



'With faith, endeavour to achieve'

MINUTES of a Local Governing Body Meeting
KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL
Thursday 2nd October 2025

Present:

Chris Myers (CMY)	- Chair of Governors (Foundation Governor) via TEAMS
Rev Adam Childs (AC)	- Director Appointed Governor (ex officio) via TEAMS
Chris Cowdery (CC)	- Parent Governor
Penny Denne (PD)	- Staff Governor
Anne Menzel (AM)	- Parent 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:

Ali Smith (AS)	- Assistant Governance Professional/ Office Manager
Jan White (JW)	- Governance Professional/Clerk

Meeting opened: 4.10pm

This meeting was preceded by a short training audio/powerpoint by Tracey Howard (Aquila) re: Risk Management for Governors

This training set out basic information regarding the responsibilities of the LGB for risk management. Discussions re: RiskMate and risk management are minuted later in the meeting.

	Summary Description	Action
	Procedural:	
1.	<p>Welcome, Apologies & Prayer</p> <p>a) Chair's welcome: CMY welcomed those present.</p> <p>b) Receive and accept or decline apologies offered: Tracey Sheehan - unavoidable work commitment Apology accepted by those present</p> <p>c) Prayer: A suggested prayer was delivered by AM to focus the meeting.</p>	
2.	<p>Quorum</p> <p>The meeting was quorate. Quorum for our LGB meetings was currently 5 governors (rounded up).</p>	
3.	<p>Declaration of Business Interests (BI)</p> <p>Any business or conflicts of interest relevant to the agenda: NONE</p>	
4.	<p>Governing Body Business/Membership</p> <p>a) Confirmation of Chair's role: Chairs of Governors are Aquila Trust Board appointments. Trustees are required to formally approve all chairs of LGBs annually, usually in the summer term. We had not yet received confirmation, but assumed CMY's reappointment was approved.</p> <p>*Post-meeting note: All LGB chairs formally approved for the coming year by the Trust Board</p>	<p>Clerks: Check at Aquila Clerks' Forum 7th Oct. ACTIONED</p>

