expected this area could need further attention. Foundational knowledge a clear focus for inspectors – some concerns over seeing embedding of processes. Some of the teaching observations during the visit were variable. Difficult experience following end of day 1 – areas we needed to challenge. A lot of explaining and narrating needed in some areas to demonstrate the strengths of the school. Some work to do in this area still, however reached the expected standard.

Personal development and wellbeing described as being comprehensive, some areas identified through pupil voice.

Behaviour and attendance – behaviour was positive during the inspection; attendance data relating to PPG and SEND were fixated upon and lack of movement in this area due to external challenges.

Inclusion was improved on day 2 after demonstrating ambition for learning. Difficult experience and some clear areas needed to be working on. School will be linked with a HMI within next 3 months who will reinspect the 'Needs Attention' areas at an agreed future date and revise if met accordingly.

Draft report was sent and some areas of rewording submitted by the school were not accepted.

Next steps:

- Leadership restructuring from September
- Leadership planning for new monitoring from September
- Additional English training – staff meeting and curriculum planning
- ULS phonics scheme organised for September – linked to scheme used by all KMAT schools
- Oracy – voice 21 scheme booked for next year to roll-out
- EYFS – booked in for RISE visit and redevelopment of outside area
- Leadership booking in to visits to centres of strong practice.



Q Have you had much parent/staff feedback?

A Staff felt quite deflated – previous inspection was more of a monitoring visit whereas this visit was quite intensive, very focused on engaging with leadership and not teaching staff. Difficult for staff due to some of the wording in the report. In terms of community, we were evidenced to have met or be at the expected standard for the key areas for families. Not much parental feedback received, positive emails from parents saying they felt the report was not reflective of the school experience. Anticipating there may be some press.

Q What is the feeling in the MAT?

A Supportive, we were grateful for support from MAT in key areas including support from LR in Early Years.

Governors noted highlighted key requirements for evidence and a clear strategy to target key areas of focus and not complicated to address.

Key quotes were shared with Governors from the report.

Behaviour

Behaviour – 2 suspensions since last Governor meeting related to dangerous behaviour. No suspensions in Term 5.

Q Have you noted improvements since these pupils have returned?

A Yes – particularly with one where a huge improvement has been seen.

Racist and homophobic incidents noted at last meeting – MB met with upper KS2 pupils today talking about language and hate crimes to address this. SARI expected to visit the school soon.

Attendance

Attendance – remains stable and above national average (95.1%) and persistent absence is below the national average (11.9%). FSM and SEND attendance are slightly below national.

Standards

Term 4 CEO visit and PPG documents shared with Governors. PPG report noted – slightly lowered to 145 pupils from 150. Attendance has increased to 91.48%. Some pupils in both the PPG and SEND data distorting statistics. Summary of data shared. Key focus areas highlighted including Writing in Years 1 & 6. CP expecting combined score to increase.

Q How do you manage to maintain standards across subjects where you have a main area of focus?

A Writing has been a big focus over the last few years, improvements noted from last year. Writing is moving in the right direction, better comparison at the end of the year to follow. Extensive monitoring required across the board. Gaps noted in PPG and non-PPG but not compared nationally. ACTION – CP to provide comparable data with other schools for context.

Stakeholder Engagement

AFA and KMAT have supported with new playground installations. NHS ran Oral Health assemblies with KS1 pupils, a railway assembly taking place later this week for upper KS2. PCSO has also visited school and periodically supports with traffic measures. NS Recycling truck due to visit next term.

Staffing

LD sadly taking IHR (Ill-Health Retirement) at the end of this term, some casual support to follow starting from Term 6. DB has taken flexible retirement and now working 2 days per week as Finance Bursar. Office Manager position was created and recruited for. Appointment of previous employee (AD) to commence

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from Term 6. SB has resigned after 29 years at Ashcombe and will be leaving education at the end of the school year.

