



MEETING OF THE FULL GOVERNING BOARD ON 20TH MAY 2025, AT 8.30AM IN THE SCHOOL

"We are a community with a lifelong passion for learning."

The meeting was held on-line via TEAMS

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Jo Counter (JC), Becky Nel (BN). Richard Gibbon (RG) attended most of the meeting

In attendance: Dawn Pettipiece (clerk)

Minutes

1	Welcome & apologies for absence* <ul style="list-style-type: none"> Please inform the clerk of any apologies before the meeting Apologies were received from Jenny Barker (JB) Co Vice-chair and Ian Stewart (IS) Chair. Rob Hill (RH) Co Vice-chair was not at the meeting. MW agreed to chair the meeting in the absence of the FGB Chair and Co Vice-chairs.
2	Attendance & declaration of Interest* <ul style="list-style-type: none"> Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting The governors were holding the meeting via TEAMS, so signed the attendance form virtually and there were no declarations of interest.
3	Approval of minutes of FGB meeting on 25th March 2025 <ul style="list-style-type: none"> please read the minutes in folder. The FGB approved the minutes of the last meeting and MW signed the paper copy. ACTION: MW signed his paper copy and will send to the clerk for filing.
3.1	Matters arising from minutes of the last FGB meeting including progress made on the actions raised* <ul style="list-style-type: none"> Update on SharePoint for FGB. ACTION: CLERK TO CARRY FORWARD TO NEXT MEETING AGENDA AS CHAIR WAS NOT IN ATTENDANCE AT THE MEETING. Done. <ul style="list-style-type: none"> Update on meeting with relevant children to discuss with them who they can talk to if they feel unsafe in school. <p>JC: We are working on a date that is suitable for all the meeting attendees. The plan is to ask the School Council to be involved.</p> ACTION: CLERK TO CARRY FORWARD TO NEXT MEETING AGENDA AS MEETING HAS NOT BEEN HELD. Done. <ul style="list-style-type: none"> Primary Partnership (PP) Head teachers meeting notes to be emailed to FGB when Head has received them. ACTION: CLERK TO CARRY FORWARD TO NEXT MEETING AGENDA WHEN MEETING NOTES, INCLUDING A SUMMARY OF THE ACADEMIC YEAR WILL BE AVAILABLE. Done. <ul style="list-style-type: none"> Discussion with MH Practitioner asking if she can offer the school extra hours. <p>HP: The Practitioner has added in some extra hours and a colleague of hers worked with one child. We are prioritising year 6 children.</p> <p>BN: How long is the waiting time to be seen? HP: It is 6 weeks. BN: Is the same person doing the extra half a day or is it someone else? HP: It is another practitioner.</p> <ul style="list-style-type: none"> 2026-27 Inset calendar to be emailed to FGB so they can read it and approve via email. <p>HP: It was the annual calendar and is to be discussed further down in the agenda.</p>
4	Committee reports <ul style="list-style-type: none"> T&L 4TH February and 29th April <p>MW: The February one was covered in the March FGB. I was not able to get the notes off GovernorHub as we no longer use it.</p> <p>MW: For T&L we looked in detail at the SIP and just briefly discussed the curriculum updates and talked about the curriculum leads. We discussed the proposed pre-school.</p> <p>BN: We all attended our relevant curriculum meetings. I have some notes, but am unsure of the process.</p> <p>HP: When IS has set up SharePoint for all governors to access they will be in there.</p>

