



'With faith, endeavour to achieve'

**MINUTES of a Local Governing Body Meeting
KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL
Thursday 11th December 2025**

Present:

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| Chris Myers (CMy) | - Chair of Governors (Foundation Governor) |
| Rev Adam Childs (AC) | - Director Appointed Governor (ex officio) |
| 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:

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

Training commenced: 4.00pm: Main meeting started: 4.20pm

This meeting was preceded by a short training audio/power point from Aquila HR re: Sexual Harassment in the Workplace

This training set out what sexual harassment is, with some examples, understanding the law around this topic and responsibilities for the employer, what the effects can be and knowing your rights.

The training generated some discussion. Governors were pleased to hear that all school staff had been shown this exact training video on two occasions. "Bite-sized" training did not count towards a governor's training log on Governor Hub. These were simply overviews/reminders.

| | Summary Description | Action |
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| | Procedural: | |
| 1. | <p>Welcome, Apologies & Prayer</p> <p>a) Chair's welcome: CMy welcomed those present.</p> <p>b) Receive, accept or decline apologies offered:</p> <ul style="list-style-type: none"> - Tracey Sheehan would need to leave at 5.45pm - Anne Menzel – apologies given - no childcare - Denise Moore (SLT) - unwell <p>Apologies accepted by those present</p> <p>c) Prayer: A suggested prayer was delivered by KW 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:</p> <p>IW declared an interest in item 8 on the agenda –EHT PM</p> | |