<p>b) Mandatory online Judicium KCSIE safeguarding training: ALL governors must address this training annually- it was released to everyone in August. ALL governors must complete this training to ensure the school remained compliant. Following Aquila direction, governors were previously told if they had not completed the training by today, they would need to do so at the meeting – if not they would not be able to sit on a governors’ meeting until they had. Currently one governor who had not completed the Judicium module. AM pledged to do so as a matter of urgency</p> <p>c) Reading of updated KCSIE document + annual Governor declarations on Governor Hub: Again these declarations were annual requirements for ALL governors in order to remain OFSTED compliant. At time of meeting CMY and TS had not completed this exercise.</p> <p>d) Governors to signify they have read the updated Aquila Governor Code of Conduct on Governor Hub: Part of ALL Governors’ annual GH declarations. With thanks to governor - only TS to confirm this action.</p> <p>e) Governors to complete the Skills/LGB Effectiveness audit form within Governor Hub: This exercise was suggested by the Trust as quicker and easier for governors to complete than the historic NGA skills audit form – our school had struggled for several years to get all governors to submit these. Final results would indicate where the LGB had gaps in knowledge/experience plus training needs for individual governors. Only one governor at KPS had not completed their audit. AC was asked to look at this ASAP.</p> <p>*Post-meeting note: From discussions at Trust Clerks’ forum: Trust Governance had already looked at the overall skills audit results across all Aquila schools and identified a selection of relevant NGA online training courses for governors to access within the Training folder on Governor Hub. Clerk will let governors know when they are available.</p> <p>In line with the Trust’s original request re: governor training, KPS training governors to meet with SLT and look at individual governors’ needs within our LGB and where individuals may need support?</p> <p>f) Aquila Scheme of Delegation 25/26: This was not yet available for the LGB to review/adopt. *From Clerks’ forum: It had been sent to all Chairs at the beginning of September for comments with only one response. The Trust Board would meet again on 8th Oct - it was hoped the SoD could be circulated after this. It was important governors were aware of the content of this document, as the blueprint by which local governing bodies operated.</p> <p>g) LGB Membership & Vacancies: No changes/vacancies since last meeting. Tracey Sheehan’s 4-year term of office as a Director Appointed governor would end in early December – she was aware of this. Trust Governance/HR managed the process of all governor “on boarding”/reappointments centrally, so would be in touch with TS. There would be no more scheduled changes to LGB membership until 2027, when there would be x 6 terms ending.</p> <p>h) Website compliance: (normally discussed at Leadership & Management committee meeting – cancelled earlier in the term). Confirmation that the Clerk had sent IW up to date downloads showing LGB information for 2025/26 - already updated on the website eg. LGB business interest declaration update, LGB member list, 2-year attendance record etc.</p>	<p>AMenzel: Complete Judicium KCSIE safeguarding online urgently</p> <p>CMY & TS: Make annual declarations in Governor Hub: ACTIONED – CMY</p> <p>TS: Confirm reading of Trust Governor Code of Conduct on GH</p> <p>AC: Complete LGB Effectiveness audit on Governor Hub Clerk: Inform govs about training modules in GH and how to access, when available.</p> <p>Training govs – CMY/TS: meet with SLT to highlight where our own governors need support?</p> <p>Clerk: Circulate Aquila Scheme of Delegation 25/26 when approved</p>
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	<p>There were now updated “pen portraits” available behind each governor’s name on the website. No governor photos now permitted due to potential AI interference.</p> <p>i) Governor Engagement: (normally discussed at L&M Committee) PFA: KW reported that the PFA’s fund-raising focus this year would be IT. She shared that someone known to a PFA committee member was completely upgrading their chrome books and it looked likely our school could have them – this would be down to compatibility with the new version of Windows, to be checked by our allocated EIS technician Lee. The PFA would again fund the enrichment programme in school and after school club activities. PFA events included Firework Night on 1st November (their biggest fund-raiser of the year) and the Christmas Fayre on 6th December. KW felt there was a strong and steady PFA team. School Council: Governors would continue to attend regular SC meetings throughout the year. These were insightful, the council members were sensible, respectful, with good ideas and observations. It was a great way for governors to connect with pupil voice. KCW would be attending the following day.</p>	
5.	<p>Minutes of the last meeting held on day/month/year</p> <p>a) To approve the minutes of the last LGB Meeting - 17th July 2025: The draft minutes were circulated post-meeting and again with the agenda pack. Unanimously agreed as a true and accurate record of proceedings. To be made available for public inspection. Vice-Chair would sign a paper copy for the public file and CMY would “mark as signed” in the approved minutes file in GHub.</p> <p>b) To approve confidential minutes of the LGB Meeting held on 17th July 2025: No confidential minutes recorded for this meeting.</p>	
6.	<p>Actions/Matters arising from Minutes held on 17th Jul 2025:</p> <p>a) Matters arising: No other matters arising.</p> <p>b) Outstanding Actions from the last meeting: All actions arising from LGB meetings would now be listed on a separate “<u>rolling</u>” actions list, as requested by the Trust. This would help ensure past outstanding actions were not overlooked.</p> <p>Item 5: Prevent Training: AS reported that 2 governors had not completed Prevent training.</p> <p>Item 11: Compliance: Single Central Record: CMY had not spoken with Julie Lowe at the Trust to confirm/clarify the process and procedure for governor monitoring of the SCR. Currently IW sent CMY a screenshot of the log on the SCR Tracker system to show that SLT had checked the content.</p> <p>*Post-meeting note: From Clerks’ Forum: The above checking system is acceptable to the Trust. It gave CMY regular opportunity to pick up and question any areas needing attention. It was advisable to minute that LGB monitoring had taken place.</p> <p>Confirming that CMY had seen a screenshot of the SCR log monitored by IW prior to this LGB meeting. Monitoring would take place just before each full LGB meeting.</p> <p>Item 11: HTPM: CMY had provided IW with a formal letter with the outcome of his 24/25 appraisal process.</p> <p>All other actions on rolling action list addressed or in hand.</p>	<p>Clerks: Check LGB responsibilities re: monitoring of SCR process ACTIONED</p>

