

**MINUTES OF A MEETING OF THE FULL GOVERNING BODY (FGB) OF STEEPLE  
MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD REMOTELY VIA TEAMS AT 7PM ON WEDNESDAY 17 SEPTEMBER 2025**

**Governors Present:** Ann Lynn (Chair), Sarah Almond, Gabrielle Edwards Alex Housden (Headteacher), Vicky Hutter, Debbie Littlefair, George Lynn, Gill McGuire, Faye Meridew, Coralie Wheatley.

**Also in Attendance:** Jacquie Watts (Clerk)

*The meeting was quorate.*

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

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action By |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. | <p><b>Apologies for Absence</b></p> <p><b>NOTED:</b> apologies for absence had been received from Lucy Nightingale for reasons of ill health and Fr. Sam Perez, who was on holiday.</p> <p><b>AGREED:</b> to accept apologies for absence as tendered.</p>                                                                                                                                                                                                                                                                                                                                                                                                              |           |
| 2. | <p><b>Declarations of Interest</b></p> <p><b>NOTED:</b> there were no declarations in relation to items on the agenda.</p> <p><b>NOTED:</b> all governors present had completed their 25/26 annual declarations of interest by the end of the meeting. Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations.</p>                                                                                                                                                                                                                                                                                                                          | LN/<br>SP |
| 3. | <p><b>Election of Chair</b></p> <p><b>NOTED:</b> the Clerk reminded everyone of the process for electing a Chair and called for nominations. Ann Lynn was proposed and seconded. There were no other nominations.</p> <p><b>AGREED:</b> to appoint Ann Lynn as Chair of Governors for 25/26 and until the first meeting of the Autumn Term 2026.</p>                                                                                                                                                                                                                                                                                                                    |           |
| 4. | <p><b>Election of Vice Chair</b></p> <p><b>NOTED:</b> the Clerk reminded everyone of the process for electing a Vice Chair and called for nominations. Gabrielle Edwards and Gill McGuire were proposed and seconded as Co-Vice Chairs. There were no other nominations.</p> <p><b>AGREED:</b> to appoint Gabrielle Edwards and Gill McGuire as Co-Vice Chairs for 25/26 and until the first meeting of the Autumn Term 2026.</p> <p><b>NOTED:</b> the Chair highlighted the need for solid succession planning and invited anyone who was interested in standing as Chair or Vice Chair in the future, or who wanted to know more about the roles, to contact her.</p> | All       |
| 5. | <p><b>Minutes of Last Meeting: 15th July 2025</b></p> <p><b>NOTED:</b> the minutes of the full governing body meeting held on 15th July 2025 as uploaded to GovernorHub with the agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |