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| <p>4.</p> | <p>Governing Body Business/Membership</p> <p>a) LGB vacancies/appointments/resignations: -</p> <ul style="list-style-type: none"> - Completed reappointment paperwork had been sent to Trust Governance for TS to extend her term of office as a Director Appointed governor. This reappointment may need formal approval at the Trust Board meeting (the previous day (10th December). - With much regret governors learned KW had resigned her Director Appointed governor role as of 31st December. She had informed the Trust. This would be her last meeting. CMy gave heartfelt thanks from the whole LGB for her hard work and dedication over the past 6 years. The LGB would therefore be looking for a replacement DA governor. Possibility of looking within the local church community? When recruiting, the LGB should be mindful that the Scheme of Delegation did not allow parents to make up more than one-third of the total membership. Unlike Kingsnorth, many Trust schools did not have full LGBs. Recruiting governors in any school remained challenging and Aquila was aware this was an issue. Due to KW's other key governor roles, the LGB would need to appoint a SEND/PP governor and Quality of Education committee would need to elect a new chair. KW was also stepping back from the PFA committee in March after many years' service. <p>b) Mandatory online Judicium Safeguarding training: ALL governors had completed this annual training for compliance, with thanks.</p> <p>c) Reading of updated KCSIE document 25/26: With thanks, ALL governors had indicated on Governor Hub (GH) they had read the updated KCSIE document for compliance purposes.</p> <p>d) Governors to signify they have read the updated Aquila Governor Code of Conduct on Governor Hub: All governors had indicated on GH they had read the updated Trust Code of Conduct for 25/26, with thanks.</p> <p>e) Governors to complete the Skills/LGB Effectiveness audit form within Governor Hub: This exercise was suggested by the Trust as simpler for governors to complete than the historic NGA skills audit form. All governors had completed except AC. He had however completed it for his governor role at Kennington and wondered if it could somehow be replicated for KPS as his responses would be the same.</p> <p>JW had produced an explanatory document explaining the various levels of information this self-evaluation exercise could show, how governors could access the info on GH for interest, what gaps our LGB may have and what steps could be taken to support governors needing it. This information should be examined and action taken. Overall our LGB was shown as effective.</p> <p>f) Governor Training: It appeared that hyperlinks for some suggested online NGA governor training modules that had been placed on GH by the Trust did not work properly at the moment. This was being looked at by the Trust. Once these were available the Clerk would inform governors. Governors could also look at available NGA governor training modules independently using the password etc provided to them on joining.</p> <p>g) Aquila Scheme of Delegation 25/26: The Trust Board had agreed this year's Scheme of Delegation which was circulated with agenda papers. This was the blueprint by which LGBs governed and set out responsibilities for both an LGB and the Trust</p> <p>h) Clerk(s) updates: Trust clerks had met on 2nd December.</p> <ul style="list-style-type: none"> - JW reported that parent/staff governors wishing to remain after their 4-year term did not need to re-stand or an election process be put in place. The LGB could agree to retain them as governors if they wished to continue. - The Trust was working on providing an intranet. This would eg. allow Trust policies to be shared. - Revised suspensions paperwork would be sent out with a template letter to use for suspensions above 15 days. It would also include a procedure for LAC pupils. - There had been discussion about ensuring parents/schools followed the Trust Complaints policy and had gone to Stage 1 of the process and not straight to the | <p>Clerk: Enquire with Trust if AC's skills audit info submitted for Kennington can be transferred for his KPS role.</p> <p>T&D Govs/SLT: Look at results of GH governor self-evaluation to see which govts needed support/training</p> |