This left us with a vacancy for an Assistant Headteacher vacancy – this was initially extended. Key areas were SENDCo support and achievement support. Decision was made to abandon the original recruitment and an alternative restructuring has been agreed. Model shared with Governors.

Proposed roles and areas of responsibility shared:

1. Headteacher
2. Deputy Headteacher
3. Phase Leader EYFS
4. Raising Standards Leader (plus KS1 Lead)
5. Raising Attainment Leader (plus lower KS2 Lead)
6. Phase Leader Upper KS2
7. SENDCo

Plan to have structure in place on a fixed-term basis for 12 months and then to review.

LHT joined the meeting at 8:22pm.

Q Are you confident that staff lined up for these roles are up to the task?

A Plan for leaders to visit external sources, staff applied for AHT role.

Q Under this model, each lead would be responsible for two year groups?

A Yes. Aim for half a day per week or fortnight for quality assurance.

Q When is the restructure going to happen?

A Formally from September 2026. Summer term to work on logistics.

CP thanked for report.

05 26/09 KMAT update

Data Protection feedback from network training. Growing risk associated with photos of pupils being subject to AI generated changes and used negatively. Risk and impact discussed by school leaders. Some work expected to review website and social media strategies.

05 26/10 SEND (update from KE)

SEND White Paper Presentation

Document shared with Governors for awareness.

Background – why?

- Lack of provision



- Difficulty in processes for parents to get support
- Lack of consistency – postcode lottery
- Movement and planning

Changes to documents, resources and EHCP's expected.

1. Documents – Individual Support Plans (ISPs) designed to be accessed by all and standardised across the country. Expected to be available online and accessed/contributed to by all parties involved. These will be created for all children on the SEN register and with the introduction of a tiered system. Provision will be kept across Primary and Secondary education. Ordinarily Available Provision (OAP) will be implemented to support all mainstream settings. Areas of Need will be changing from 4 to 5 areas including; Executive Function (replacing Cognition & Learning), Motor & Physical, Sensory, Speech, Language & Communication and Social & Emotional. Inclusion Strategy will be implemented to detail plans to remove predictable barriers to learning and to demonstrate how schools are spending their IMF (Inclusive Mainstream Fund).
2. Resources - £1.6 million per year into schools starting from now using the IMF. Each school will receive additional funds based on their contextual information to be used strategically to target areas of need. £27k awarded from April 2026 to March 2027. Meeting arranged with KMAT Leaders to explore spending of these funds. Outreach and Inclusion – all specialist provisions are encouraged to provide outreach; every secondary school is expected to have an Inclusion Base – this is currently limited to pupils with an EHCP. Experts at hand – every average primary school is expected to receive 40 days of support, and 160 days for secondaries. This equates to 25 full-time roles in North Somerset alone.

Q What [hours] do you get at the moment?

A 36 hours per year, which costs over £3k per year. We can refer to School Nursing Team or Speech & Language as part of this scheme. We have a link S&L therapist who comes into school roughly 3x per year. Focus can involve identifying needs of children/cohorts, gaps in provision or adult skills and support for parents.

3. EHCP's – better accessibility than needing to work completely through the graduated response, specialist support package once EHCP finalised and EP will match child to correct package (5-10 packages expected to be created). By 2030, expected full EHCP review by pupils reaching end of Y6 – review of whether they are aligned to the best package of support.

School EP (GC) has been seeking support from KMAT and working on next steps of the strategy. Expected that processes will start to be up and running by September 2027. Acknowledgement to start designing and implementing the infrastructure required which was noted as a positive. Uniformed approach nationally also expected to have a positive impact.

Q Do you have any concerns?

A Only that it could not happen. Some concern over the number/level of professional support required and implementing this within the timeframe.

Q Do the schools request professionals needed or will these be allocated?

A Expected that 3 planning meetings per year will take place and identify gaps and needs and then target the support. Multi-disciplinary approach expected with key professionals.

Q What is the advice now in terms of mental health if this is being removed from consideration?

