



*'With faith, endeavour to achieve'*

**MINUTES of a Local Governing Body Meeting**  
**KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL**  
**Thursday 17th July 2025**

**Present:**

Chris Myers (CMY)	- Chair of Governors (Foundation Governor)
Chris Cowdery (CC)	- Parent Governor
Penny Denne (PD)	- Staff Governor
Tracy Roper (TR)	- Director Appointed Governor
Karen Wilkins (KW)	- Director Appointed Governor
Keith White (KCW)	- Director Appointed Governor – Vice Chair of Governors
Iain Witts (IW)	- Executive Headteacher (ex-officio)

**Also present:**

Denise Moore (DM)	- Acting DHT/Assistant HT / SENDCo
Ali Smith (AS)	- Assistant Governance Professional/ Office Manager
Jan White (JW)	- Governance Professional/Clerk

**Meeting opened: 4.05pm**

	Summary Description	Action
	<b>Procedural:</b>	
1.	<p><b>Welcome, Apologies &amp; Prayer</b></p> <p>a) <b>Chair's welcome:</b> CMY welcomed those present.</p> <p>b) <b>Receive and accept or decline apologies offered:</b>            Apologies offered and accepted for:            Rev Adam Childs – children ill            Tracey Sheehan - family graduation            Anne Menzel - no childcare  <b>These apologies were accepted by those present</b></p> <p>c) <b>Prayer:</b> A suggested prayer was delivered by CC to focus the meeting. The Trust have asked for a closing prayer to be added to the agenda template for governors' meetings. This was not something our LGB had done up to now but it was agreed an appropriate closing prayer would be added to all agendas from September 25.</p>	<p><b>Clerk – source an suitable closing prayer for all LGB and committee meetings from September</b>  <b>Rev Adam to suggest suitable generic closing prayer?</b>  <b>ACTIONED</b></p>
2.	<p><b>Quorum</b>            The meeting was quorate. Quorum for this LGB was currently 5 governors (rounded up).</p>	
3.	<p><b>Declaration of Business Interests (BI)</b>  <b>Any business or conflicts of interest relevant to the agenda:</b></p> <ul style="list-style-type: none"> <li>• IW declared an interest in item 11b) on the agenda re: EHT PM.</li> <li>• There were no changes to governors' individual BI's since the last meeting. Clerk to contact all governors in September reminding to review or renew their own Business Interest entries on Governor Hub. Also to make new declarations/confirmations for the new academic year ie.</li> </ul> <p>- reading updated version of <u>KCSIE (Keeping Children Safe in Education)</u></p>	<p><b>Clerk –to contact gov's in Sept re: BI, declarations &amp; confirmations in Governor Hub</b></p>

