

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD AT THE SCHOOL AT 7PM ON WEDNESDAY 10 DECEMBER 2025**

Governors Present: Ann Lynn (Chair), Sarah Almond (via remote link), Gabrielle Edwards, Alex Housden (Headteacher), Debbie Littlefair (via remote link), Gill McGuire, Faye Meridew, Lucy Nightingale, Fr. Sam Perez, Coralie Wheatley.

Also in Attendance: Jacquie Watts (Clerk) and Michelle Griffiths (observer - potential governor)

The meeting was quorate.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

		Action By
1.	<p>Apologies for Absence</p> <p>NOTED: Debbie Littlefair was unwell and Sarah Almond had family commitments, which prevented them from attending the meeting in person. They wished to join the meeting remotely. The Clerk reminded the meeting that Standing Orders prohibited more than one governor from joining a meeting remotely at any one time or from participating remotely more than once a year. A governor thought this requirement had been changed. The Clerk advised that it had been discussed previously but no change to the Standing Orders regarding remote participation had been agreed by the FGB in September 2025. The Chair commented that she had plans to change Standing Orders in the near future.</p> <p>AGREED: to waive Standing Orders for the meeting to enable both Debbie Littlefair and Sarah Almond to participate remotely via video link.</p> <p>NOTED: apologies for absence had been received from Vicky Hutter, who was at a conference in Edinburgh and George Lynn, for reasons of ill health.</p> <p>AGREED: to accept all apologies for absence tendered.</p>	
2.	<p>Declarations of Interest</p> <p>NOTED: there were no declarations in relation to items on the agenda.</p>	
3.	<p>Chair's Welcome</p> <p>NOTED: the Chair welcomed everyone to the meeting. She invited everyone present to introduce themselves to Michelle Griffiths and then invited Michelle Griffiths to talk about her background in education.</p>	
4.	<p>FGB Constitution, Vacancies and Appointments</p> <p>NOTED: as recorded on the agenda, both Sarah Almond and Lucy Nightingale were standing down as governors at the end of 2025 for personal reasons. Governors asked for their thanks to both governors for their work on behalf of the school to be minuted. The school would hold a parent governor election in the New Year to seek a replacement for Sarah Almond. It was hoped that Michelle Griffiths might be interested in replacing Lucy Nightingale as a Co-opted Governor.</p>	

	<p>NOTED: George Lynn was also planning on standing down as a Co-opted Governor because of ill health. He was willing to become an Associate Member in order to support the school in terms of the Resources Committee. His departure would create a skills gap on the FGB in terms of finance.</p>	
5.	<p>Minutes of Last Meeting: 9th October 2025</p> <p>NOTED: the minutes of the full governing body meeting held on 9th October 2025 as uploaded to GovernorHub with the agenda. Completed actions notified to the Clerk before the minutes had been uploaded with the agenda had been included within the minutes.</p> <p>NOTED: the following MATTERS ARISING:</p>	

Meeting Date	Min. Ref	Action	Lead	Outcome/ Comments
21/5/25	7	Resources Committee to be mindful of utilising the apprenticeship fund if circumstances permitted.	Resources	ongoing - Remove from Tracker
	9	The Chair would share her stage 2 complaint findings with the FGB so implementation of the actions recommended could be monitored.	AL	Completed
15/7/25	11	Father Sam would share the SIAMS report with the PCCs.	SP	Completed
	16	the Chair to arrange an OFSTED workshop for governors in the Autumn Term	AL	Completed
17/9/25	2	Fr. Sam Perez and Lucy Nightingale to complete their annual declarations of interest for 25/26	SP	Completed
	4	anyone interested in standing as Chair or Vice Chair in the future, or who wanted to know more about the roles, to contact Ann Lynn	All	ongoing - Remove from Tracker
	8	Agreed the 25/26 Standing Orders as uploaded subject to the number of meetings being amended to match those scheduled for 25/26.	Clerk/AH	Completed
	9	Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations re. the Code of Conduct	SP	Completed
	11	the 2024/25 governor attendance figures to be published on the school website	AH	Completed
	13	Fr. Sam Perez and Lucy Nightingale had still to complete their annual KCSiE declarations	SP	Completed
9/10/25	1	the Chair to write to all governors reminding them of the importance of attending FGB meetings if at all possible and that apologies should be sent in advance via the Clerk for each meeting missed, giving as much notice as possible - preferably 24 hours or more.	AL	Completed
	4 MA)	Residential Trips Policy to be reviewed.	AH	To Be Reviewed in Spring Term 2026
	4(MA)	Resources Chair to amend DRAFT 25/9/25 minutes to include discussion of LA Audit Letter	GL	To Be Done
	4(MA)	Agreed to publish 25/26 governor declarations on website with outstanding declarations shown	Clerk/ AH	Completed but Clerk to amend and re-send in light of subsequently completed