	<p>THE GOVERNORS DECIDED TO EMAIL THEIR CURRICUM REPORTS TO HP TO REVIEW AND SIGN AND SHE WILL THEN FORWARD THEM TO THE CLERK TO DISTRIBUTE OR PUT IN SHAREPOINT WHEN IT IS SET UP.</p> <ul style="list-style-type: none"> Resources 11th February and 6th May <p>MW: RH who is the chair is not here but it was all about the budget.</p>
5	<p>Budget</p> <ul style="list-style-type: none"> To approve 2025-26 budget - Documents in folder. <p>MW: Any comments about the budget? RG: What about the school numbers and the pre-school? HP: WE have taken on 22 new children this year and numbers are already up to 320. BN: What is the total capacity of children for the school? HP: 315. BN: Having more children helps the budget but we need to ensure it does not affect the children's education. HP: There is a limit to how many children a teacher can manage in a class. Some PP schools have 36 children, but most are 34. HP: Yes, and I monitor this and I know the classes really well. MW: When you say the school is allocated 50 children for reception, will there be that many? HP: We will probably go up to 48, but that may restrict our pre-school numbers. RG: What are the rates for absenteeism. HP Attendance is 96%. MW: We looked in depth at the budget in the budget Resources meeting and accepted it. THE FGB APPROVED THE BUDGET.</p> <ul style="list-style-type: none"> Approve FRS (if available on new system). <p>MW: Is the FRS still not available? HP: There are official complaints going in about this matter to DCC. The new system will be good when it is finally "up and running".</p>
6	<ul style="list-style-type: none"> Update on "wraparound care" questionnaire for parents and the nursery – from working group. <p>MW: Did the questionnaire go out? HP: We are doing a "wraparound care" one, to see if there is a demand. The "breakfast" and "afterschool" clubs have responded. BN: Will the pre-schoolers be offered "wraparound care"? HP: It depends on demand as there are cost implications. We also have someone interested in providing a holiday club. BN: There is a need for this. HP: The nursery consultation is out currently and I have had very positive comments, which I will bring to the June meeting. RG: Any interest from parents? HP: We have had some enquiries. MW: When is the questionnaire going out? HP: I will do a draft and send it out after half term. ACTION: HP TO SEND THE QUESTIONNAIRE OUT TO PARENTS REGARDING WRAPAROUND CARE AFTER HALF TERM.</p>
7	<p>School Improvement Plan (SIP)</p> <ul style="list-style-type: none"> Progress for this term. <p>MW: Any questions? I am still trying to work out what enhanced provision in KS2 is. It talks about trialling this in history and geography. HP: That will be after half term, which will be very busy as we have SATS (standard assessment tests). We have looked at "nature walks", which are enhanced provision based around science and geography. We are approaching it slowly and have a staff meeting to plan for next year. BN: At the expressive arts meeting we discussed what will happen in these subjects as there is less money available in the budget. There are free things available, but transport costs, for instance, are really expensive. I am curious if there is a plan for this area and who is in charge of it? HP: Myself and the deputy head. The PTA are raising funds and have given money to the classes for this and when we request things in the newsletter we get lots of donations. BN: The team were looking at a symposium to tap into things for art. MW: Spelling and writing has been on the SIP for a while. Is there anything new?</p>

	<p>HP: Staff have made a Powerpoint presentation, showing how children learn to read and we discussed oracy at last night's staff meeting. Reading is a strong area with the children and we will compare that at the end of this year with last year to see any changes.</p> <p>MW: Anything else on continuous provision?</p> <p>JC: We are much more comfortable with it as a concept.</p> <p>BN: What has made you more comfortable with it?</p> <p>JC: We reviewed the workload etc., and the SEND (special educational needs and disabilities) team can see that the new framework is very kind and positive.</p> <p>BN: Are there any concerns?</p> <p>JC: Some parents may feel their children are losing out.</p> <p>BN: Is that because they do not see an adult working with their child?</p> <p>JC: With SEND, it is all about meeting needs and not diagnosis and pathways.</p> <p>BN: I worked in a school with children with higher SEND needs. The classes were smaller with less stimulation and more support which worked really well and those schools are needed</p> <p>JC: Neurodiversity navigators have been employed to offer support and it is important to start earlier.</p> <p>MW: Are the school getting more EHCPs?</p> <p>HP: Not really.</p> <p>MW: It would seem they want to put more SEND on the ground.</p> <p>HP: There are more children coming through the system now with higher needs.</p> <p>ACTION: HP TO SEND THE "HOW CHILDREN LEARN TO READ" POWERPOINT TO THE GOVERNORS. Done.</p>
7.1	<p>Governors strategic plan</p> <ul style="list-style-type: none"> Governors' Strategic plan in folder & latest SIP. <p>ACTION: CLERK TO PUT GOVERNORS' STRATEGIC PLAN ON NEXT MEETING AGENDA FOR DISCUSSION AS THE CHAIR IS INVOLVED IN THIS. Done.</p>
8	<p>SEND (special educational needs and disabilities funding)</p> <ul style="list-style-type: none"> Update <p>MW: This has already been discussed in the item about the SIP.</p>
9	<p>Policies*</p> <ul style="list-style-type: none"> For review: <p>Missing Child Policy and Procedure</p> <p>MW: This looked fine to me.</p> <p>The FGB approved the Missing Child Policy and Procedure.</p> <p>School Uniform Policy (Head to review and bring findings to meeting).</p> <ul style="list-style-type: none"> For review and adoption <p>HP: The children want a more relaxed uniform, although it is not strict.</p> <p>MW: We need to ensure parents have not too many uniform items to buy.</p> <p>JC: The second hand uniforms the school provides have had a really positive impact on families.</p> <p>BM: There are "pros" and "cons" for strict and relaxed uniform policies</p> <p>HP: If children are wearing uniform they are not so competitive as can happen on a "mufti" day.</p> <p>Following discussion, the governors decide they did not want to give a strong steer in this area.</p> <p>Whistleblowing Policy</p> <ul style="list-style-type: none"> For adoption <p>The governors agreed to adopt the Whistleblowing Policy.</p> <p>Complaints Procedure</p> <p>MW: A new model came out from DCC recently and I have adapted that to the school.</p> <p>The governors approved the updated model Complaints Procedure.</p> <p>ACTION: HP TO PUT THE NEW COMPLAINTS PROCEDURE ON THE SCHOOL WEBSITE. Done.</p>
10	<p>Safeguarding*</p> <ul style="list-style-type: none"> Update <p>MW: I have not been to a meeting this term. Is there anything we need to be aware of?</p> <p>HP: No.</p>
11	<p>Climate Change Action Plan</p> <ul style="list-style-type: none"> Update and discussion <p>(Q card in folder and weblink below)</p> <p>MW: I did not sign up for the DAG meeting on this as I will be leaving as a governor soon. Is there anything particular happening with that?</p> <p>HP: We are concentrating on "earth care".</p>