	<ul style="list-style-type: none"> <li>- <u>Aquila Scheme of Delegation 25/26</u> (approved update to be provided by the Trust)</li> <li>- <u>Aquila Governor Code of Conduct</u> (approved update to be provided by the Trust and signed by governors)</li> </ul>	
4.	<p><b>Governing Body Business/Membership</b></p> <p><b>a) Review Chair of Governors' role:</b> Clerk/GP took the chair to explain all chairs were Trust Board appointments, not for approval by individual LGBs. All chairs must be formally agreed by the Trust Board at their last meeting of the academic year – as had taken place the day before today's meeting, CMy had been put forward and approved already in the absence of any other responses to the self-nomination forms sent to governors. KPS was the only school holding its last meeting this late in the term. The Trust had asked our LGB to consider moving this meeting to the week prior so the chair's post could be discussed properly and any self-nominations received in time. If in future more than one person put themselves forward for the chair's role, a secret ballot would be held at the LGB meeting and the successful governor put forward to the Trust Board for appointment. This set process was shared every year in the Standing Orders provided to governors.</p> <p><b>CMy was welcomed back as Chair of Governors, to be revisited at the July 26 meeting.</b></p> <p><b>b) Appoint Vice-Chair of Governors:</b> CMy retook the chair. The vice-chair's appointment was the LGB's responsibility. With only one self-nomination prior to the meeting and no others wishing to put themselves forward today, KCW was welcomed back for another school year, to be revisited at the July 26 meeting.</p> <p><b>A unanimous show of hands approved KCW as Vice-Chair - revisited July 26.</b></p> <p><b>c) LGB Succession Planning:</b> The Trust suggested succession planning was considered routinely on agendas. At present there was no formal maximum term of office for Chairs and Vice-Chairs. This had been discussed by our LGB before, but CMy suggested any governor interested in stepping up to an officer role in the future should reach out for information and possibly shadow the current Chair/Vice-Chair for eg. a year to see if it was something they would like to do? CMy felt the Trust may well begin to look at succession planning more carefully so it was something to keep in mind and raise for discussion.</p> <p><b>d) Governor Skills Audit/LGB Effectiveness:</b> Following a decision at the last Trust Clerks' meeting and an explanatory email to all governors from the Clerk, all governors were asked to access the LGB effectiveness function within Governor Hub to assess their governor skills/experience. This would be much simpler than completing the NGA governor skills audit and easier for the T&amp;D governors to identify gaps. Securing an annual skills audit from every governor had been a real challenge over the past few years. Results would show automatically in governors' GH personal profiles. Detail of results and gaps were accessible, both individually and in a pie-chart showing clearly where the LGB was strong or less strong. The majority of governors had already completed this task (90%, with thanks). This would show gaps in training needs and allow relevant training to be signposted.</p> <p><b>e) LGB &amp; Committee meeting dates 2025/26:</b> Proposed dates circulated with agenda pack. The Trust asked to consider bringing forward the last LGB meeting of the year possibly to Thurs 9<sup>th</sup> July 26. This would allow all governors to complete an annual GH skills audit and training needs identified in good time for the start of the new academic year. Also for the chair/vice-chair roles to be addressed before the last Trust Board meeting.</p> <p><b>Thurs 9<sup>th</sup> July 26 agreed as date for last LGB meeting of 2025/26.</b></p> <p>KCW asked if the 14<sup>th</sup> May 26 meeting of Resources Committee could be changed to another day in that week as he was away? As chair of this committee and because this would be the formal budget approval meeting, he would prefer to be there in person?</p>	

**It was agreed the date for this meeting (Thurs 14<sup>th</sup> May) was subject to change, TBA nearer the time.**

There were x 2 suggested dates for the final Quality of Education committee meeting of 2026. The committee had agreed earlier this year that their final meeting would be better placed a couple of weeks into term 5 due to availability of meaningful data etc. Although there had been x 4 Q of E meetings this year, it was thought x 3 would be sufficient for next year, especially with an earlier summer LGB.

**Mon 11<sup>th</sup> May 26 agreed as the optimum date for Q of E meeting.**

AS was asked to put LGB/committee meeting dates in the school diary.

**Start times of LGB meetings:**

The Trust had asked clerks if LGBs would consider moving meetings to during the school day – it seemed many Aquila schools already do so?

There was considerable discussion about optimum timings for meetings. We already held one of our committee's meetings during the school day. Our LGB had tried various start times over a number of years, originally to try and improve attendance. Whilst there would never be a start time suiting both governors and staff, a 4pm start with a 2 hour duration appeared to suit most, using the same weekdays to allow governors to plan – dates were always issued for diaries before the start of the school year and attendance was over 90% across LGB and committees.

- f) Proposed Chairing & “Blog” Rota 2025/26:** Chairing of committees would continue to provide another way for governors to step up into more key roles and better understand the background to and workings of meetings. Thanks to CC who had agreed to chair a Resources meeting in Feb 26. Full LGB meetings would always be chaired by the CoG.

Although “hits” in the governor blog area of the website were historically low, this was a way for the LGB to evidence engagement with parents and show their activity. A paragraph could also be produced if a governor visited the school for an event or monitoring. Blogs should be sent to IW to place on the school website. CMY asked if some appropriate blogs could occasionally be included in school newsletters and this was confirmed. Blog pieces had been very sporadic again this year and governors were asked to produce a short few sentences if they were on the rota.

CMY owed a blog and committed to producing something covering today's meeting.