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| | <p>more formal Stage 2. Outcome letters for formal complaints must be sent to Julie Lowe at the Trust to check</p> <ul style="list-style-type: none"> - CMy said that following an email received it appeared the Trust was very keen on succession planning. <p>i) Governor Engagement: (normally discussed at L&M Committee) PFA: KW reported the PFA would be going through some changes. There were 3 committee members standing down. Others were being approached to take committee roles and hopefully more parents would join. KW would remain until the AGM in March. The PFA had had another successful year but could not do what they did without strong collaboration with IW and his team, the engagement of staff and the school’s trust in the PFA committee. KW much hoped this would continue. There was a very successful Firework Night and Christmas Fayre. There were questions raised about the Parish Christmas event being the same day as the school’s, despite prior communication with them by KW about planned PFA events up to Christmas. It was confirmed that both events had been promoted by both school and Parish on social media. Although it had caused some confusion amongst families, KW believed the impact on fund-raising was been minimal. The school had raised £3,000. She felt this clash of events probably wouldn’t happen next year</p> <p>School Council: Normally a Leadership & Management Committee responsibility, governors would continue to attend SC meetings regularly throughout the year to gain pupil voice. These were insightful, the council members were sensible, respectful, with good ideas and observations. Abbie Amos guided the SC and sent notes from their meetings to all staff and to the Clerk. JW would ensure that a folder was created on Governor Hub for all governors to see.</p> | <p>Clerk: Place School Council meeting notes on Governor Hub and keep updated. Email all SC notes from Sept to governors ACTIONED</p> |
| <p>5.</p> | <p>Minutes of the last meeting held on day/month/year a) To approve the minutes of the last LGB Meeting - 2nd October 2025: The draft minutes were circulated post-meeting and again with the agenda pack. Unanimously approved as a true and accurate record of proceedings. To be made available for public inspection and placed on school website. Chair would sign a paper copy for public file and then “mark as signed” in the approved minutes file in GHUB to signify accuracy.</p> <p>b) To approve confidential minutes of the LGB Meeting held on 2nd October 2025: NO confidential minutes recorded for this meeting.</p> <p>c) Receive draft minutes of Resources Committee (13th Nov) and Quality of Education Committee (10th Nov): For transparency, all governors are copied with both sets of minutes as part of the agenda pack. Minutes also placed on Governor Hub. No questions from governors about the content of these minutes.</p> <p>TR pointed out an error in the Resources minutes regarding a 30-year lease of land behind the school. Clerk would take this out of the draft minutes. ACTIONED</p> | |
| <p>6.</p> | <p>Actions/Matters arising from Minutes held on 2nd October 2025:</p> <ul style="list-style-type: none"> - Matters arising: No other matters arising. - Outstanding Actions from the last meeting: All actions arising from LGB meetings were now be listed on a separate “<u>rolling</u>” <u>actions list</u>, as requested by the Trust. This would ensure past outstanding actions were not overlooked. <p>Item 4: Training: LGB awaits details re: access to Trust-recommended NGA training modules, to be made available on GH.</p> <p>Item 5: Prevent Training: AS reported that AC had not completed his Prevent training. He had however completed it for Kennington’s LGB. Did a governor with a role in more than one Trust school need to complete training for both? Could it be copied across from Kennington to KPS Governor Hub?</p> | <p>Clerk: Check with Trust – do govs need to do essential training modules for ALL schools where they have a role?</p> |