				annual declarations
	4(MA)	Clerk to resend 24-25 governor attendance figures to Head to enable 11-17/9/25 action	Clerk	Completed
	4	Clerk to arrange approved minutes of 17/9/25 to be amended, signed electronically and stored on GovernorHub as the official school record.	Clerk	Completed
	5	Resources Chair to meet Mel Plowman-Cobb to discuss budget performance in greater detail on a monthly basis and circulate a summary to all governors for information	GL	Completed and ongoing on a half-termly basis
	5	George Lynn to meet with Mel Plowman-Cobb and David Beavan to discuss the school's cyber security checking process, including the security of its DBS check provider.	GL	To Be Done
	7	for future meetings, Chair to summarise outcomes of LA Adviser visits, less information identifying individual members of staff	AL	Completed
	8	Chair to pass the updated 25/26 Governor Action plan to Gill McGuire for further development	AL	Completed
	9	The Head to take photos of the parents' action day for inclusion in the school newsletter.	AH	Completed
	9	Faye Meridew to either send the weekly school newsletter to governors or send a copy to the Chair so she could upload it to GovernorHub	FM	To Be Done
	9	Lucy Nightingale volunteered to attend planned finance scenario related meetings with the Head	LN/ AH	Remove From Tracker
	10	Debbie Littlefair would email an agenda for the 8/12/25 Safeguarding Review to the Head and Mel Plowman-Cobb	DL	Completed

	AGREED: the minutes of the meeting held on 9th October 2025 as a true and correct record. The Clerk would arrange for the minutes to be signed electronically and stored on GovernorHub as the official school record.	Clerk
6.	<p>Minutes of Meeting of Resources Committee - 20th November 2025</p> <p>NOTED: the draft minutes of the meeting held on 20th November 2025, as uploaded to GovernorHub. The Committee was discussing changes to its scheduled meeting dates and times as Committee members, Ann Lynn and Lucy Nightingale, were unable to attend daytime meetings because of work commitments.</p> <p>NOTED: a governor commented on the quantity of minor deficiencies recorded following a Cambridgeshire Fire Services visit and asked how significant the issues were? The school considered them remedial rather than significant, as a follow up visit was not considered necessary. A plan had been drawn up to address all actions. The meeting discussed maintenance and use of fire doors.</p> <p>NOTED: changes to catering arrangements were likely to result in an increase in school meals charges. A governor asked how a large an increase was envisaged? The increase was not considered significant as school charges would remain significantly lower than for other local schools. A governor asked when the increase would take place? This was dependent on contractual arrangements. The Head hoped it would be by the start of the new financial year.</p>	