- g) Proposed Governor “Buddying”/Emotional Check-ins 2025/26:**

The feedback from the key staff linked with governors was generally positive, though sadly there were one or two staff whose “buddies” had not reached out all year. It was clearly a way to build relationships and provide a neutral listening ear when needed. With the new governor phase meeting monitoring approach, staff knew that governors would be coming in for these too. IW felt there were no other members of staff to include not already on the list.

There were a couple of changes to governor links with key staff for the coming year. Staff and governors had been informed.

Although governors had so far been prompted by the Clerk to make contact with staff, this was hopefully a 2-way thing, with staff able to contact their governor if they wanted an informal chat. Sometimes there would be no need for it, but the option was there. Staff and parent governors regrettably could not be included in this initiative as it potentially put both in a difficult position. This support system needed to be useful on both sides and not intrusive. It will be raised routinely at LGB meetings and the Clerk kept it under review as part of her CiA objectives.

- h) LGB & Committee Structure – including Terms of Reference & Standing Orders**

A document for the coming academic year was provided in the agenda pack showing the structure of the LGB and its committees, their responsibilities, individual terms of reference for each and associated standing orders and TORs. This document is

AS: Put all meeting dates in school diary

unchanged from the current year. It is reviewed and shared annually as a reminder and to show the drive behind the work of the LGB.

**i) Governor Committee membership: (Resources & Quality of Education)**

The current governor committee membership had been circulated:

No one had approached CMY for a change to the opposite working committee so membership remained the same for the coming year. If any governor would like a change of committee for the following year (26/27) they should contact CMY before the LGB meeting on 9<sup>th</sup> July 26 so this could be accommodated if possible, dependent on keeping a balance of numbers. A reminder would be sent nearer the time.

Both committee chairs were willing to remain in post for the coming year:

KW – Quality of Education

KCW – Resources

CMY would formally chair the strategic Leadership & Management Committee.

**This was unanimously agreed by those present.**

**j) LGB & Committee Areas of Responsibility:** A separate document showing the areas of responsibility for the LGB and its x 3 committees was included in the agenda pack. This was unchanged and simply a reminder of what would be covered in meetings across the year. SLT felt that after reviewing this carefully before the current academic year, it had worked much better with fewer “cross-overs” of responsibility across committees.

**k) LGB Strategic Action Plan:** The Clerk had spoken with SLT re: identifying suitable objectives for a governor action plan – to be linked with the school’s SIP? All LGBs should have an action plan to support their effectiveness. There was detailed discussion questioning whether an individual LGB action plan with separate targets would be effective, with a possibility that (as has been the case this last year), the content would not be addressed or monitored properly?

IW shared confidential first copies of the SIP for 25/26 (not yet shared at the time with key school staff) and explained the format for governors (copies will be provided for governors absent from this meeting). Governors were asked to look to the far right hand side of each of the x 6 areas (see below) shown in Section 5 Target Setting & Monitoring. There was a dedicated space against each for Governor Monitoring. IW suggested that instead of having a separate action plan, governors could integrate and contribute to the one “living document” with linked SIP objectives. This would allow for monitoring in the x 3 governor phase teams, the SEND/H&S/Safeguarding/SIAMS monitoring to be identified within the x 6 key priorities and governors to begin to take ownership of key monitoring that will support school objectives:

Quality of Education  
Behaviours & Attitudes  
Personal Development  
Leadership & Management  
Early Years Foundation Stage  
SIAMS

IW also highlighted the actions calendar on the last page of the SIP that gave ability to track progress across the year.

Governors were asked to look at the objectives in the x 6 areas and see where individuals, groups, committees of governors could be involved? Any comments to be sent to CMY or KCW.

To be discussed more fully with any governor suggestions at the Leadership & Management meeting in September.

**l) Governor Training:**

**Action: ALL governors** to look at x 6 SIP priorities to see where they feel governors can fit in? Any comments to CMY and KCW

**“Bite-Size” Trust training:** At the recent Trust Clerks’ meeting it was confirmed the previously expected RiskMate bite-size by Tracey Howard was still in the pipeline, but now not available until term 1 (Sept).