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| | <p>Item 7: Training: Ongoing: All governors to ensure they log training including internal in training area of their personal GH record (except “bite-sized” training)</p> <p>Item 9: Governor Monitoring: ALL governors to consider supporting Rev Adam and the school team with preparation for the SIAMS visit (due this academic year). This meeting impressed again the importance of 1 or 2 other governors coming forward to support the hard work already being put in by Louise Keeling (RE Lead in school).</p> <p>Item 9: Governor Monitoring: CMy has the promised report prepared covering governor attendance and perspective at the Spirituality training with staff earlier in the term. He would send to the Clerk for circulation.</p> <p>Item 12: Risk: IW had received no further information from the Trust, so would now forward the matrix and report from RiskMate for governors. Apologies to governors for not sending sooner.</p> <p>Other outstanding actions on the rolling list would be raised as separate items later in the agenda.</p> | <p>ALL Governors: to consider supporting the school and AC with SIAMS preparation</p> <p>CMy: Send governor monitoring report to Clerk re: governor attendance at Spirituality training</p> <p>IW: Send RiskMate matrix/report for governors ACTIONED</p> |
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School Improvement:

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| <p>7.</p> | <p>Executive Headteacher’s Evaluation & Progress Report to Governors – Autumn 2025:</p> <p>With thanks from governors, IW had circulated his report, using Trust-approved headings to ensure consistency. There had been a few governor questions pre-meeting and these, with responses, are below:</p> <p>Q1:Attendance - On the %'s quoted I believe the difference between School and National Average should be 1.32%, not 2.22%? R1: Absolutely correct – a miscalculation on my part</p> <p>Q2:Attendance - On the %'s quoted for unauthorised absence, I believe the difference between School and National Average should be 0.1%, not 0.9%? R2: Absolutely correct – a miscalculation on my part</p> <p>Q3:Attendance The % quoted for PP+ unauthorised absence I believe should be 0.88% and not 88%? R3: Absolutely correct – a typo on my part</p> <p>Q4: School Performance and Standards - Are the drops in %KS1 EXP/EXP and KS2 EXP/EXP+ between EOLY and Term 2 an area for concern? R4: There is a small drop, which accounts for a few children, however it is often expected this time of year and not a concern at this point. This data was checked and moderated at Pupil Progress meetings with the Trust. We will be concerned if this does not improve at the next data drop.</p> <p>Q5: PESE - Kent Test (11+) Were outcomes as expected and how do they compare to last year’s results? R5: Although higher than the Kent average, these are lower than our last year’s results and a bit of a disappointment if I am honest. This is purely down to the process of the Headteacher Panel. The panel our school appeals sat before was extremely harsh and challenged many school based processes – something they shouldn’t do. We took x 8 appeals to panel and this is the first time we have not had approx. 50% agreed.</p> <p>Q6:Health and Safety - Could you confirm which items are still outstanding from the WorkNest audit please? R6: We currently have only 5 outstanding Health and safety actions on WorkNest:</p> <ul style="list-style-type: none"> - Intruder alarm testing - booked in for the 22 12 2025 - Playground equipment check - carried out on the 14 10 2025 awaiting paperwork to update - PAT testing - this was supposed to be carried out 08 12 2025 - cancelled due to sickness – awaiting a new date | |
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| | <p>Re: governor monitoring - "Named" governor roles for SEND, Pupil Premium, Safeguarding, H&S, Attendance would also continue to support school improvement.</p> | |
| <p>9.</p> | <p>Governor Monitoring: (would normally have been discussed at L&M meeting)</p> <p>a) Confirm LGB monitoring structure & Governor Phase Monitoring: <u>EYFS/KS1 Team - Phase Leader: Jo Hunt Years R & 1</u> Governors: Karen Wilkins (will be a vacancy in Jan 26), Tracey Sheehan, Anne Menzel <u>Lower KS2 Team – Phase Leader (Mat Cover): Leah Nock Years 2,3,4</u> Governors: Keith White, Tracy Roper, Penny Denne <u>Upper KS2 Team – Phase Leader: Carrie Lauchlan Years 5 & 6</u> Governors: Chris Myers, Chris Cowdery, Rev Adam Childs</p> <p>The governor monitoring column on the left of the SIP priorities currently made mention in several places of individual governor subject monitoring. The key issue was if governors had capacity to take on individual monitoring as well as attending phase meetings?</p> <p>Q9: Would subject leads in school have time to meet with individual governors? R9: Yes, but it would need to be on a rolling programme. After some discussion it was agreed that the Maths, English and RE leads could continue to be invited to Quality of Education committee meetings to give updates to these governors and answer questions. They had all presented at the last Q of E meeting in November to a very high standard. These meetings were always minuted and therefore provided evidence of governor monitoring and opportunity for governor questioning.</p> <p>Q10: Could there be a curriculum focus at some of the phase meetings if this did not impact the staff agenda for these? R10: Yes. All phases would have various subject leads attending who could perhaps report on a rota basis on subjects other than Maths, English & RE? Governors produced reports covering phase meetings, thus providing monitoring evidence.</p> <p>KCW pointed out that governors were not getting opportunity to "triangulate" or hear pupil voice. Governors would need to arrange to come in and speak with pupils/look at books separately as phase meetings were after school. TR wondered if governors could draw from the children in After School Club to get this pupil voice?</p> <p>IW would ask phase leaders if a curriculum content to meetings would be acceptable.</p> <p>Any other reports or Notes of Visits from Improvement Advisors: Governors have already had copies of Liz Petterson's RE/CW/SIAMS notes of visit to support the RE lead, improvement and SIAMS preparation.</p> | <p>IW: Ask x 3 phase leaders if subject leads could speak at phase meetings to provide monitoring opps for governors?</p> |
| <p>10.</p> | <p>Safeguarding:</p> <p>a) Any issues or concerns: IW shared basic details of a complicated and complex racial incident that had occurred in school in recent weeks. The detail of this incident and management of it had been shared confidentially with the Chair. IW felt this had not been a case of targeted racism, but used by the perpetrator as a way of being suspended from school. The school had dealt with this as a team, sought relevant guidance at every point and as a duty of care made sure that both victim, perpetrator and their families were supported. The victim was back in school, the perpetrator was not, at the current request of their parents. The school had learned a lot, there had been a lot of humbling and thought. With the new DHT starting in January, SLT would have more capacity to look at how the school could better engage minority families. IW was clear there had been a big shift in the</p> | |