	<p>NOTED: in response to questions from governors, the Head summarised the reasons behind the purchase of additional Microsoft Windows 11 licences. There were no safeguarding/ pupil cyber security implications as pupil Chrome Books were sufficiently protected. Only staff machines using Microsoft Office were affected. The school intended to review its IT Service contract in light of the situation.</p> <p>AGREED: regardless of the Resources Committee minute reference, the issue of Windows 11 licences did not need to be referred to the FGB for a decision.</p> <p>NOTED: in response to a question from governors, it was confirmed that changes to school printers were being made on the following Friday.</p> <p>AGREED: to accept and ratify the 20 November 2025 minutes and actions of the Resources Committee.</p>	
7.	<p>Minutes of Meeting of Curriculum Committee - 12th November 2025</p> <p>NOTED: the provisional minutes of the Curriculum Committee meeting held on 12th November 2025 as uploaded to GovernorHub with the agenda. Governors commented that the minutes were very comprehensive and they had no questions as a result. The Chair of the Committee thanked Sarah Almond for her minuting of the meeting.</p> <p>AGREED: to accept and ratify the 12 November 2025 minutes and actions of the Curriculum Committee.</p>	
8.	<p>Correspondence</p> <p>NOTED: the Chair had received no correspondence other than reports on LA adviser visits (see minute 18).</p>	
9.	<p>Smarties and Out of School Club</p> <p>NOTED: the Chair summarised the historical and current position of Smarties. The LA was supportive of Smarties coming under the management of the school because of service provision and financial matters. Smarties was keen to align more closely with the school. In order for the matter to be considered further, the FGB needed to agree that it was willing to consider the possibility of taking over Smarties and to the commencement of a due diligence process. It did not need to agree to take over Smarties, as that would depend on due diligence and other outcomes. It just needed to agree that it was willing to consider the possibility.</p> <p>NOTED: governors asked questions and the meeting discussed potential issues and scenarios in response to these including financial arrangements, holiday club possibilities, shared early years planning, child preparation for the school environment and progression into Reception, capacity for growth, land and building ownership.</p> <p>NOTED: Smarties had asked if a school governor could serve on its committee.</p> <p>AGREED: Debbie Littlefair would join the Smarties Committee.</p> <p>AGREED: in principle, to making an approach to Smarties regarding merger, to</p>	

	take place no sooner than September 2026, and to the initiation of a due diligence process in relation to this.	
10.	<p>Governor Action Plan (School Governor Development and Monitoring Plan 25/26)</p> <p>NOTED: the document uploaded to GovernorHub and its title change, as recommended by School Governance. Gill McGuire had fleshed out the document prior to submission to the RIG, which had been content with it.</p> <p>NOTED: Gabrielle Edwards, as the Link Governor for SEND and PP, queried why she had not been listed as monitoring SEND and PP? An attempt had been made to spread the workload evenly across all governors.</p> <p>AGREED: to add Gabrielle Edwards to the list of people for Area 5 within the plan.</p> <p>NOTED: the Plan was a live document to be kept under review and updated as matters progressed.</p> <p>AGREED: all governors should scrutinise the plan and forward any comments and/or updates via email by 31/1/26 to Ann Lynn and Gill McGuire, who would incorporate them into an updated document for the next FGB meeting.</p>	<p>GM</p> <p>All AL/ GM</p>
11.	<p>Headteacher's Report</p> <p>NOTED: the report uploaded to GovernorHub and the accompanying documents marked as for information. The Head reported that writing had been added to the SDP. She provided an oral commentary on staffing changes since her report was written, and the school's plans for managing them. Governors asked questions about staffing arrangements and the reasons for them. A qualified Early Years Supply Teacher would provide solid underpinning knowledge as well as teaching delivery and class management. Governors commented that it was unfortunate that changes had been notified to the school so close to Christmas. The Headteacher or another governor should conduct an Exit Interview for the member of staff leaving the school.</p> <p>NOTED: governors asked questions about pupil leavers and the reasons for their departures. The Head provided anonymised information regarding the circumstances. In response to further questions from governors, arrangements for combined year classes were discussed in terms of historic, current and future plans. Governors favoured cohort continuity, but the reasons why this was not always possible were explored. The need to maintain "stretch" for able pupils no longer in a combined class was stressed.</p>	AH
12.	<p>Safeguarding</p> <p>NOTED: the safeguarding information in the Head's report.</p> <p>NOTED: the Safeguarding Link Governor had met with the Head on the previous Monday to consider the LA Safeguarding Audit. She would produce an action list for governors in terms of documents and training. A review of the SCR had been undertaken and governor training certificates provided where these had been missing.</p>	DL