School Improvement:

<p>7.</p>	<p>Executive Headteacher's VERBAL Evaluation Report to Governors on the start of the new academic year:</p> <p>It had been a very busy 5 weeks so far!</p> <p>Staffing: There had been quite a few teaching staff changes at the start of the year and changes within year groups. Jenna Bowman left in the summer term for maternity leave and now had her baby. Emma Gore had been due to start maternity leave in mid-October but had just had her baby early. Rachel Knight would leave at October half term to have her baby.</p> <p>The admissions position was very positive. We had a full Year R with lots on the waiting list. There had already been some movement with families moving out of the area and not needing places.</p> <p>The 11+ had happened early in the term. We had received a few visits from ex-pupils who had transferred to secondary school in September.</p> <p>Teaching staff had recently attended a very thought-provoking session led by Liz Petterson from the Trust re: spirituality – a focus for our forthcoming SIAMS visit in the coming months. Thanks to the very encouraging turn-out of governors who also attended this session.</p> <p>The budget would be an ongoing challenge, but at the moment the school was in a stronger position – better than anticipated.</p> <p>Year 6 had just returned from their residential trip to PGL in the Isle of Wight. It was great to hear how their good behaviour had generated lots of praise from the school staff, PGL staff and the general public. Thanks to KCW as a governor and all the staff who accompanied the children.</p> <p>Q1: Re: budget provision - Is there any update on the staffing structure going forward eg. DHT post?</p> <p>R1: IW: There were discussions with finance and senior leaders at the Trust early in the term to discuss the school's needs. An advertisement was placed on Kent Teach and we are in the process of shortlisting. We will be interviewing shortly afterwards for a DHT post starting in January 26, ensuring the school builds a team to move the school forward.</p> <p>Q2: Is the DHT post full-time?</p> <p>R2: Yes.</p> <p>As with most schools the majority of our budget (85%) is used on staffing. After a difficult few years we are trying to get back to the "status quo" and make sure posts are filled.</p> <p>Challenge: We have not yet received the August 25 budget monitoring figures to see where we are at the end of the financial year?</p> <p>*Post-meeting note: Aug 25 budget monitoring & revised quarterly reports received from the Trust – 10/10/25. Circulated to Resources committee governors</p>	
<p>8.</p>	<p>School Improvement Plan (SIP) and Governor involvement:</p> <p>A revised SIP for the coming academic year was circulated to all governors pre-meeting to read. This document showed suggestions against each of the x 6 OFSTED priorities/ school objectives where governors could "add value" through monitoring in certain areas – these showed on the right-hand side of each page. IW was happy to take questions on this or on any aspect of the SIP, or if governors felt they wanted to do more? He fully appreciated the challenge of time that governors faced.</p> <p>If governors carried out monitoring of any kind, please send details of this to IW so that this section of the SIP could be updated?</p> <p>The SIP would be "RAG rated" and shared with governors ahead of the next full LGB in December, to show progress etc.</p>	<p>HT: Share RAG rated SIP for Dec 25 LGB</p>