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| | <p>school's demographic in recent years and staff needed to be acknowledging of this. Whilst IW believed the school had done an effective job in managing this incident, he felt it could be a long time before some parents accepted this. CMY thanked IW and the staff team for the time and hard work put into this horrible situation. There would be some training in March and IW wanted to focus on anti-discrimination. Senior staff had revisited every relevant policy to tighten up wording. This needed to be purposeful.</p> <p>Q11: Has the Trust provided support for the process and ongoing support for staff? R11: IW had kept in touch with Aquila throughout re: the tone of responses to parents but the Trust had simply asked the school to keep them informed. IW had even sought support from staff from minority ethnic groups for guidance.</p> <p>The DSLs in school met weekly to ensure staff were on top of any issues and to keep track of situations or individual pupils. The school continued to work with Social Services and Early Help.</p> <p>Q12: Does Aquila have a stance on diversity within an LGB? R12: Not really, in so far as LGBs are complete this was difficult to scrutinise?</p> <p>b) School based safeguarding training for governors: This was additional, more school specific safeguarding input for governors on top of the mandatory online Judicium module and was the same training content delivered to staff by DM at the start of the school year. There was no date set aside for this yet, but it could be usefully delivered to governors via Teams, as last year? IW said the training was ready, it was about finding time to deliver to the governors.</p> <p>AS would liaise and set a date for the governor school safeguarding training.</p> <p>c) Safeguarding Annual Report for Governors: This report covered the last academic year. It was in hand and would be sent to governors once complete. ACTIONED</p> <p>d) Single Central Record Tracker (SCR): Off the back of the last LGB meeting, formal governor monitoring of the management of this system had already taken place this this term and minuted accordingly.</p> | <p>AS: To arrange additional school-specific Safeguarding training for governors</p> |
| <p>11.</p> | <p>Health & Safety: No issues to report. KCW had carried out a H&S visit for After School Club. There had been a couple of minor procedural issues that had already been addressed with IW and AS.</p> <p>Q13: Are monthly H&S checklists for the Trust still needed/being completed by the Site Manager? If so, one of the sign-offs had been the CoG or Vice-Cog R13: IW would enquire. ACTIONED: - At a recent Trust meeting site managers had been asked to start doing these monthly checklists again, after a period where the process was relaxed.</p> | <p>IW: Ask if monthly H&S checklists still relevant/needed by the Trust? ACTIONED</p> |
| <p>12.</p> | <p>Behaviour: (brought forward from cancelled L&M committee meeting) The latest Behaviour Policy was with agenda papers as a reminder for governors.</p> <p>IW assured governors that part of the SIP was to roll out the planned ClassDojo system after Christmas to support teachers and families to collaborate and connect. Modifications would be looked at to focus on positive behaviour. As well as the revised policy from the Trust, there was likely to be something later in the year re: reasonable force. Aquila had already put something in their updated policy to try and cover this for now.</p> | |
| <p>13.</p> | <p>Risk Management & Data Protection: a) RiskMate: Discussed earlier in the meeting. There were originally 65 risk areas, that had now been pared down to 21 by a working party which IW had been part of. 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 o go into and update. Our school was broadly compliant; we have regular H&S</p> | |