	<p>NOTED: the meeting discussed safeguarding related training. More governors needed to undertake training in handling allegations against staff. Gabrielle Edwards agreed to undertake this. Another governor trained in Safer Recruitment was also desirable. Debbie Littlefair would signpost training links on the GovernorHub Noticeboard. A governor queried the value of recruitment training as the turnaround time for staff interviews following advertisement was too rapid for her to participate. The Head explained the reasons for staff recruitment timing and advised the tight timescales were unlikely to change.</p>	<p>GE</p> <p>DL</p>
<p>13.</p>	<p>School Development Plan</p> <p>NOTED: the RAG rated document uploaded to GovernorHub. The Head identified the most significant impediment to improvement as consistency, especially in relation to adaptive teaching. Governors queried the colour coding used in the report and why some sections were not coloured? Work on these areas was not yet scheduled to commence.</p> <p>NOTED: a governor highlighted an example of a pupil commenting on theme crossovers between curriculum areas as proof that the school's approach to threading themes between subjects was working. The meeting discussed in detail parental knowledge and awareness of the school's curriculum approach and its journey towards adaptive teaching. The Head acknowledged that communication with parents at class level was inconsistent. Governors asked whether this could be addressed by whole-school communication. The meeting discussed the pros and cons of this approach and comments received via WhatsApp groups.</p> <p>AGREED: Gill McGuire would work with Alex Housden to draft a positively worded email to parents about the school's developmental journey and approach to adaptive learning.</p> <p>NOTED: governors asked if the Head was being too tough on herself by leaving some areas RAG rated as yellow, when much had been achieved. The Head pointed out that whilst many of the steps had been undertaken successfully, others, such as consistent practice, remained to be achieved. She would consider whether breaking actions into their component parts would be helpful.</p>	<p>GM/</p> <p>AH</p>
<p>14.</p>	<p>Policies</p> <p>NOTED: the three policies listed on the agenda, plus the additional Online Safety Policy that had also been uploaded for approval. The meeting discussed the policies. Governors asked if the document links in the Behaviour Policy required updating?</p> <p>AGREED: the following policies subject to the document links in the Behaviour Policy being checked:</p> <ul style="list-style-type: none"> • Behaviour Policy • Collective Worship • Capability and Appraisal Policy • Online Safety Policy 	

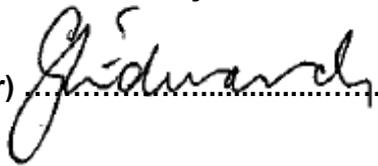
15.	<p>Health and Safety</p> <p>NOTED: the action plan uploaded with the agenda was dated 2024. Governors asked if it was still current and how often it was reviewed? The Head advised it wasn't an annual plan and was being worked on. She would ask the member of staff concerned to update it. Governors expressed concern that recorded deadlines had passed but actions had not been tracked or recorded and that whilst the school was not concerned, governors were ultimately responsible. A governor repeated her concerns about the quantity of minor deficiencies recorded following a Cambridgeshire Fire Services visit. The Head repeated that the Fire Service had not indicated there was a significant problem. Governors reiterated their concerns about the length of time being taken to complete actions and asked what governors could do to assist staff to resolve issues. The meeting discussed aspects of the school involved in restorative work and identified that areas of the curriculum and teaching staff had tasks to complete as well as staff involved in premises management. Governors questioned how much work remained to be done and how much was down to poor record updating? The Head did not know, but would look into it. Governors reiterated they were willing to help progress matters.</p>	
16.	<p>OFSTED</p> <p>NOTED: the Pre-OFSTED Governance Check Report listed on the agenda as FGB11 had not been uploaded to GovernorHub with the agenda and meeting documents, but had been made available to governors in other GovernorHub folders. A governor felt that elements of the report, such as comments on governor attendance levels, were unduly negative.</p> <p>AGREED: all governors would email their comments on the report to the Chair.</p> <p>NOTED: the informal OFSTED workshop had been held and had proved useful. Governors had been asked to take their own notes as it was not a formal meeting. Arising from it, Gill McGuire would be conducting a confidential Wellbeing survey for staff. The Staff Governor was supportive of the approach. Debbie Littlefair would be compiling an OFSTED Inspection "Bingo Card" to insure all key issues were covered with inspectors whilst avoiding repetition.</p> <p>AGREED: Gill McGuire would conduct a confidential staff wellbeing survey.</p> <p>AGREED: Debbie Littlefair would compile an OFSTED Inspection "Bingo Card" by 5/1/26 to ensure all key issues were covered with inspectors whilst avoiding repetition.</p>	<p>All</p> <p>GM</p> <p>DL</p>
17.	<p>Governor Training and Briefings</p> <p>NOTED: given George Lynn's current ill health, another governor needed to undertake Cyber Security training. Sarh Almond had also done the training but was standing down as a governor. All governors were asked to consider undertaking the training.</p>	
18.	<p>Governor Monitoring and Visits</p> <p>NOTED: the summary of LA adviser visits produced by the Chair and the LA's summary of the September RIG Meeting as uploaded to GovernorHub with the</p>	

