



## Full Governing Board Meeting

Venue: in School and via Zoom videoconferencing

Date & Time: Wednesday 16<sup>th</sup> July 2025 at 5.00 pm

### Minutes

<b>Governors present</b>	Mr Paul Bepey (Chair - Zoom), Mr Peter Tyndale (Vice Chair - Zoom), Ms Zoe Ansley-Green, Mrs Laura Burnside (Acting Headteacher), Mr Sam Chambers (Zoom), Mrs Rakhee Fernando (Zoom), Mrs Chirantha Johnson (Zoom), Mr Reece Pavani, Ms Sarah Scott
<b>In attendance</b>	Ms Rebecca Cramer (Adviser - Zoom), Ms Abigail Donnelly (Assistant Headteacher), Mr Chris Hartley (Clerk - Zoom)

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>a) There were no apologies for absence.</p> <p>b) It was confirmed that the meeting was quorate.</p>
<b>2.</b>	<p><b>Declarations/Confirmations</b></p> <p>a) No governors declared interests in relation to items on the agenda.</p> <p>b) Governors were asked to check DBS registrations, complete Register of Interest forms and GB Code of Conduct, Governor Disqualification and Keeping Children Safe in Education confirmations on Governor Hub. <b>Action: All Governors.</b></p>
<b>3.</b>	<p><b>Membership</b></p> <p>a) Co-opted Governor: Mr Reece Pavani was welcomed to the meeting and he was nominated and <b>elected</b> as a Co-opted Governor for a four year term of office.</p> <p>b) There were currently three vacancies for Co-opted Governors and one for a Parent Governor.</p>
<b>4.</b>	<p><b>Minutes of the Last Meeting and Agreed Actions</b></p> <p>The minutes of the last meeting held on 19<sup>th</sup> June 2025 were <b>approved</b> as a correct record.</p> <p>a) Minute 8, Young Carers: Governors asked for data on young carers to be included in the next HT Report. <b>Action: Headteacher.</b></p> <p>b) Minute 10: Ms Ansley-Green had written a report of her music visit and undertook to forward this for circulation to governors. <b>Action: Ms Ansley-Green.</b></p> <p>Other actions identified at the last meeting had either been completed or were on the agenda.</p>
<b>5.</b>	<p><b>Support from Reach Academy</b></p> <p>Ms Rebecca Cramer, CEO of Reach Schools, was welcomed to the meeting and invited to report on support provided by Reach Schools this term and to make a proposal to governors for further support next term. This term support had focussed on the issues identified by the school leadership and the LA in anticipation of an Ofsted inspection in the next year – phase leaders, teaching &amp; learning, policies,</p>

	<p>systems and procedures, and line management and staff development. She concluded that there had been progress but more needed to be done and there was significant risk to mitigate, including the arrival of the new Headteacher and the expected Ofsted inspection. The proposal for further support from Reach for next term was for £9579 for 9.5 days' support. Rebecca left the meeting while governors discussed the proposal.</p> <p>Staff present including the Acting Headteacher commended the support that had been provided to the school leadership this term, particularly with safeguarding, complaints and CPD.</p> <p><b>Q:</b> will the LA continue to provide support separate from that provided by Reach?  <b>A:</b> yes, the LA programme is separate from Reach.</p> <p><b>Q:</b> what happens in January? <b>A:</b> this will need to be discussed with Rebecca.</p> <p>Governors <b>approved</b> the proposal presented by Reach.</p> <p>Rebecca Cramer rejoined the meeting to hear this decision, then she left the meeting.</p>
6.	<p><b>End of Year Progress and Attainment Data</b></p> <p>The Data Pack had been circulated and Mrs Burnside took governors through the key outcomes.</p> <p><b>EYFS:</b> pupils achieving Good Level of Development (GLD) had fallen from 65% last year to 62% this year (national 2024 67%). The level of SEND in the year group was high with 5 EHCP pupils who were not at the expected level. Next year's EYFS cohort was boy heavy so the LA EY adviser was helping to develop Maths skills in the outside area.</p> <p><b>Q:</b> what are the barriers to learning for the non-EHCP pupils? <b>A:</b> the main one is attendance. ELSA helps with attendance but doesn't impact the data.</p> <p><b>Q:</b> what strategies are you using to close the gaps? <b>A:</b> pupil premium grant is used to employ TAs in KS1 to work with disadvantaged and SEND pupils on phonics, play therapy and Early Intervention support for one family. The Pupil Premium review will look at what more can be done to support PPG pupils' learning.</p> <p><b>Phonics:</b> 77% of year 1 pupils had achieved the standard compared with 59% last year (national 2024 80%). With one pupil disapplied the outcome would have been at national average. Read Write Inc was being used to provide phonics coaching in lessons and 1:1 support for individual pupils at risk of not achieving the standard. 93% of year 2 pupils had achieved the phonics standard (2024 92%, 2024 national 89%); 14 year 2 pupils had retaken the test.</p> <p><b>Year 4 Multiplication Check:</b> 45% had achieved the standard (2024 21%, national 2024 34%).</p> <p><b>Year 6 SATS:</b> in Reading 72% had passed (2024 70%, national 2024 74%), in Writing 79% (2024 80%, national 2024 72%), in Maths 68% (2024 68%, national 2024 73%), in RWM Combined 67% (2024 61%, national 2024 61%).</p> <p><b>Q:</b> is there a gap for children whose first language is not English? <b>A:</b> most children whose first language is not English have been here for some time so their English is good and they soon catch up.</p> <p><b>Q:</b> what are you doing to improve Maths performance which is the same as last year? <b>A:</b> this year we sought help from the local Maths Hub who advised us to look at the National Centre and to update our Maths curriculum.</p> <p><b>Q:</b> how do you plan to boost parental engagement? <b>A:</b> we are holding more workshops for parents and plan to do more parent surveys particularly focussing on disadvantaged families. Mrs Rakhee Fernando, Parent Governor, welcomed the recent parents' newsletter and photos of staff on the website, and she offered to investigate relaunching the PTA, starting with election of class reps. <b>Action: Mrs Fernando.</b></p>

