



## COXHEATH PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2023/2024 MEETING OF THE LOCAL GOVERNING BODY HELD ON TUESDAY 8<sup>th</sup> JULY 2025

*Governors present at the meeting held on 7<sup>th</sup> October 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Caroline Jacques (CJ) (Parent Governor) <b>CHAIR</b>	Giacomo Mazza (GM) (Governor / Headteacher)
Claire Webb (co-opted governor)	Simon Malone (Parent Governor)
Darren Flisher (Staff Governor / Assistant Headteacher)	Bev Evenden (BE) (Associate Governor / Deputy Headteacher)

#### IN ATTENDANCE

Andy Lacey (Governance Professional)	
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#### PART A – PUBLIC MINUTES

##### 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome:** CJ welcomed all parties to the meeting, which commenced at 1710. CJ informed governors that HJ would not be taking up the position as co-opted governor.
- 1.2 Apologies:** Apologies were received and accepted from Katherine Tunnicliffe and Jade Sheppard. Simon Malone (SM) joined the meeting at 1715.
- 1.3 Quorum:** The meeting was confirmed as quorate throughout

##### 2. DECLARATIONS OF INTEREST

- 2.1** Governors were given the opportunity to declare any interests against the agenda to which none were declared. There were no updates to declarations.

##### 3. SCHOOL COUNCIL

- 3.1** CJ welcomed the School Council to the meeting.
- 3.2** Pupils of the School Council provided an overview of the projects that they had undertaken during the year, of which some will continue into the next academic year:
- Handwriting pen trial was carried out to replace the existing, which pupils considered to be 'scratchy'. A suitable pen was identified but it was found the ink did not last very long so the search continues.
  - They completed a site walk of the school and identified some areas that required work such as the poor surface and markings on the KS1 playground and improvements to the play equipment, and repairs needed to the KS2 trim trail. In addition, they saw that there was a lot of litter around the site and have introduced lunch time litter pickers.
  - Pupil views were sought in relation to school dinners and following feedback, School Council suggested some menu changes to the cook. These will be implemented in September.
  - Raised £403 for a small local charity 'Lost and Found Animals in Kent'.

- Producing a 'Welcome to Coxheath Primary School' booklet for in-year admissions. Work is continuing on this with a view to publish next academic year.
- Contacted the Salvation Army to learn more about what they do with the food and clothing donations made by the school.

GM congratulated the School Council on their achievements saying they had completed a huge amount of work. They should be especially pleased with the fund raising and changes to the school lunch menu, and said the welcome booklet was a great idea.

BE said the School Council had achieved a lot especially considering that they only meet for a short time every week.

Members of the governing body all congratulated the School Council for all their hard work and for what they had completed in the year.

#### 4. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

**4.1 Approval of Minutes:** Governors approved the public and confidential minutes presented as a true and accurate reflection of the meeting that took place on the 13<sup>th</sup> May 2025.

**Action:** AL to arrange for minutes as to be marked signed on Governor Hub and arrange for publication.

#### 4.2 Matter arising from the minutes and review of actions

Actions from the previous meeting are recorded in the schedule and those not included as a specific agenda item but subject to discussion are noted below:

- **Contract for bikes** – DF informed governors that all of the adult bikes and 4 children's bikes had been rented out and were awaiting collection. The bikes had been offered to those who expressed initial interest in the scheme, and the scheme will be extended to the remaining families.

**CJ asked how long was the rental?** DF advised that the initial rental will be for the 6-week school holiday, and then be termly but this will be reviewed in-line with demand.

- **SEND Registers** – DF confirmed that the SEND register was complete and included the Year 3 provision data.

#### 5. ANY OTHER URGENT BUSINESS

**5.1** There were no items raised.

#### 6. SCHOOL STRATEGIC MATTERS

##### 6.2 Headteacher's Report

GM provided governors with a summary of his HT's report.

##### 6.1.1 Quality of Education

GM informed governors that the quality of education is strong but it has possibly plateaued in some subjects, which will be a focus of attention for 2025/26. RJ, in her role as DHT will take on the overview of subject leaders with particular attention on foundation subjects such as geography, which has in places become too prescriptive and text heavy.

**CW commented that it was important to engage with pupils to increase their interest in the subject, and asked if the school continued to use 'Pearson'?** GM confirmed they were but that teachers needed more confidence to come away from Pearson.

**CJ asked what were the teacher's views?** GM said that some subject leads had recognised the situation adding that there is a need to establish a clear vision, to build on teacher's strengths and increase confidence. It is a strong curriculum but could be enhanced with wider experiences in certain areas.