The Trust was also suggesting governors revisit the Governor Monitoring bite-size by Jenny Ashley-Jones in term 2 as part of an LGB meeting. This had been very useful at the time, especially the suggested questions for governors to ask, but the majority of governors in the Trust had already seen it earlier in the school year. Clerks asked if these video/audios could be placed on Governor Hub to be revisited by governors when required as a refresher? AW would accept this, but only if the file could be “locked” and not shared. At present it seemed there wasn’t a way of doing this on GH. The Trust had been asked to look at this again if possible.

Other governor bite-sized videos scheduled this coming year included Finance in term 3 and Sexual Harrassment in the Workplace in term 4/5.

**Training & Development Governor role: Arising from Trust Clerks’ Forum:**

KPS T&D Governors: CMy and TS. Trust Clerks had been informed that T&D governors in schools would be required to step up and take more accountability for steering and identifying governor training. Clerks stated many already overstretched governors especially in smaller LGBs may balk at having more to do. After some discussion amongst Clerks/Julie Lowe, the following would apply from September:

- Governors would be encouraged to **use the online training modules available within Governor Hub** (instructions on how to find these would be passed to governors early in term 1) There are modules to choose from across a range of subjects. The advantage being that once completed, an entry would automatically show in a governor’s personal training record in GH. Trust Clerks all felt most governors were not logging training in the training area.
- Governors would still be able to access and complete **training modules within the Learning Link area of the NGA website.** They have been encouraged at every LGB meeting to undertake independent training in this way to make their governor experience more meaningful.
- **The Trust Central Governance Team would identify relevant GH training courses for all “named” governor roles eg: H&S, SEND, Safeguarding, PP etc.** and contact these governors with details. Named governors in these areas would be expected to complete identified training in an allotted time frame.  
KCW had already undertaken the GH governor training module for H&S. He felt that whilst the content was quite good in his opinion the assessment wasn’t very robust.
- **The T&D Governor(s) in each school would sit down with the SLT early in term 1**
  - armed with the results of the Governor Hub skills/effectiveness exercise showing LGB gaps/experience – together they will look at the SIP objectives for the coming year (which the LGB will contribute to) and identify any other GH training modules for eg. individual governors, groups of governors or the whole LGB. The T&D governors will be responsible for offering these training modules to governors and ensuring they are completed in an agreed timeframe. Again, a note of completed training would go straight into governor training records on GH.

- **Judicium – Annual online Mandatory Safeguarding training:** A link to this training will be released individually to all governors probably in August/early Sept, so governors needed to look out for this in their emails. ALL governors MUST complete this as in previous years. The Trust Central Team and our SLT can see who has and has not completed the training and the Trust would chase governors to ensure schools were OFSTED compliant. Clerks were told to inform their LGBs that should a governor not complete the Judicium training by the first LGB of the new academic year (for us, 2<sup>nd</sup> October), they would need to complete it before leaving the meeting. Or, those governors not completing this safeguarding training would not be permitted to carry out a governor role or sit on the LGB until they do, as this would make the LGB non-compliant. IW said there was always an option for an after-school session for governors to complete the online training?