	<p>MW: I think we need a policy by September. HP: I will write a draft. MW: Maybe we could work with the PP on that? The clerk sent out a Q card and ideally we should be having a governor with an interest in that area, but it will depend on how many governors we have. ACTION: HP TO WRITE A DRAFT FOR A CLIMATE CHANGE ACTION PLAN.</p>
12	<p>Parent/Staff/ Child questionnaire</p> <ul style="list-style-type: none"> • FGB to look at questionnaire drafted by Chair to approve the Parent/child/staff questions for this year <p>MW: We will ask IS to work on that. Are we due a child questionnaire this year? HP: I will check. ACTION: CHAIR TO WORK ON QUESTIONNAIRES AND SEND THEM OUT. HEAD TO CHECK IF THERE IS A CHILD ONE DUE THIS YEAR.</p>
13	<p>RG LEFT THE MEETING AT 4.45PM. Discussion about how to measure policies/projects/ approaches</p> <ul style="list-style-type: none"> • How to measure the impact of these and feed the learning back into the system e.g. Nature education, continuous provision, anti-racism training. <p>MW: JB was working on this, has anyone got any ideas? BN: We need JB to be more specific about what she wants to be evaluated and measure. ACTION: TO BE CARRIED FORWARD TO THE NEXT MEETING AS JB WAS NOT AT THIS MEETING. Done.</p>
14	<p>Governor Business</p> <ul style="list-style-type: none"> • Skills audit review to highlight skills needed to inform governor recruitment. • Vacancies from September 2025 <p>BN: Do I need to tell the clerk if there are no changes? HP: Yes. New Chair of T&L Committee T&L committee members – down to four Pay Committee Head's Appraisal Second Committee (appeals) Safeguarding/Looked after children Lead Pupil Premium Lead Attendance Lead SEND (added after the meeting) MW: These are all the areas I cover and will need to be allocated to other governors when I have left. SEND should be on the list as well. HP: One of the previous governors, is very interested in this area and he may consider re-joining the board. MW: With the number of available governors the board may need to look at combining the committees. ACTION: GOVERNORS WHO HAVE NOT SENT THE OUTCOME OF THEIR SKILLS AUDIT TO DO SO AND SEND TO THE CLERK OR INFORM HER IF THERE ARE NO CHANGES. ACTION: BN IS SEEING THE PREVIOUS GOVERNOR AND WILL ASK IF HE WOULD LIKE TO COME BACK ON THE BOARD WITH A SPECIAL INTEREST IN SEND. ACTION: HEAD AND CHAIR TO DISCUSS WHETHER THE T&L AND RESOURCES COMMITTEE SHOULD BE COMBINED AND ABOUT HOW TO ALLOCATE THE VACANT ROLES WHEN MW RESIGNS AT THE END OF THE SCHOOL YEAR. MW: I was going to ask about the parents SEND meeting under the SEND item on the agenda. How did it go? HP: It was very positive and Alison Caldwell, one of the SENDco team attended as did the previous governor. They discussed the lack of funding and support from the under 16's team. MW: I am going to the PP SEND meeting tomorrow.</p>
15	<p>Plan next year's Governors meetings calendar</p> <ul style="list-style-type: none"> • Discussion about times of meetings and dates. <p>BN: My work circumstances have changed and I cannot commit to 8.30am meetings. I could get to The Grove by 4pm, apart from Thursdays. Clerk: RG has childcare commitments and would have to leave a 4pm meeting before 5pm. MW: Have prospective governors been put off as meetings are at 8.30am on a Tuesday? BN: For people who work it can be very difficult. The governors discussed various scenarios including having alternate meetings on Tuesdays of 8.30am and 4pm.</p>