7.	<p><b>Quality of Education</b></p> <p>a) Self Evaluation/Monitoring Outcomes: Mrs Burnside confirmed that the school's self evaluation was Requires Improvement in most areas because the strategies for improvement still needed to be fully implemented.</p> <p>b) Performance Management: all staff performance management reviews would be completed shortly. The Performance Management Policy would be reviewed next term.</p>
8.	<p><b>Subject Leader Action Plans</b></p> <p>These would be circulated for discussion next term. <b>Action: Headteacher.</b></p>
9.	<p><b>Safeguarding Update</b></p> <p>a) Governor Check of Single Central Record: this had been completed by the Chair.</p> <p>b) Other Safeguarding Issues: as part of its support the Reach Academy DSL had conducted a safeguarding audit. The key recommendation was for the school to purchase the Staff Safe element of CPOMS so that all staff records are recorded on CPOMS. The safeguarding audit report would be shared with governors next term. <b>Action: Headteacher.</b> Ms Sarah Scott said that she would be attending LA safeguarding briefings and would report back to governors.</p>
10.	<p><b>GB Self Evaluation, Governor Training and Development Needs</b></p> <p>Ms Sarah Scott reported that she had completed Equality Duty training. She said that Chairs were required to sign off Pupil Premium and Sports Premium reports for posting on the website before the end of term. <b>Action: Headteacher.</b></p>
11.	<p><b>Governor Visits</b></p> <p>There were no governor visit reports. Ms Ansley-Green shared that she had visited the school that day to carry out a learning environment audit with the Headteacher, report to follow.</p>
12.	<p><b>Policies</b></p> <p>There were no policies for approval by governors.</p>
13.	<p><b>Any Other Business including any Correspondence Received</b></p> <p>Parental Complaint: it was reported that following a meeting with Ms Cramer the parent who had been pursuing a complaint had agreed to submit a Fol request instead, and depending on the outcome a governors' panel might still need to be convened next term.</p>
14.	<p><b>Date of Next Meeting</b></p> <p>Wednesday 1<sup>st</sup> October 2025 at 5.00 pm.</p>
15.	<p><b>Confidential Business</b></p> <p>There was none.</p>

The meeting concluded at 7.15 pm

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Summary of Action Points

#	Minute	By Whom	Action	When
1	2b	All Governors	Check DBS and complete Register of Interest forms and GB Code of Conduct, Governor Disqualification and Keeping Children Safe in Education confirmations on Governor Hub	Asap
2	4a	Headteacher	Report on Young Carers	Next meeting
3	4b	Ms Ansley-Green	Circulate report on music visit	Asap
4	6	Mrs Fernando	Investigate relaunching PTA	Next term
5	8	Headteacher	Circulate Subject Leader reports	Next meeting
6	9b	Headteacher	Share Safeguarding Audit report with governors	Next meeting
7	10	Headteacher	Prepare Pupil Premium & Sports Premium reports	Asap