**Clerk:** Provide instructions on where/how to access GH training modules

**“Named” governors:** to complete GH training as identified by the Central Trust Team

**All Governors:** To complete any GH training modules as identified by SLT/T&D govts, linked to the SIP objectives

**All Governors:** Complete mandatory Judicium safeguarding training when released. At least by LGB meeting on 2/10/25

	<ul style="list-style-type: none"> <li>- IW also mentioned that in-school training on data, school processes etc could be set up for a group of governors, or one to one. Governors just needed to indicate where they would like additional information/input.</li> <li>- <b>School-based Safeguarding training:</b> Governors would additionally be expected to attend a face to face safeguarding training, as in previous years, which put safeguarding very usefully into our own school context. Governors were all welcome to attend the staff INSET day on the <b>morning of Tues 2<sup>nd</sup> Sept</b>, where this safeguarding training would be delivered to staff. Cyber security would also be covered at this INSET session.</li> </ul> <p>m) <b>Update from Clerk(s):</b> Nothing additional. School INSET days for 25/26 will be: 1<sup>st</sup> &amp; 2<sup>nd</sup> September: 27<sup>th</sup> October, 5<sup>th</sup> January, 23<sup>rd</sup> February</p>	<p>Training released to all governors Aug 25</p> <p><b>All Governors:</b> Complete face to face school based safeguarding training.</p>
5.	<p><b>Minutes of the last meeting held on day/month/year</b></p> <p>a) <b>To approve the minutes of the last LGB Meeting - 24<sup>th</sup> April 2025:</b> The draft minutes were circulated post-meeting and again with the agenda pack. <b>Unanimously agreed as a true and accurate record of proceedings.</b> To be made available for public inspection. Chair signed a paper copy for the public file and would “mark as signed” in GHub.</p> <p>b) <b>To approve confidential minutes of the LGB Meeting held on 24<sup>th</sup> April 2025:</b> No confidential minutes recorded for this meeting.</p> <p><b>Actions/Matters arising from Minutes held on 24<sup>th</sup> April 2025:</b></p> <p>a) <b>Matters arising:</b> No other matters arising.</p> <p>b) <b>Outstanding Actions from the last meeting:</b> All actions arising from LGB meetings would now be listed on a separate “rolling” actions list, as requested by the Trust. This would help ensure past outstanding actions were not forgotten. <b>No outstanding actions to address</b></p>	
6.	<p><b>Draft Minutes of Committee Meetings – terms 5 &amp; 6:</b> <b>For transparency</b> draft committee minutes were routinely shared with all governors:</p> <p>a) <b>Resources Committee:</b> 22<sup>nd</sup> May 25 b) <b>Quality of Education Committee:</b> 7<sup>th</sup> July 25</p> <p>No questions posed pre-meeting for committee chairs. <b>The QofE minutes had not yet been approved by the committee Chair/HT but would be shared in the meeting folder on GH for governors to read.</b></p>	<p><b>AS:</b> Share the latest Q of E draft mins from 7<sup>th</sup> July on GH once approved</p>
<b>School Improvement:</b>		
7.	<p><b>Executive Headteacher’s Evaluation Report to Governors on School Improvement:</b> Thanks to IW for his report, circulated with the meeting pack: The content of this report included all the statutory reporting areas. IW thanked all staff who contributed information for his report. He remained happy with the format, which followed Trust guidelines and seemed to work well.</p> <p>There had been pre-meeting questions from KCW and IW had circulated an amended EHT report adding staff attendance and including his responses to questions:</p> <p><b>Q1:</b> 1. Staff Attendance - Would it be possible to break down the 226 days into sickness and other authorised absence. Could the authorised absence be broken down into attending appointments, family events (e.g family illness, funerals etc) and additional leave requests for holiday etc. If it's not possible to have this available before, or at, the</p>	

FGB meeting I'd be interested to see these figures before the end of term to see if there are any trends.

**R1:** The information shared with us from the Trust doesn't break it down into this. I would have to look. Firstly – no one has hit the Trust markers of: Informal action - 10 days in a 6 month period or Formal action - 5 or more occurrences in 6 months or unacceptable pattern. We work very closely with the Trust and have it acknowledged we have firm and robust systems in place, but also well aware of staff well-being. The vast majority of reasons are: Cold / Cough / Flu or Headache / migraine. We even had Covid causing staff absence still. Winter months obviously are the time when there is an increase in absence. From a staff well-being perspective the number of days agreed for 'compassionate/family reasons' has been ? .

IW maintained a spreadsheet showing illness on a monthly basis which highlights any absence issues. IW believed there was a balance to be struck between being robust with attendance and being compassionate eg. with bereavements, children poorly etc. IW was confident that the school did a lot around wellbeing, more than most, living our school value of compassion as we should. However IW pointed out a staff member's wellbeing was ultimately their own responsibility, not his. The school supported by carrying out return to work meetings and kept in touch with staff during periods of extended illness/absence.

**Q2:** 2. Staff Attendance - Were there any long-term absences and were any absences attributed to stress or other wellbeing issues? As above for availability.

**R2:** Only 3 episodes all year have been contributed to Anxiety/Stress/Depression/Mental Health – often this can stem from home or personal situations. In these figures for teachers there was on long term absence this accounted for ¼ of the absence and had a wider impact on staffing. For support staff one member of staff accounted for nearly ½ of the total. This absence also had a wider impact on the staff team.

