



Minutes – Full Governing Body (FGB) meeting

Wednesday 9 July 2025 at 3.45pm

Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Gavin Morris (GM), Dee Hope (DH), Jess Edgecombe (JEd), Ruth Piercy (RP), Alison James (AJ), Lesley-Anne Avis (LAA) and Lisa Fielder (LF)

Clerk: Janet Ellis (JE)

Guest – Ms Langford (FL)

Early Career Teachers (ECT) programme

FL spoke to the FGB regarding her first year on the Early Career Teachers programme.

1. Welcome and apologies

JF welcomed the FGB. There were apologies from Jess Booth (JB), which were accepted.

2. Declarations and Chairs Actions

There were no declarations or Chairs Actions to report.

3. Approval of the minutes and Matters Arising

3.1 Approval

The normal and confidential minutes from the FGB meeting on 30th April 2025 were approved and signed by JF as Chair.

3.2 Matters arising

Defibrillator – training has not taken place, despite Mrs Peden's contacting the British Heart Foundation and St John Ambulance. Action c/fwd

Wellness meeting between LP and RP – this meeting has not occurred. FGB agreed to remove from the minutes.

Marketing ideas / use of social media - a meeting has not taken place. Action c/fwd.

Estate agents link up to promote school – LAA has provided leaflets to RA Bennett and Hayman Joyce in the village and JF will pursue further opportunities in due course; this action will be carried forward under the Finance and Premises Committee (FPC)

School Newsletter Governor article – FGB suggested this include a summary of Governor duties, a round-up of main Governor activities which had taken place this year, including Governor monitoring and the new Nursery, participation in school events plus provide thanks to 'Friends', fete organisers and volunteers.

Staff biographies on the website – LP stated that there were technical issues with doing this if trying to link to staff photos and JEd explained that was why she had not written an example biography. The FGB agreed this action was a positive move for the school so asked JEd to take the lead on ensuring this action was completed within the constraints of the existing technology.

LF suggested that the school newsletter could be utilised for also 'promoting' staff, this was considered an excellent idea and asked the school to instigate this in the new Autumn term.

Answer machine – JF asked that the answer machine message be changed, LP stated he believed this could not be done on the current system but agreed to investigate.

Actions

LP	Organise Defibrillator training for staff	Sept 25
JF	Leaflets from Mrs Peden for LAA	Sept 25
LAA/JB	Meet ref marketing ideas/use of social media	Sept 25
JF	End of year article for school newsletter	18 July 25
JEd	Staff bio's on website	End Sept
LP	School newsletter articles on staff	From Sept 25
LP	Investigate why answer machine can't be amended	Sept 25

4. Governing Matters

4.1 GM Co-opted role

JF informed the FGB that GM's Term of Office expires on 22 September 2025 and GM confirmed he wished to be put forward for re-election to this role. GM left the meeting and the FGB discussed his role and contribution to the FGB and unanimously agreed to re co-opt him onto the Board for another four year term starting on 23 September 2026.

4.2 Vacancy

JF reminded the FGB there was currently one Co-opted vacancy on the Board and asked for Governors to consider any potential candidates and methods of recruitment. The Board discussed skills required and agreed that Marketing, especially social media and websites and surveyor skills would be ideal skills. JF agreed to include this 'advert' in the next edition of the Broadway magazine and LAA agreed to post the advert on the Broadway Noticeboard.

Actions

JF	Write Broadway Mag article Inc. Co-opt vacancy by deadline	1 Aug
LAA	Advertise Co-opt vacancy on Broadway Noticeboard	Sept 25

5. Heads Report / Special Educational Needs (SEND) and Safeguarding reports

5.1 Introduction / summary

LP took the FGB through the previously issued Heads Report highlighting the TED day which included Trauma Informed training, which will have an impact on Behaviour and learning and will most likely result in changes to the Behaviour policies; LF commented on some of the positive techniques within this strategy. LP explained the challenges faced from pupils with complex needs and the increase in pupils with Special Educational Needs and Disability (SEND) and increase in Pupil Premium (PP) children, including the pressures that provided on resources. He added that for various reasons the that support from the Local Authority (LA) had been inconsistent.