	<p>With thanks to the staff team, some governors had already attended their allotted phase meetings with staff in Lower and Middle Schools – governors in the Upper School team would attend a phase meeting on 4th November. AM and KW attended the EYFS/KS1 meeting and found it extremely useful, it was very good to have this link with staff and it helped governors on a strategic level.</p> <p>IW agreed that as time progressed governors would have a better understanding of the processes, challenges and initiatives. More effective questioning around SIP priorities would come from this. IW shared that feedback from the staff teams re: governor involvement in phases had been positive.</p> <p>Q3: What is Trauma Informed training?</p> <p>R3: We have been working with Virtual Schools Kent around Trauma Informed training. The next INSET day for staff on 27th October would be on this subject. GOVERNORS WELCOME TO COME ALONG. Behaviour can come out of trauma, eg. in a family unit, or issues still remaining post-lockdown. This training explored if needs and wants were being addressed and how we as adults understand and accept trauma in children. Schools were often a child's "safe haven". Our school already has a strong nurture ethos which addresses some of this. IW said there were no fixed strategies available, schools would need to ask for what they feel they need.</p>	
9.	<p>Governor Monitoring:</p> <p>a) Governor Monitoring, Structure, Individual subject governors?</p> <p>Q4: Should we have individual governors (or governor pairs) monitoring key subjects eg. English, Maths, PSHE, SIAMS/RE as was said before ?</p> <p>R4: IW was happy for individual subject monitoring but believed this would be about manageability by governors alongside other monitoring commitments. There was discussion around whether these key subject areas could be picked up within phase meetings by way of careful governor questioning or within the Quality of Education committee meetings. The Maths lead had already attended a Q of E meeting to explain the current initiative and anticipated impact. The English lead would also be invited to do the same and this could be ongoing. AC felt governors perhaps did not get chance to hear pupil voice or look at books within phase meetings? After further discussion it was felt this needed careful consideration by staff and governors before allocating individual subject governors. It would be raised for discussion at the next Leadership & Management committee meeting in November. If any governor had specific interest in any of the key areas, they should let CMy know.</p> <p>b) Governor Phase Monitoring:</p> <p><u>EYFS/KS1 Team - Phase Leader: Jo Hunt Years R & 1</u> Governors: Karen Wilkins, Tracey Sheehan, Anne Menzel</p> <p><u>Lower KS2 Team – Phase Leader (Mat Cover): Leah Nock Years 2,3,4</u> Governors: Keith White, Tracy Roper, Penny Denne</p> <p><u>Upper KS2 Team – Phase Leader: Carrie Lauchlan Years 5 & 6</u> Governors: Chris Myers, Chris Cowdery, Rev Adam Childs</p> <p>Governors had attended 2 x phase meetings this week and gave verbal reports.</p> <p>EYFS/KS1 meeting: KW shared that the new Year R intake had settled well. Staff talked about baseline assessment, its use and the challenges around gather this data – this was done individually with each child on a computer. IW said the data the school got back from the baseline assessment exercise gave global figures – it was the only way to do it but had no real correlation with school processes.</p> <p>CMy asked that a governor (agreed at the phase meeting) put together a monitoring report as evidence of engagement and the use and impact of this way of monitoring. To be shared with all governors.</p> <p>Lower KS2 meeting: TR said staff had spoken about low level behaviour issues – this had been raised the same this time last year. Staff planned to put together a</p>	<p>Clerk: Governor subject monitoring on L&M agenda – Nov 25</p> <p>EYFS/KS1 & Lower KS2 phase governors - Produce monitoring report covering first meetings ACTIONED – for by TR for Lower KS2 phase group</p>

	<p>grid detailing the children, issue and best way to manage the behaviour. This would hopefully instil some early intervention and consistency with behaviour. Historically most behaviour was low level or only involved a very small group of children. IW may bring an external professional back in to cover behaviour.</p> <p>c) Any other Notes of Visit (from Improvement Advisors) or monitoring reports: Governors had already been circulated with Liz Petterson's NoV's from the previous academic year. As the school was in the SIAMS "window" for a visit, it was important that governors understood the school's direction and objectives for this and could support with SIAMS. The staff meeting on spirituality had been well attended by governors. CMY would put together some notes from a governor perspective on this session.</p>	<p>CMY: Produce short report on LP's Spirituality session attended by gov's.</p> <p>All Governors: PLEASE Consider supporting the school as additional governor(s) for SIAMS/RE – supporting AC with this</p>
10.	<p>Safeguarding:</p> <p>a) Any issues or concerns: There were weekly meetings of the DSLs (Designated Safeguarding Leads) in school to ensure staff were on top of any issues and to keep track of situations or individual pupils. It was not purely safeguarding but also family dynamics and complexities that needed monitoring and supporting. The school continued to work with Social Services and Early help.</p> <p>b) Sarah from Judicium would be reviewing our safeguarding audit and then again late in the year to do a full audit of processes.</p> <p>c) School based safeguarding training for governors: This was an additional, more specific, safeguarding input for governors on top of the mandatory online Judicium module. It was the training content delivered to staff at the start of the school year. There was no date set aside for this yet, but it was agreed it could usefully be delivered to governors via Teams, as last year? Governors agreed that this was much more relevant and useful in terms of safeguarding in our own school setting.</p> <p>AS would liaise and set a date for the governor school safeguarding training.</p>	<p>AS: Liaise with staff/govs to set a Teams school-based Safeguarding training</p>
11.	<p>Health & Safety:</p> <p>No real issues to report, the school was presently without a Site Manager as he recovered from an operation but was managing well with IW and AS keeping a close eye on things. The heating system had been tested twice and was working !</p> <p>Q5: KCW had mentioned an area of damaged surface under the trim trail in the main playground.</p> <p>R5: The school was looking to get quotes – the area had been patched but something more robust would be needed. There had been no trips or falls</p> <p>IW described Martyn's Law (Terrorism, Protection of Premises Act). There had been information from the Trust about this off the back of the Southport atrocities. There would be a 2-year implementation process. Schools would need to address lockdown procedures on their premises. Our school had already planned to introduce lockdown "drills" as part of this.</p>	