**Q3:** 3. Interventions, Training and/or updates - Support Staff training linked to speech and language. Has there been any measurable progress in pupils' outcomes as a result of this training?

**R3:** The support within EYFS has shown within the communication and interaction abilities of the children that the staff have been working on. This is evident in the children's progress towards their targets as well as their communication ability within the classroom. Children are making progress with their phonics, since the TA has been supporting children with their SALT needs as the main input has come from a therapist. The support given for children that have an EHCP – they have made progress with their outcomes and they are able to demonstrate this in other areas of their learning. The support staff have developed resources which have been recommended by the therapist which is supporting children with other areas the curriculum especially writing.

**Q4:** 4. Behaviour - The report refers to a consistent use of the Behaviour Policy. The notes from the last School Council Meeting states, "Ensure all staff have the same rules as sometimes children can get away with things with some but not others and this is confusing". Would it be possible to have your views on this please?

**R4:** I believe this might be a slight disconnect between where we have been and where we have got to. Across the year, we have had to address behaviour and expectations with staff and children alike. We discussed recently at a leadership training day, the improvements that there have been and eth success stories. There have been times where minority number of staff have not been consistent, but this has been addressed. I think we also need to be aware of the pupil voice in this and will look to pick that up next year. This is how children see things, they are not understanding the need for children to

be supported with regulating outside of the classroom. They may not always know about consequences for children which may be managed outside of the classroom. This comes down to the class teachers communicating back to children about what is happening. Greater use of Dexter to support children in learning about calming strategies and why they may be different for different children. Focussing on the positive, the school will look at the Behaviour Manual for September around consistency, including conversations with the School Council. The Behaviour Policy was pushed constantly by the school with pupils, parents and staff.

**Q5:** 5. Annual PE Grant Report - From what I can see the separate report only accounts for £10679.60 of the total grant. Does Yr5 swimming make up the remaining allocation?

**R5:** The version shared has been updated since initially being shared and will be shared again, updated before the meeting.

**Q6:** 6. School Performance and Standards - Firstly, a very positive outcome for the year. One area not seeing an improvement are KS1 PP pupils where, Term 6 data drop is lower than inspection data summary report (IDSR) and Term 2 data drop. Are there any underlying reasons for this?

**R6:** There have been some changes to the cohort in year and late in year and the children took a while to settle. These children need a slightly different approach in the classroom for next year. Attendance and children 'just missing out' on tests impacted moderated data. Some behaviour issues early in the year and lack of support for some children - however all figures are above last year's outcomes. The number in this group is small so one child has a big impact on %

**Q7:** 7. Site and Premises - How are improvements to the Old School windows being financed? **R7:** School funds – only having cosmetic work done to improve life and looks. Anything more substantial will be done in liaison with the Trust.

CMy commented on the very positive performance data, which had been achieved with 11 less members of staff in school than at the start of the academic year.

Governors thanked IW for his comprehensive HT report and the work put into it.

8.

**School Improvement Plan (SIP):**

- a) Final RAG-rated SIP document for current year 24/25 was circulated in the agenda pack.
- b) The SIP for 25/26 was discussed/explained earlier in the meeting and would be updated and shared with governors throughout the coming year. Governors encouraged strongly to read the document to gain an understanding of the school's direction.
- c) **SIP objectives for the coming year** had been covered in the HT report to governors.

9.

**Governor Monitoring:**

- a) **Monitoring visits:** There had been no governor subject monitoring during this academic year. Separate monitoring reports had been circulated to governors throughout the year for SEND, H&S, Safeguarding.
- b) **Phase Governor Monitoring:** Introduced in Jan 25, the format would continue to embed in 2025/26 for EYFS/KS1: Lower KS2 and Upper KS2. The governor teams would have to change slightly, to avoid governors being in the area of school where their child/ren were taught. Governors and phase leaders were aware of this change.  
**EYFS/KS1 Team - Phase Leader: Jo Hunt                      Years R & 1**  
**Governors: Karen Wilkins, Tracey Sheehan, Anne Menzel**  
**Lower KS2 Team – Phase Leader (Mat Cover): Leah Nock    Years 2,3,4**  
**Governors: Keith White, Tracy Roper, Penny Denne**