LP reiterated some of the main achievements from the term which included Peer reviews and moderation with other schools for quality assurance, Senior Leadership Team (SLT) work on parental engagement, progress with OPAL, the ReadWrite Inc development day for staff and a substantial amount of enrichment activities for pupils, some of which involved parental participation. LP explained that KO Sports would no longer be providing coaching for staff and activities for pupils due to staff changes and he was currently seeking an alternative, now that the Sports Premium grant had been confirmed.

LP reminded FGB that one Teaching Assistant (TA) was leaving the school as their contract had finished and as yet he was not sure whether the role would be replaced, which would be discussed in the Autumn term. See Nursery update also

LP remarked that the recent school fete had raised c. £1200 which was excellent and the FGB provided their thanks to the organisers.

The FGB discussed the attendance figures and DH questioned whether the school received funding from the LA for any fines issued to parents for unauthorised absence, LP stated they did not.

5.2 Leadership and management

LP briefed the FGB on the training achievements of staff and it was noted that governor monitoring had taken place for Geography, Music, Early Years, Safeguarding and Maths this term, AJ commented that she was not able to complete her visit on SEND due to demands on Miss Pearson's time.

5pm – DH left the meeting

Actions

LP Seek alternatives to KO sports

July 25

5.3 Quality of Education

LP noted that writing had not moved dramatically during the year, commenting this was a national issue and reminding FGB of the smaller cohort numbers which impacted percentages.

He added that a DfE framework had just been issued which put the focus on Oracy and transcription in writing (handwriting and spelling) and also highlighted the importance of sentence construction, use of the spoken language and quality over quantity; he noted that Writing would continue to feature on next year's School Development Plan (SDP).

5.4 Early Years

LP explained that the percentage of 'Good Level of Development' (GLD) had remained constant over the year due to needs within this cohort; LF added those without needs had 'passed' the EYs objectives.

5.5 GDPR

LP stated there was nothing to formally report on this item, but he explained to the FGB that Governors could now access a Microsoft Office email account for school work, the FGB discussed this noting it would mean extra effort from them managing another email account, but they acknowledged the advantages including data protection and security. After discussion they agreed to convert to these new accounts from 1st September 2025. JE agreed to issue passwords for those accounts and also advocated using Microsoft Office for document storage.

5.6 Parent collaboration, community & enrichment

LP remarked on the enrichment activities and noted that volunteers were invited to the school picnic and leavers assembly. The FGB suggested that due to the success of previous placements the school should consider linking with local college/organisations regarding student placements; LP explained that the school had taken students previously but we not engaging in this at the moment as they had an ECT to mentor and develop.

5.7 Safeguarding report

Governors were referred to the full report and LP highlighted that the new Online Safety Act – Children's Codes would be live on 25th July 2025 and it was noted that Mrs Organ had

completed the annual Advanced Certificate for Designated safeguarding Leads on 8th July 2025.

See confidential minutes also

5.8 SEND

LP noted there had been a decrease in the achievement of Individual Provision Map targets this term which was due to the participation in the increased number of enrichment activities this term.

Actions

JE Manage FGB Microsoft accounts set up

July 25

6. School Development Plan (SDP)

LP explained that a new version of the SDP would be available for the September FGB meeting, he commented that the following would most likely be included: Writing, Assessment for wider subjects, Attendance and Behaviour Policy.