	<p>As always, IW believed our school was very safe and secure and our H&S processes better than most. The only area where control was less easy was for events outside the school perimeter eg. Sports Day on the Parish field where we could not lock down. We would need some robust processes in place that both adults and children could follow. The law would use a tiered approach with requirements varying based on expected capacity of a venue/space. Staff would focus on safety/scenarios inside the school building for now. The PFA would also look at their events. There were things the school could do, but as there was a couple of years to put things in place, possibly wise to observe and learn from others' experiences and actions too?</p>	
12.	<p>Risk Management & Data Protection:</p> <p>a) RiskMate: IW had been part of a group of HTs who with Tracey Howard from Aquila had recently looked at streamlining within RiskMate. Part of the issue had been that information from the previous system (GRC One) had simply been transferred to RiskMate with no real correlation. There were originally 65 risk areas, that had now been pared down to 21. The process looked to create a set of risk for every Trust school, then at mitigating risks. Every school now had a system to operate that would be easier for them to go in and update. IW would normally produce a RiskMate matrix to bring to the LGB meeting, but due to the changes that were ongoing, he would now present this to governors at the December meeting. IW reported our school was broadly compliant; we have regular H&S governor visits, external audits, our finance is managed centrally as is most of HR. We are green – “low” risk.</p> <p>b) GDPR: No SAR's outstanding, no breaches to report.</p>	<p>HT: Produce RiskMate matrix report for LGB meeting 11th Dec 25</p>
13.	<p>Compliance:</p> <p>a) School Website: Confirmation that the Clerk had produced the annually updated lists/downloads for the LGB to place on the website eg. updated governor Business Interests, list of governors, roles and committee membership and a 2-year report of governor attendance at all meetings. IW had uploaded these at the beginning of September. The Trust had assessed the content of its schools' websites earlier in the year and produced a list of areas they would expect to see on all websites, indicating expected content and where schools still needed to insert information. All amendments for KPS had been made in the summer term. All KPS governors now had an updated “pen portrait” which was linked to their name on the website. Governor photos could no longer be used as they were open to AI interference.</p> <p>b) LGB Impact Statement: As part of the Trust website expectations, an LGB impact statement was highlighted. The Clerk had looked at the Chairman's “welcome” letter on the website, which outlined the LGB's responsibilities, but not the impact they had made and planned to make in the coming year. The Clerk subsequently produced a draft Chairs' Welcome & Impact Statement document, using aspects of the LGB's strategic action plan and linked with the SIP. This was circulated with the agenda. Governors were happy for this to be placed on the website. The Clerk pledged to keep this document updated annually, with recourse to the LGB, as part of her appraisal process.</p> <p>c) GIAS: This Government portal document was up to date for our LGB.</p> <p>d) Safeguarding Annual Report 24/25: Schools were required to produce this report annually and ensure it appeared on their website by latest 31st December. IW assured governors this was in hand.</p> <p>e) LGB Monitoring of Single Central Record: Addressed/discussed earlier in the meeting under previous actions.</p>	<p>IW: Place Chair's Welcome Letter/LGB Impact Statement on school website ACTIONED</p> <p>SLT: Produce annual Safeguarding Report 24/25 and place on school website by 31st Dec</p>
	Other:	
14.	<p>Policy Review:</p> <p>The following policies had been circulated to governors since September: Aquila Policies: (to adopt ONLY) Aquila Parent-School Protocol 25/26</p>	