**Upper KS2 Team – Phase Leader: Carrie Lauchlan Years 5 & 6**  
**Governors: Chris Myers, Chris Cowdery, Rev Adam Childs**

Governors asked for dates of these meetings ahead of time where possible, not just the week before.

c) **“Named” Governors in key areas:** Following governors were happy to continue:

**SEND/PP:** KW  
**H&S:** KCW  
**Safeguarding & Attendance:** TR  
**Cyber Security:** CMy

**IMPORTANT:** Rev Adam had been supporting the **RE/SIAMS/Collective Worship** lead in school this year, especially with the impending SIAMS visit. It is important that another governor(s) support him with this to lighten the load in this vital area for our church school. Please let CMy know if you can attend any visits from Liz Petterson etc.

**Wellbeing:** There was a lot of discussion around whether a governor wellbeing team should be revisited, or be of any real use, as it was during COVID. There had been some staff suggestions at a recent phase meeting for improving staff wellbeing. There was in depth discussion around some staff’s perception of feeling supported and the task of managing expectations in the current climate. IW was clear that SLT continued to do as much as they could with the restrictions posed by staffing levels, budget and resources. The governor “buddying” system was in place for key staff, although it appeared some staff members thought governors actually had more “sway” on operational matters than they did. Staff were not refused time off for medical appointments, family emergencies, childrens’ sports days etc. In an ideal world IW would love to be able to say yes to staff suggestions but circumstances just would not allow. Governors wondered, if this was to be broached with staff, they could be asked for their own suggestions for a solution?

d) **Other reports or Notes of Visit from Improvement Advisors:**

Claire Beyzade and Jenny Ashley-Jones had visited from the Trust School Improvement Team. The focus was on pupil progress meetings and years R, 2 and 6, looking at baseline data etc. Data across the key points was positive. All data was above the Trust and National average, with exception of year 2, where there was a narrative.

The NoV’s from Liz Petterson, head of SIAMS for the Trust, visits to school had been positive and these reports would be shared with governors.

**All Governors:**  
**PLEASE**  
 Consider supporting the school as additional governor(s) for SIAMS/RE

**IW:** share NoVs from LP re: SIAMS with governors  
**ACTIONED**

10.

**Finance Overview:**

Budget overview figures were shared in the HT report including the projected roll over. The budget for 2025/26 had been discussed exhaustively by SLT and the Finance and Resources Committees over a number of months to try and derive an optimum scenario for the coming year. A 5-year budget plan was approved in May and submitted to the Trust for their deadline. As with all budgets, this would be out of date already. Trust costs were still unknown and would not be known until September. Finances would remain tight. However we had included a suggested additional percentage to the budget to cover.

11.

**Staffing:**

a) **Staff Structure:** There would be no staff redundancies this year as per the previous plan. There were some staff changes for the coming school year – with some staff leaving and some joining. A part-time support staff role had been agreed with CMy/KCW with a few more hours attached, that would have a small impact on the budget (£6,000 across the year) and would manage staffing need in a couple of areas.

b) **Exec HT Performance Management process:** IW’s PM process for the current year had been completed as required by the governor Review Panel and an external advisor. Targets agreed for the coming academic year. CMy owed IW an official letter documenting completion of this process.

