

**Present**

George Marshall  
Laura Radford  
Janet Wilson  
Nicola Irwin  
Helena Tooth  
Sarah Baryayanga

**Apologies for absence were received from** Carly Allen which were accepted.

**Declaration of interest**

Laura Radford declared an interest in item 14 as she provides extracurricular services to the School (Dance). These were noted by the governing body.

**1. Approval of Previous Minutes**

- The minutes from the previous meeting were **reviewed and approved without amendment.**

There were no matters arising not otherwise covered in the agenda.

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**2. Election of Vice Chair**

- **Laura Radford** was formally elected as **Vice Chair** by unanimous decision.

Designated governors

The following designated governors as required under the Scheme of Delegation were assigned. These broadly map to link responsibilities which will be reviewed in the new academic year.

Premised including finance -SB  
Personnel, pay, appeals and grievances- Chair and vice chair  
Standards including curriculum -LR  
Safeguarding – GM  
SEN – CA  
Discipline and behaviour– JW  
Admissions- Full governing body

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**3. Update from the Trust and Governor Recruitment**

**Governor Recruitment:**

- HT is in ongoing discussions with Pete Bales regarding a **community governor** role.
- **NI** will reach out to other local schools to identify any interested individuals for governor development- including Kimberely secondary school.
- It was agreed that clearer information should be provided to parents on:
  - What being a governor involves.
  - Number of vacancies (to reduce pressure from competitive election processes).
- A **goal of recruiting three parent governors** was noted.

## Governance Tools and Training:

- Governors were reminded to access **Modern Governor training modules** relevant to their assigned roles.
- Trust has confirmed that it is **transitioning from GovernorHub to Microsoft Teams** for governance communication and documentation.

GM shared updates from the Trust on the recruitment of the new CEO which will commence over the summer.

## Action Items:

Action	Responsible	Deadline
Contact local schools to identify potential governors	NI	Before next meeting
Inform parents of governor roles and simplify election messaging	GM	Before next meeting
Complete Modern Governor training modules	All Governors	Ongoing
Support transition to Trust Teams from GovernorHub	All Governors	Autumn Term

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## 4. Pupil Wellbeing and Mental Health

- CA uploaded the **Trauma-Informed Schools Report** and action plan prior to the meeting.
  - NI gave a detailed update on how her training has been implemented:
    - A **3-year action plan** is underway to create a trauma-informed culture throughout the school.
    - An **INSET Day** is scheduled in **September** to train all staff.
  - It was noted that additional staff in School are completing the Trauma Informed Schooling diploma which was strongly supported by the governing body.
  - It was suggested by GM that the action plan should form the basis of future lines of enquiry regarding pupil wellbeing.
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## 5. Behaviour and Physical Intervention

- JW uploaded a behaviour report for review.
  - It was agreed by the governing body that to provide realistic expectations on reporting:
    - Where appropriate, behaviour plans or risk assessments will explicitly include use of force by trained staff and ensure parental awareness. Only high level interventions will be individually reported for these children.
    - Any holds performed with children without a pre-existing plan will be formally logged and followed up with parents.
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## 6. School Development Plan (SDP)

- Document uploaded by LR.
  - A number of Key areas were discussed:
    - Focus for the next year includes refining **curriculum delivery** and **play based learning and Oracy**.
    - Core subjects (English, Maths, History, Geography, Science) are now fully mapped.
    - Music and RE still under review.
    - Greater emphasis on skills progression and consolidation across year groups.
    - Changes in TA deployment next year to be closely monitored, including how this affects different groups of children.
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## 7. Budget Update

- The budget was **approved by the Trust** and given an **amber rating** which indicates a higher level of monitoring due to the low proposed carry forward amount next year.
- All areas are currently on track, except staffing [**Confidential Item 1**].
- Outstanding **debt write-offs** will be discussed in **September**. There is significant outstanding debt (~£600) relating to school trips.
- The governing body discussed and proposed the following actions relating to School trip planning:
  - Parents to be informed early in the year.
  - Payment plans to be offered to support affordability- look into feasibility of this via parentpay

### Action Items:

Action	Responsible	Deadline
Discuss and approve debt write-offs	LGB	September
Inform parents of school trips with payment plan options	Admin Team	Start of next academic year

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## 8. Looked After Children (LAC) Report

- The report was present and discussed in detail.
  - [**Confidential Item 2**]. NI received support from the Trust Safeguarding Director which was well received.
  - The governing body were satisfied that the school provides excellent provision for LAC and that staff work well with external agencies to support them.
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## 9. SEND Annual Review

- Annual SEND review will be **rescheduled to Autumn Term 1**.
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## 10. School SEF (Self-Evaluation Form)

- Report presented by **NI** and uploaded for review.
  - Feedback from the **School Improvement Partner** confirms the school is a **strong 'Good'** and has the potential to aim for **Outstanding**.
  - It was agreed that the governing body will undertake focussed monitoring on individual elements of the SEF next year once it is transferred to the new Ofsted framework.
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## 11. Equality Objectives

- Equality report reviewed.
  - Improved parent communication discussed and noted, including regular newsletters which are positively received.
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## 12. Safeguarding

- **Annual audit** to be used next year to guide safeguarding priorities.
- A final rolling topics monitoring report was presented and discussed covering premises and parental involvement.
- Access control during school events was discussed as the highest risk area:
  - Indoor events (e.g., open afternoons) are well-managed.
  - Outdoor events (e.g., **Sports Day, Larkfest**) present challenges:
    - Need to man exit gates even more comprehensive than is already done. Front gate was left open during Larkfest – needs to be secured.
    - Letter from Governing Body to Juniors in September regarding concerns around alcohol being sold at school events.
- The opportunity to increase engagement with safeguarding materials for parents such as during open days was noted.

**Action Items:**

<b>Action</b>	<b>Responsible</b>	<b>Deadline</b>
Ensure exit gates are manned during outdoor events	HT / Staff	Immediate
Lock front gate during public events	HT	Ongoing
Send letter to Juniors re: Larkfest concerns	Chair on behalf of FGB	September

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**13. Health & Safety**

- Annual audit not yet received but NI confident it went well.
- To be **reviewed in Autumn Term**.

**Action:**

- Add Health & Safety audit to Autumn agenda – **Clerk**.
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**14. Curriculum – Extracurricular, Computing, D&T**

- After-school clubs: limited uptake for all
  - Noted that many children attend local community clubs, especially during the summer term.
  - Offer to be reviewed in light of community provision.
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**15. Staff Appraisal Process**

- Report reviewed; no concerns raised. The evolution of the process in response to feedback was positively noted.
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**16. Policies Approved**

- **Accessibility Plan**
- **Equality Plan** and Evaluation
- **SEND Policy** (EMET)
- **SEND Information Report** (EMET)
- **Health & Safety Policy** (EMET)

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## 17. Meeting Schedule 2025–2026

### Meeting Date

08/10/2025

10/12/2025

04/02/2025

18/03/2025

13/05/2025

15/07/2025

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## 18. Annual Planner and LoI Discussion

- Discussed and agreed for 2025–2026.
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## 19. Confidentiality

- Noted that items concerning **staffing and LAC cases** are confidential.
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## 20. Any Other Business (AOB)

- None raised.