15.	<p>Aquila Attendance Policy 25/26 Aquila Child Protection & Safeguarding Policy 25/26 Aquila SEN Inclusion Policy 25/26 School based policy documents: (to be approved by LGB) KPS Staff Handbook - this was updated at the start of every academic year.</p> <p>Governors mentioned that they had yet to see the Aquila Teachers' Pay Policy 25/26 – the new Support Staff Pay Policy had been received in the summer term. *Post-meeting note: From Clerks' Forum: The Teachers' Pay Policy had been brought to the Trust Board in July for approval, but had been pulled from the meeting due possibly to an error/omission ?</p> <p>Any Other Urgent Business:</p> <p>a) KPS Home School Agreement 25/26: (would normally be brought to the L&M meeting for annual approval) The document for the forthcoming year had been circulated with agenda papers and was formally accepted/approved. IW would try to get this document to the LGB meeting at the July meeting so that it was in place before the start of the new academic year. 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) New OFSTED Framework: Highlighted as part of agenda papers for governors to be aware of.</p> <p>c) Confirmation of Regulatory Required Teaching Days 25/26: This document must be completed and signed by the Chair to formally state the school will be completing the regulatory minimum requirement of 32.5 hours per week and 190 days of teaching for our pupils for the coming year. It also shows dates of our confirmed INSET days. The Clerk would ask CMY to electronically sign and send to the Trust. ACTIONED</p> <p>*Post-meeting note: From Clerks' forum: Clerks were asked to bring this document to LGBs at their July meetings ahead of the new academic year.</p>	<p>Clerks: Clerks would raise approval of Aquila Teachers' Pay Policy 25/26 at forthcoming Trust Clerks' meeting ACTIONED</p>
15.	<p>Confidentiality: There were no parts of this meeting deemed confidential or needing separate recording.</p> <p>Publication of minutes: 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 December. Approved minutes are also sent by the Trust on behalf of all its school to Sarah Buchan at the Diocese.</p>	
16.	<p>Date(s) of next meeting(s):</p> <p>Full Governing Body: Thurs 11th December 25 - 4pm Leadership & Management: Thurs 27th November 25 - 10am Quality of Education: Mon 3rd November 25 - 4pm Resources: Thurs 13th November 25 - 4pm</p>	
17.	<p>Closing Reflections, Meeting Summary and Prayer:</p> <p>a) What was the theme of the key discussion during the meeting? This is a meeting that set the scene for the coming year. Looking at risks and compliance with risk management ahead this year and confirming the impact of non-compliance. Laying out of strategy. Confirming governor monitoring structures to tie in with the SIP.</p> <p>b) What was the key challenge facing the School/Trust during this discussion? Budget: embedding changes into the new academic year with new staff.</p>	

c) What are the areas for celebration in this discussion?

Children have settled into the new year very well – the new entrants have settled particularly well. KCW had received several really glowing reports from the public whilst away about the behaviour of our year 6 pupils on their residential trip to the IOW – a real credit to our school. Something to be very proud of. Will be celebrated with the children. IW will look to place some photos/report in the school newsletter. Thanks again to the staff and governors who gave their time and helped.

Governor “blog”: AM to produce the meeting blog (from the rota)

Closing Prayer: Delivered by AC: With thanks to Rev Adam for suggesting a generic closing prayer, which will now be used after every LGB and committee meeting.

Meeting closed: 5.30pm

ACTIONS FROM THIS MEETING WILL BE SHOWN ON A ROLLING ACTIONS LIST, PRODUCED SEPARATELY

AM: Produce governor “blog” for this meeting
ACTIONED