**CMy:** Letter to IW re: completion of HTPM process

12.	<p><b>Risk Management &amp; Data Protection:</b></p> <p>a) <b>RiskMate:</b> IW had provided an explanatory section with some school based narrative in his HT report about RiskMate and the risk profile for our school. There had been 3 areas highlighted as medium risk. Overall the risks were low with mitigations in place. IW hoped to be able to join a Trust work party.</p> <p>b) <b>GDPR:</b> No SAR's outstanding, no breaches to report.</p>	
13.	<p><b>Compliance:</b></p> <p><b>School Website:</b> The Trust had assessed the content of its schools' websites and produced a list of areas they would expect to see in all websites, indicating expected content and where schools still needed to insert information. IW had addressed the majority of these and our school remained compliant.</p> <p>We could no longer have the Governor Photo Board on the website as this left the school open to AI. Names and pen portraits were acceptable. The Clerk would be asking governors for updated pen portraits to go on the website.</p> <p>Governors were pleased to note our school was the only one in the Trust up to date with WorkNest issues identified at the last H&amp;S visit. Our overall H&amp;S and Safeguarding eg, Judicium requirements. also remained very compliant.</p> <p><b>Single Central Record:</b> Historically CMY (representing the governors) had checked that the SCR was monitored correctly x 3 per year, reporting to the LGB. However, management of the SCR was now done centrally by the Trust for all schools. Governor monitoring of the SCR had been raised at a previous LGB meeting and a link for the chair to use had never been sent? IW checks the SCR content and sends a screen shot to CMY to show that SLT have monitored the document.</p> <p>CMY would enquire with Julie Lowe at the Trust to find out exactly what the process was and the LGB's involvement.</p>	<p><b>CMY:</b> Check with JL at Trust re: process for checking SCR</p>
<b>Other:</b>		
14.	<p><b>Any Other Urgent Business:</b></p> <p><b>OPaL:</b> JW had circulated a termly report for governors as part of her CiA objectives and in her role as LGB representative for OPaL. OPaL had progressed well and been able to re-energise over a very short space of time with a small, dedicated team - after a re-set and scale back at the start of the year. When our OPaL assessor visited earlier in the year she was very complimentary. Emma Gore (OPaL lead in school) would start her maternity leave in October. OPaL responsibilities would be picked up as a team – the school would not replace EG's role directly.</p> <p><b>School Council:</b> Governors had attended some School Council meetings this academic year and again found them very insightful and a useful link with the pupils. Notes from SC meetings were shared initially with the Leadership &amp; Management Committee, where responsibility for this link lies.</p> <p><b>Sports Premium:</b> A report setting out the use of the Government funding 24/25 had been shared with governors but was the wrong format, so would be updated for the school website, as required.</p>	<p><b>IW:</b> Place updated Sports Premium report on website</p>
15.	<p><b>Confidentiality:</b> There were no parts of this meeting deemed confidential or needing separate recording.</p> <p><b>Publication of minutes:</b> Once approved for accuracy by the Chair/HT, draft minutes of this meeting to be shared with the CEO at the Trust for review (also JL as Trust Governance Manager). The minutes of today's meeting will be made available for public inspection once formally approved at the next LGB meeting in October. Approved minutes are also sent by the Trust on behalf of all its school to Sarah Buchan at the Diocese.</p>	
16.	<p><b>Date(s) of next meeting(s):</b></p> <p><b>Full Governing Body:</b> Thurs 2<sup>nd</sup> October 25 - 4pm</p> <p><b>Leadership &amp; Management:</b> Thurs 18<sup>th</sup> September 25 - 10am</p> <p><b>Quality of Education:</b> Mon 3<sup>rd</sup> November 25 - 4pm</p> <p><b>Resources:</b> Thurs 13<sup>th</sup> November 25 - 4pm</p>	

17.	<p><b>Closing Reflections &amp; Meeting Summary:</b> As requested by the Trust, there would be a closing prayer for meetings from September.</p> <p><b>a) What was the theme of the key discussion during the meeting?</b> This was a meeting that clearly confirmed in every item a lot of hard work by a lot of people in the school community throughout the year. CMy would email all staff on behalf of the governors thanking them, or possibly attend staff briefing to speak to them.</p> <p><b>b) What was the key challenge facing the School/Trust during this discussion?</b> Finances, staffing and resources.</p> <p><b>c) What are the areas for celebration in this discussion?</b> Very positive data, above national average and achieved with a lot less staff – the culmination of 7 years hard work. We have a full Reception year from September and a long waiting list.</p> <p><b>Governor “blog”:</b> CMy would produce a blog as Rev Adam was not at this meeting</p>	ACTIONED
	<p><b>Meeting closed: 6.25pm</b></p>	ACTIONED
	<p><b>ACTIONS FROM THIS MEETING WILL BE SHOWN ON A ROLLING ACTIONS LIST, PRODUCED SEPARATELY</b></p>	