	<p>JC: What time is the next FGB meeting? HP: We can do 4pm. ACTION: CLERK TO PUT GOVERNOR MEETING CALENDAR APPROVAL/DISCUSSION ON THE NEXT AGENDA. Done. ACTION: CLERK TO CHANGE THE TIME OF THE NEXT T&L AND FGB MEETINGS TO 4PM AND UPDATE THE MEETINGS CALENDAR. Done. ACTION: CLERK TO BRING GOVERNORS MEETING CALENDAR TO THE NEXT MEETING - WITHOUT TIMES AS THEY WILL BE DECIDED AT THE MEETING. Update. Governors to decide whether to combine T&L and Resources committees, which needs to be done before calendar draft.</p>
16	<p>Facilities meeting/H&S walk around update*</p> <ul style="list-style-type: none"> Update on half termly Facilities meetings and H&S walk arounds. <p>NB: Last H&S walk around was done before Christmas 2024. Sandie Lovell emailed IS to arrange a Facilities meeting. ACTION: CLERK TO PUT FACILITIES MEETING/H&S WALKAROUNDS ON NEXT AGENDA AS CHAIR IS NOT AT THIS MEETING.</p>
17	<p>Governor visits</p> <ul style="list-style-type: none"> Reports from visits undertaken since last FGB meeting. <p>HP: We have had all the curriculum meetings. Two governors observed the SATS in progress in year 6. It was suggested after the advisor came. It is always in the SATS Head teachers declaration. MW: I think it is worthwhile that governors attend this sometimes. HP: Was it useful JC? JC: Yes, and gives the message we are operational, rather than strategic and worked well.</p>
18	<p>Governor training</p> <ul style="list-style-type: none"> Reports back from training. <p>MW: No governors have done any training since the last meeting.</p> <ul style="list-style-type: none"> Future training: <p>This was not discussed in the meeting.</p> <ul style="list-style-type: none"> Which FGB meeting should a curriculum lead be invited to and which lead to invite? <p>This was not discussed in the meeting. ACTION: CLERK TO PUT FUTURE GOVERNOR TRAINING AND WHICH FGB MEETING A CURRICULUM LEAD TO BE INVITED TO ON THE NEXT AGENDA. Done.</p>
19	<p>Clerk's report</p> <ul style="list-style-type: none"> Please can all members sign their register of business interests form (in folder) Any items governors want to discuss from the Clerk's Briefing that was emailed out? <p>ACTION: CLERK TO PUT SIGNING THE BUSINESS INTERESTS REGISTER FORM ON THE NEXT MEETING AS THIS MEETING WAS HELD VIRTUALLY. Done.</p>
20	<p>Correspondence</p> <ul style="list-style-type: none"> Please forward any relevant correspondence to the Clerk or bring to the meeting <p>There was no correspondence.</p>
21	<p>Items brought forward by the Chair</p> <ul style="list-style-type: none"> There was none.
22	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> FGB meeting Tuesday 8th July at 4pm in the school. <p>The meeting finished at 5.20pm.</p>

Summary of Actions

3	Minutes to be signed and given to clerk	MW	By next meeting
3	Update on SharePoint by IS to be moved to next meeting DONE.	Clerk	By next meeting
3	Update by JC/BN on meeting with children discussing whether they feel safe in school to be moved to next meeting.	Clerk	By next meeting
3	HP to email PP Head teachers meeting notes to FGB to be moved to next meeting.	Clerk	By next meeting
6	Wraparound questionnaire to be sent out to parents	Head	By middle of June
7	How children learn to read powerpoint to be sent to FGB DONE.	Head	By next meeting

7.1	Move Governors Strategic plan to next meeting as Chair involved. DONE.	Clerk	By next meeting
9	New Complaints Procedure to go on school website DONE.	Head	By next meeting
11	Write a draft for a climate change action plan	Head	By next meeting
12	Parent/child/staff questionnaire draft not available as chair not at meeting. Chair to go ahead with questionnaire. Head to check if child one due this year.	Head /Chair	By next meeting
13	Discussion about how to measure policies/projects/approaches to be brought forward to next meeting as JB not at meeting. DONE.	Clerk	By next meeting
14	Governors who have not done so to send their skill's audit/or an email saying nothing has changed to the clerk.	CofG	By next meeting
14	Discussion with pre governor to ask if he would consider returning as a governor with an interest in SEND.	BN	By next meeting
14	Discussion about whether to combine T&L and Resources committees	Head/Chair	By next meeting
15	New governors meeting calendar to go on the next agenda for discussion and approval. DONE.	Clerk	By next meeting
15	Governors meeting calendar to be updated with changed times for T&L and FGB and emailed to FGB. See item 15.	Clerk	Within one week
15	New governors meeting calendar to be brought to next meeting with dates but no times on it. See item 15	Clerk	By next meeting
16	Facilities meetings/H&S walk around update to go on next meeting agenda. DONE.	Clerk	By next meeting
18	FGB to decide which FGB a curriculum lead should be invited to and which one and future governor training on next agenda. DONE.	Clerk	By next meeting
19	Signing of Business Register forms to go on next agenda DONE.	Clerk	By next meeting