##### 6.1.2 Leadership

With RK taking on responsibility for oversight of all subject leads, there will be a new maths lead from September. In addition, the newly appointed reading lead commences maternity leave in November and cover for which cover is being arranged.

### 6.1.3 Attendance

GM informed governors that further work was needed to manage pupil absence in year R and as a result had met with attendance officer to discuss plans for September for pupils not aged 5. Overall, attendance (94.1%) is roughly in line with national (94.4%) but the aim for next year is to be above national and GM has set a target of 96%.

**CJ asked if the DfE had changed the process for issuing penalty notices?** GM confirmed that the DfE had changed the process, and that the idea is for schools to work with parents to establish a relationship and gain a better understanding of the reasons for pupil absence before issuing a penalty notice. BE added previously the focus had been on those pupils with very low attendance but this had now shifted to target those with 90-95% attendance. The school is aware of the reasons for those pupils with very low attendance figures e.g. part-time learning. GM noted an anomaly in the attendance recording process for a dual-registered pupil: although the student is attending school, their attendance is recorded as an absence at Coxheath.

### 6.1.4 Staffing

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GM provided governors with an update on the cover arrangements being put in place to cover planned teacher absence in Terms 1 and 2, as well as one who will be retiring at the end of Term 2. **CW asked if there were other teaching staff in the Trust that were being displaced who could provide cover?** GM advised there was not, but there was one teacher who previously taught at CPS, might return to provide cover – fortunately there is time to look at all of the alternatives.

### 6.1.5 SEND

GM updated governors on the ongoing challenges posed by the changes to SEND (HNF) funding and increase in pupils with needs in mainstream schools.

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### 6.1.6 Other School matters

- A trust-wide online First Aid / accident tracking system is being implemented, which will streamline accident reporting and provision of statistical data.
- DF informed governors that the annual Sport Premium return due to the DfE will be submitted by the end of July deadline. Unlike in the past, the DfE have moved to online reporting. DF said that he will provide a summary report of the income and spend to Governors.

**ACTION: DF to provide Sports Premium report to governors summarising income and spend.**

## 6.2 Data

BE provided governors with two one-page reports providing an overview of the emerging Summer data outcomes saying that the SATS results had only come out during the day.

### 6.2.1 Headline data outcomes all pupils

GM informed governors that overall, good progress and attainment was being achieved. The most notable exception being Year 3, which is why the additional provision has been set up for 25/26 to provide support to what will then be Year 4 and other pupils across the year working pre key stage.

In addition, there were a number of pupils who scored 99 so one mark off the standard expected. On further examination, several of these children had poor attendance, which shows the impact this had on attainment.

SM asked for clarification on the 'combined scores' as these were all below the individual outcomes for reading, writing and maths? BE explained that the combined figure represents the percentage of pupils who achieved expected in all three areas.

### 6.2.2 EYFS

BE informed governors that 67% achieved a good level of development compared to the emerging national figure of 69%. There will be a review of those pupils who have not achieved the expected level, it is however impact as several pupils have additional needs.

**CJ asked how EFYS children are assessed?** BE advised that the pupils are teacher assessed against early learning goals, which is subject to moderation by the Trust. GM added that whilst they are teacher

assessed, it is important for such to be accurate to ensure Year 1 teachers have a sound base for their assessments.

### 6.2.3 Phonics

BE highlighted the excellent phonics outcomes, which were due to a whole team effort and the impact of the planned interventions. 90% of Year 1 pupils reached the expected standard compared to a target of 85%, and emerging national figure of 80%.

CJ asked how the high-quality interventions would be maintained next year as a result of reduced TA support? GM said that he hoped there would be no significant impact as the same TA's will be providing the interventions next year.

### 6.2.4 Multiplication Tables Check (MTC)

BE advised that 47% of pupils scored full marks on the test, which not only compares well to the emerging national figure of 39%, but also represents year on year improvement – 2023 the CPS achieved 22% compared to 29% national, and 31% in 2024 compared to 34% national.

### 6.2.5 Reading, Writing and Maths KS2 SATS outcomes

GM informed governors that he was hopeful that the KS2 outcomes for reading would be closer to national, but recognised there was 27% SEND in the Year group. It should however, be noted that of the 66% who achieved the expected standard, 34% were assessed to be working at greater depth.

### 6.2.6 Summary

CJ asked what are the plans for analysing the data outcomes and actions to be taken? GM said that there will be an in-depth review of the data, and where outcomes are below target, he will prepare a note explaining the reasons and mitigations for such. GM added that going forward, achieving expected outcomes may be more challenging due to the increase in pupils with SEND needs in mainstream schools, and that it is a pity progress scores are no longer reported as this would be a true reflection of teaching and learning provided by the school.