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| | <p>governor visits, external audits, our finance is managed centrally as is most of HR. We are green – “low” risk.</p> <p>b) GDPR: No breaches to report.</p> | |
| <p>14.</p> | <p>Compliance:</p> <p>a) GIAS: This Government portal document was up to date for our LGB.</p> <p>b) Pupil Premium Strategy Report: Schools were required to produce this report annually showing the use of Government PP funding for the previous academic year and plans for utilising in the coming school year. This must be placed on their website by latest 31st December. IW assured governors this was in hand.</p> | <p>SLT: Ensure PP Strategy Report appeared on school website by 31st Dec 25 ACTIONED</p> |
| Other: | | |
| <p>15.</p> | <p>Policy Review: The following policies had been circulated to governors:</p> <p>a) Aquila Policies: (LGB to adopt ONLY) <u>Aquila Attendance Policy 25/26</u> – this had been circulated fairly recently, but there were a couple of amendments in the appendices. Formally adopted by this meeting</p> <p>b) School based policy documents: (to be approved by LGB) <u>KPS RE Policy</u> <u>KPS Collective Worship Policy.</u> Formally approved by this meeting With thanks to Louise Keeling (RE Lead) for her hard work in putting these t together.</p> | |
| <p>16.</p> | <p>Any Other Urgent Business: Any Other Documentation Arriving :</p> <p>a) LGB/Key governor roles – Succession Planning: CMY mentioned that Aquila were looking closely at terms of office and succession planning.</p> <p>b) Quotations for IT Support Contract: The procurement process for this had been discussed in detail at the Resources meeting in November as part of their committee responsibilities. Following the retirement of the school’s long-standing IT support contractor, Martin Page, IW had shared quotations with Resources governors for IT support and the EIS contract was approved by Resources governors. This matter is shared with full LGB for transparency. Quotations for i-Pads for each class also shared with Resources and approved. IW explained that these i-Pads would adopt “Fetching” – a system to better track picking up of pupils at the end of the school day, with the facility for parents to verify who would collect their child etc. This was thought to be a further way of streamlining school systems and safeguarding pupils.</p> <p>c) Any Other Docs Arriving: OPaL report Thanks to JW as OPaL governor rep for providing this termly update on the changes made and impact of OPaL since September.</p> <p>d) Asset Disposal: Key governors (including Chair) signed off on disposal of desk tops and lap tops on 23rd Nov.</p> | |
| <p>17.</p> | <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) and posted on the Aquila Sharepoint. The minutes of today’s meeting will be made available for public inspection once formally approved at the next LGB meeting in April 26.</p> | |
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| <p>16.</p> | <p>Date(s) of next meeting(s): Full Governing Body: Thurs 23rd April 26 - 4pm Leadership & Management: Thurs 12th March 26 - 10am Quality of Education: Mon 2nd February 26 - 4pm PLEASE NOTE THE QofE date IS A CHANGE FROM THE ORIGINAL to allow time for data and pupil progress information to be available for governors Resources: Thurs 5th February 26 - 4pm</p> | |
| <p>17.</p> | <p>Closing Reflections, Meeting Summary and Prayer:</p> <p>a) Receive Aquila Trust Board meeting reflections for term 1 (Oct 25) This was the first time LGBs had received these reflections. Governors were appreciative and agreed the reflections were not too dissimilar from our own. The Trust Board received reflections from all the Aquila LGBs at their termly meetings.</p> <p>b) What was the theme of the key discussion during this meeting? Budget: continued to be tight and sometimes difficult to monitor – IW gave governors a short budget overview with an overview of ordering and reporting processes and challenges. SLT and staff did all they could to try and lessen financial impact on staff and pupils. SEND: This remained a key area with many challenges managed well by staff</p> <p>c) What was the key challenge facing the School/Trust during this discussion? Budget:</p> <p>d) What are the areas for celebration in this discussion? The school had appointed a new DHT who would join in Jan 26. The school had hosted a hugely successful and well attended Year R Open Evening for prospective families in November. 140-150 people attended. CC pointed out the number of staff who attended to show support (also the new DHT) and governors. This showcased our school so well.</p> <p>“Spiritual Reflection” item: In response to work done with the school by Liz Petterson, to evidence governor recognition of the Christian ethos of our school and also to support the upcoming SIAMS visit, it had been decided that every full LGB and governor committee meeting would also end with a spiritual reflection. Governors would be asked to reflect how they had held the school’s Vision & Values at the heart of discussions.</p> <p>Compassion: The racial incident this term had been handled with real compassion for all parties - staff, pupils and parents - with the belief that it was the right thing to do and the wish to gain a good outcome for everyone. IW’s request from governors for prayers to be offered at the time really resonated and highlighted the impact on staff.</p> <p>Community: When something like this happens, everyone in the school community feels it and wants to improve things for the children by pulling together, time and again. Governors believed this feeling was tangible when people came through the door. The recent new Year R open evening showed clearly that all staff wanted to show Kingsnorth in the very best light. There had been many positive comments.</p> <p>Governor “blog”: PD to produce the meeting blog (from the rota) for the governor area of the school website.</p> <p>Closing Prayer: Delivered by AC: With thanks to Rev Adam for suggesting a generic closing prayer, this is used after every LGB and committee meeting.</p> <p>Meeting closed: 6.15pm</p> <p>ACTIONS FROM THIS MEETING WILL BE SHOWN ON A ROLLING ACTIONS LIST, PRODUCED SEPARATELY</p> | <p>PD: Produce governor “blog” for this meeting ACTIONED</p> |