	<p>agenda. The November RIG summary had not been received in time to place it on the agenda.</p> <p>AGREED: the Chair would provide the November RIG meeting summary to the next meeting of the FGB.</p> <p>NOTED: the RIG had been responsive in terms of the Head's Wellbeing.</p>	AL
19.	<p>AOB</p> <p>NOTED: a governor queried why the reports provided for information with the Head's report had not been discussed and whether Year 6 progress was a concern? The Head advised the reports had been provided for information because of minuted discussions at the Curriculum Committee. Comparisons with pupil performance the previous year were not available, but year 6 progress would continue to be discussed at Curriculum Committee and updates provided.</p>	
20.	<p>Date and Time of Next Meeting</p> <p>AGREED: the next meeting of the FGB would take place on Thursday, 12 February 2026 at 7pm in person at the school.</p> <p>NOTED: Gill McGuire tendered her apologies in advance as she had other commitments on Thursday evenings. Fr. Sam advised he might also have difficulties in attending but would endeavour to rearrange other issues.</p>	Clerk
The meeting finished at approximately 21:00		

Drafted by: Jacquie Watts
Clerk To The Governors
12th December 2025

Approved by the Full Governing Body on:

Date:12th February 2026.....

Signature (Chair) 

ACTION TRACKER

FGB Meeting Date	Min. Ref	Action	Lead	Outcome/ Comments
9/10/25	4(MA)	Residential Trips Policy to be reviewed.	AH	To Be Reviewed in Spring Term 2026
	4(MA)	Resources Chair to amend DRAFT 25/9/25 minutes to include discussion of LA Audit Letter	GL	To Be Done
	5	George Lynn to meet with Mel Plowman-Cobb and David Beavan to discuss the school's cyber security checking process, including the security of its DBS check provider.	GL	To Be Done
	9	Faye Meridew to either send the weekly school newsletter to governors or send a copy to the Chair so she could upload it to GovernorHub	FM	To Be Done

10/12/25	5(MA)	Clerk to amend and re-send governor declarations to Head for publication on website in light of subsequently completed annual declarations	Clerk/ AH	Sent to Head and Chair - 11/12/25
	5	The Clerk to arrange for the FGB minutes of 9/10/25 to be signed electronically and stored on GovernorHub as the official school record.	Clerk	Completed - 11/12/25
	10	to add Gabrielle Edwards to the list of people for Area 5 within the Governor Development and Monitoring Plan	GM	
	10	all governors to scrutinise the Governor Development and Monitoring plan and forward any comments and/or updates via email by 31/1/26 to Ann Lynn and Gill McGuire, who would incorporate them into an updated document for the next FGB meeting	All AL/ GM	
	11	The Headteacher or another governor should conduct an Exit Interview for the member of staff leaving the school.	AH	
	12	the Safeguarding Link Governor would produce an action list for governors in terms of documents and training following her meeting with the Head	DL	
	12	Gabrielle Edwards agreed to undertake training in handling allegations against staff.	GE	
	12	Debbie Littlefair would signpost training links on the GovernorHub Noticeboard	DL	Completed - 10/12/25
	13	Gill McGuire would work with Alex Housden to draft a positively worded email to parents about the school's developmental journey and approach to adaptive learning.	GM/ AH	
	16	all governors would email their comments on the Pre-OFSTED Governance Check report to the Chair.	All	
	16	Gill McGuire would conduct a confidential staff wellbeing survey.	GM	
	16	Debbie Littlefair would compile an OFSTED Inspection "Bingo Card" by 5/1/26 to ensure all key issues were covered with inspectors whilst avoiding repetition.	DL	
	17	the Chair to provide the November RIG meeting summary to the next FGB meeting.	AL	
	20	Gill McGuire tendered her apologies in advance of the 12/2/2026 FGB meeting as she had other commitments on Thursday evenings.	Clerk	