A Not sure. There will need to be an expansion in provision to support with needs in this area. LA responses of reform plans due to be submitted to the DfE by 19th June 2026.

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All schools are making use of AP currently at considerable expense currently. Some schools have Nurture Hub spaces and provision. Considerations of development of a Trust AP to start increasing provision in schools. Funding for Nurture Hubs is ceasing. Spaces/areas available for future directions.

KE thanked for presentation. KE left the meeting at 7:27pm.

KR and JD met with KE to review the tracker document for pupils attending AP. Discussion around part-time timetables affecting 5 pupils. Anticipated that next year there will only be 1 pupil on a part-time timetable. Discussed reviews and keeping in touch strategies with these families. Pupil voice was also shared and very positive. Discussion around Ofsted and inclusion – monitoring of PPG identified. Comments overall were positive. Monitoring and evidencing identified as areas to target – Governor support offered in this area. KE evidenced to have strong knowledge and focus in this area. **ACTION** – additional pupil voice in alternative format for identified pupils.

Q Are the questions appropriate based on age or examples given?

A Yes based on pupil ages.

05 26/11 Safeguarding

KR and CP to organise meeting **ACTION**.

05 26/12 Health and safety

CP responsible for H&S. External audit completed at the beginning of term which was positive. Internal H&S audit to be organised – **ACTION**.

05 26/13 GDPR

FOI received – one around Halal meat used in school, further request around number of referrals for radicalisation/extremism which is ongoing.

05 26/14 Wellbeing

Staff hosting a further regular curry night during the night of the meeting. Wellbeing was noted in the Ofsted report positively.

05 26/15 Governor Development

All up-to-date with training.

05 26/16 Any other business

P7 management report shared.

- Column N is the original budget and variances noted between original and actual for reference



- £3k deficit noted with £31k variance from original surplus budget
- Additional income in PP and TUF relating to pupils attending AP
- Other income – wraparound care grant and AFA donation (further expected before the end of the year)
- Additional costs including staffing (£74k in teaching costs and largely supply – extended phased return at the start of the academic year and long-term sickness in the Spring term)
- Reduction in support staff costs noted
- Reduction in pension deficit of £33k
- More spent on AP than originally planned
- Playground expense – part supported by KMAT.

Q Are HLTA's cover teachers?

A Yes – qualified teachers but an alternative to external supply.

Q Trust contribution is not built into this yet?

A Not yet, contributing half of the costs of the playground. Donations further expected from the colour run and summer fayre in June & July. If Governors can help with these events, please let AC in the office know if you are able to support.

Q Did you find out whether Governors could have SchoolPing set up to receive newsletters?

A We will ask the office to share with Governors – action.

Governors offered thanks and congratulations around Ofsted. Still elements to celebrate including the school environment and positives that areas of improvement have been identified.

Q With our areas of focus around 4 S's – how can we best support the school?

A Main focus will be Standards. Plan to bring information on this and around monitoring to the next meeting. Some time to be booked in to look at. Some support and accountability in this area would be appreciated. This will involve a focus on attainment and very specifically workbooks.

Q Do you conduct book scrutinies already?

A Yes, but this will be less teacher led and focused on inclusion.

05 26/17 Actions summary

- **ACTION** – CP to follow up on Staff Governor vacancy.
- **ACTION** – SLT to explore the monitoring of interventions and MK to be invited back into school for further discussion in this area. Action to follow – roll to future date following review of structure.
- **ACTION** - CP to arrange Governor meetings with English & Maths Leads.
- **ACTION** – CP to investigate comparable data with other schools relating to PPG and non-PPG data.
- **ACTION** – additional pupil voice to be provided in an alternative format for identified pupils following SEND monitoring visit.
- **ACTION** – CP and KR to organise safeguarding meeting.
- **ACTION** – internal H&S audit to be arranged.
- **ACTION** – school office to share school newsletters with Governors via SchoolPing/email.

05 26/18 Date of next meeting

Wednesday 15th July 2026

Meeting closed at 8:54pm.