CW asked if it was possible to review the outcomes for individual pupils as well as the class / year groups and compare to predictions? GM said that this would form part of the detailed review of the outcomes.

SM said that in his view the school focuses on what it does well, and CJ added that pupils get a good deal at CPS. GM concluded that comparison with national is not always a true reflection on outcomes as pupils in more affluent areas often have greater parental support and access to tutoring, saying that an idea would be to compare data with similar schools.

CJ / CW in summary said that from their governor monitoring of teaching and learning, they were confident the pupils at CPS received a good education. GM said that they could meet key national targets but in doing so, it would be at the expense of other subjects such as Art. CW commented that a key educational aim of the Trust was about the wider development of the children and not just about academic attainment.

## 7. SCHOOL SPECIFIC POLICIES

The following policies had been amended to reflect changes for next academic year and the additional mobile classroom, and were approved by governors:

- Business Continuity Plan
- Emergency Evacuation Procedures

CJ asked if staff received training for dealing with critical incidents and were aware of their responsibilities? In particular, Governors who have a role – what training do they receive? GM advised that the roles and responsibilities were listed in the documents but would ask the Trust Estates Manager (NMc) was specific training is needed.

**ACTION: GM to follow up on training requirements for staff and governors with NMc.**

## 8. FINANCE UPDATE

### 8.1 May 2025 Management Accounts

GM informed governors that the May management accounts were now available. In summary, forecast reserves have increased by £9k and represent 9% of total income, which is above target. The unspent 2024/25 curriculum budgets had been frozen resulting in savings of c£5k.

## 8.2 2025/26 Budget

GM informed governors that future funding presents a challenge especially in relation to staffing costs as a result of good staff retention who progress through the pay scales, particularly teacher staff. There had been some difficult staffing decisions to make in response to the imposed changes to the funding for pupils with SEND i.e. HNF.

CJ asked if the situation was made worse as a result of CPS limited in its ability to generate 'earned income' from hires and lettings? GM said CPS was disadvantaged compared to both LPS and StK who were able to generate income from letting their pools, nursery and extended services. He was however, considering setting up a holiday play scheme at CPS.

Installation of solar panels is being investigated by the Trust and various options are being considered including leasing / outright purchase. This should have a noticeable impact on reducing the amount of electricity consumed by the school, which has increased significantly since the installation of the air source heat pumps.

## 9. SAFEGUARDING AND ACCESSIBILITY MATTERS

### 9.1 Safeguarding including LADO

GM informed governors that the Trust Estates Manager carried out the H&S audits with the Site Manager (report provided), and there were no significant H&S matters to report. CJ asked who was being held to account for the matters included in the report? CJ noticed that an item to replace fire door closers in March was outstanding in the July audit. GM said that clarity was needed and will raise the matter with the Trust Estates Manager.

There were no LADO referrals to report.

### 9.2 Risk Assessment / Registers

Governors received the school risk register noting the risks and that they were being managed.

## 10. TRUST MATTERS

10.1 The minutes of the Trust Board meeting held on 21<sup>st</sup> May 2025 were included with the papers. There were no matters to be reported to the Trustees.

## 11. TRUST POLICIES

11.1 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

## 12. ANY OTHER GOVERNOR MATTERS

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

## 13. MEETING CLOSE

13.1 **Confidentiality:** Governors confirmed that 6.1.4 (part) and 6.1.5 (part) would be recorded as confidential.

13.2 **Next meeting date:** All to be held at Coxheath Primary School commencing at 1700. The T1 meeting is diarised for Tuesday 7<sup>th</sup> October 2025

Once approved by the Trust Board, the 2025/26 Governance calendar will be uploaded to Governor Hub.

**13.3 Key Diary Dates:** CJ highlighted the T1 date for the ECG meeting to which LGB's were expected to be represented noting there was no one from CPS at the T5 meeting. CJ asked SM if he could attend the T1 meeting with JS and provide back-up in the event she is unable to attend future meetings.

Governors in T1 will set governor monitoring visits to align with visits from other collaborative groups.

GM informed governors that there was an after school staff party in the form of a picnic organised for 16<sup>th</sup> July to which all are invited.

**ACTION:** To note for T1 LGB agenda

**13.4 Bev Evenden** – CJ expressed words of thanks on behalf of the LGB to BE who was retiring at the end of the academic year saying 'BE had lead with her heart and head, and with integrity and compassion'. GM added that BE had been a big part of the school for several years and will leave a massive hole to fill.

**13.5 Meeting close:** CJ thanked all attendees for their contribution to the meeting, and for the time and commitment they provide to the school. The governors said that the staff do a brilliant job in providing opportunities for pupils to develop beyond the teaching of the core subjects.

The meeting closed at 1915.

APPROVED