LAA noted that Climate change required consideration and suggested that she meet with LP before the next meeting so that an initial plan could be formed and presented at the September FGB; this was agreed by the FGB

(See confidential minutes also)

Actions

LAA Meet with LP ref Climate change actions required in 25-26

Sept 25

5.27 LF left the meeting

5.31 JEd left the meeting

7. Quality committee update

RP provided a comprehensive update to the FGB:

7.1 Changes to how data will be reported

RP explained that from the Autumn Term, data reports will be different from the current format as currently the school use 'O-Track' and they were transferring to a programme called 'Sonar'. At this stage, there is no knowledge of what the data reports will look like but it is known that changes in how pupil performance is assessed means pupils will be deemed to be either 'on track' or 'not on track'. RP added that it was unclear currently how pupil progress will be shown however LP stated that in terms of reporting pupil performance, less emphasis is being placed on the tracking progress, which is a move towards reducing workload for teachers and placing more trust on teachers assessments of pupil attainment.

7.2 Attendance

RP stated that this term has seen an increase in unauthorised absences due to the increase of families taking holidays during term time, noting that these holidays are normally for one week. RP added that LP had remarked that the school's policy is being followed and four of these unauthorised absences have been forwarded to the LA for fining.

RP commented that whilst this increase in unauthorised absence from last term is not desirable, it is worth noting that the current percentage is still less than the national average.

RP noted that LP had shared all the current data from the reports to the committee including the figures for pupils currently receiving SEND support or having a statement of SEND or an Education, Health and Care Plan, she added that the headline figures are within the Head's report but she highlighted that a discussion had taken place on how the increasing number of pupils with additional needs is putting a strain on school staff both in terms of logistics and wellbeing.

7.3 Whole School Summary from the Data

RP reported that in Early Year the GLD 'Baseline' assessments in September 2024 showed 53.8% of the cohort were on track for reaching a Good Level of Development and this has remained the same throughout the year and this percentage is the final year-end GLD.

RP highlighted the following regarding this cohort: It is very boy heavy with only two girls; there is one disadvantaged pupil who is at a GLD; four pupils are on the SEND register; one of which has an EHCP at the highest level; an application has been made for an EHCP for an additional child and two pupils are due to repeat the Reception Year.

Years 1-5

RP stated that the data showed that girls generally achieved better than boys in Reading and Writing and girls have closed the gap in Maths with no significant difference.

She added that Disadvantaged pupil data showed a deficit to their peers in Reading, Writing and Maths; however these gaps change noticeably when SEND data is omitted; resulting in disadvantaged pupils outperforming their peers in Reading and narrowing the gaps significantly in Writing and Maths.

5.35 RP left the meeting

8. Finance and Premises Update (FPC)

AJ provided a comprehensive update to the FGB:

8.1 General

AJ noted that work on Breakeven analysis and reviewing Grants for schools had taken place and further actions would be completed on grant applications as and when appropriate.

8.2 2025-26 budget

AJ explained that at the committee meeting, Governors had discussed the budget summary, including the positive change to the overall financial position and changes to income and expenditure during the quarter. She highlighted that income had increased due to an increase from the Laugh 'n' Learn pre-school due to additional hours being requested by parents and that donations had also increased.

See confidential minutes also

8.3. Premises

AJ remarked that the committee had discussed the Premises report and had noted that the damp works to the staff room and the Heads office were not yet scheduled and they had asked LP to ensure the works were scheduled as a matter of priority in the Autumn term and had asked LP to have the affected areas cleaned as best they could in the meantime.

8.4 Catering - See confidential minutes

8.5 New Nursery - See confidential minutes

9. Nursery

It was explained that roles for the new Nursery had been advertised and interviews were due to take place for the positions of Manager and Practitioner, it was noted that no one had yet applied for role of Senior practitioner role.

10. Policies

10.1 Special Educational Needs and Disability (SEND) policy – it was noted that the only amend to this policy were updating references to other school policies.
This was unanimously agreed by the FGB.

10.2/10.3 Grievance resolution policy and Allegations of Abuse against Teachers and other Staff Policy (For requirement to have Staff behaviour and grievance policy) – these were not discussed and will be addressed at the September 2025 FGB meeting.

11. FGB meeting dates 2025-26

The FGB agreed to move the September date (from the draft dates) to **Wednesday 24th September 2025** to allow more time for preparation.