| <b>NOTED:</b> the following MATTERS ARISING: |      |                                                                                                                                  |           |                                                                                                           |
|----------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------|
| Meeting                                      | Min. | Action                                                                                                                           | Lead      | Outcome/<br>Comments                                                                                      |
| 10/12/24                                     | 4    | three new governors to complete annual declarations of interest for 24/25 once have access to Governor Hub.                      | SP        | Completed                                                                                                 |
|                                              | 4    | three new governors to confirm compliance with the 24/25 Code of Conduct once have access to Governor Hub.                       | SP        | Completed                                                                                                 |
|                                              | 4    | three new governors to complete their KCSiE 2024 confirmation once have access to GovHub.                                        | SP        | Completed                                                                                                 |
| 3/2/25                                       | 16   | The Head agreed to chase up actions re. the Health and Safety Action Plan                                                        | AH        | Some information provided but action plan ongoing. Head had chased again but would chase again urgently   |
|                                              | 19   | All governors were asked to update the Google Docs records for training and monitoring activities                                | All       | ongoing process - leave on tracker                                                                        |
| 21/5/25                                      | 4    | Faye Meridew to assist Fr. Sam with joining GovHub & making statutory 24/25 declarations                                         | FM/ SP    | Completed                                                                                                 |
|                                              | 7    | Resources Committee to be mindful of utilising the apprenticeship fund if circumstances permitted.                               | Resources | ongoing. Committee yet to meet in 25/26                                                                   |
|                                              | 8    | all governors should complete and submit their reports from the Governor Day as soon as possible                                 | All       | almost completed, but some outstanding                                                                    |
|                                              | 9    | The Chair to share her stage 2 complaint findings with the FGB so implementation of the actions recommended could be monitored.  | AL        | To be done                                                                                                |
|                                              | 13   | the Chair to share the policy list with Committee chairs so policy review could be prioritised.                                  | AL        | Work in Progress                                                                                          |
|                                              | 16   | the Chair would arrange an OFSTED workshop for governors after half term.                                                        | AL        | Superseded by LA training on new OFSTED framework. Workshop to be convened after training done            |
|                                              | 5    | Clerk to arrange for minutes of 21/5/25 to be signed electronically and stored on GovernorHub as the official school record.     | Clerk     | Completed                                                                                                 |
| 15/7/25                                      | 7    | The Chair of Resources asked for relevant staffing costs to enable theoretical consideration of options available to the school. | AH        | Resources Committee to meet the following week - information expected then. Budget situation had improved |
|                                              | 8    | Agreed the Governance Review subject to correction of typos.                                                                     | AL        | Completed                                                                                                 |
|                                              | 9    | the Resources Committee to consider the LA audit letter at their next meeting.                                                   | Resources | Resources Committee to meet the following week                                                            |
|                                              | 10   | A governor queried if documentation related to SEND had gone out. The Head did not believe it had and would action it.           | AH        | Completed but only 7 parents responded. To be                                                             |

|  |           |                                                                                                                                          |                   |                                                                                                                   |
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|  |           |                                                                                                                                          |                   | <b>considered by Curriculum Committee and via Governor Monitoring visit</b>                                       |
|  | <b>10</b> | the Curriculum Committee would closely monitor progress on phonics. The Committee Chair would make phonics an item on every other agenda | <b>Curriculum</b> | on agenda for next meeting                                                                                        |
|  | <b>10</b> | a breakdown of pupil achievements by gender and PP to be provided to the first meeting of the Curriculum Committee in 25/26.             | <b>AH</b>         | on agenda for next meeting                                                                                        |
|  | <b>10</b> | the school would provide KS2 data broken down by gender, PP and SEND                                                                     | <b>AH</b>         | on agenda for next Curriculum Cttee                                                                               |
|  | <b>11</b> | Father Sam would share the SIAMS report with the PCCs.                                                                                   | <b>SP</b>         | PCCs had not yet met - AL to ensure they received a copy if not done                                              |
|  | <b>12</b> | The Head would publicise Cyber Safety training for parents in her next newsletter.                                                       | <b>AH</b>         | Newsletter going out at end of week                                                                               |
|  | <b>16</b> | the Chair to arrange an OFSTED workshop for governors in the Autumn Term                                                                 | <b>AL</b>         | As per 16-21/5/25, superseded by LA training on new OFSTED framework. Workshop to be convened after training done |
|  | <b>20</b> | Governors with comments on the proposed committee membership and structure for 25/26 should contact Ann Lynn.                            | <b>All</b>        | <b>Completed</b>                                                                                                  |
|  | <b>22</b> | [an amended 25/26 meeting schedule would be presented to the first FGB meeting of the Autumn term for approval]                          | <b>AL/ Clerk</b>  | <b>On Agenda</b>                                                                                                  |

|           |                                                                                                                                                                                                                                                                                                                                                              |              |
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|           | <p><b>AGREED:</b> the minutes of the meeting held on 15th July 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.</p>                                                                                                                           | <b>Clerk</b> |
| <b>6.</b> | <p><b>Minutes of Meeting of Resources Committee</b></p> <p><b>NOTED:</b> the Resources Committee had not met since the July FGB meeting.</p>                                                                                                                                                                                                                 |              |
| <b>7.</b> | <p><b>Minutes of Meetings of Curriculum Committee</b></p> <p><b>NOTED:</b> the Curriculum Committee had not met since the July FGB meeting.</p>                                                                                                                                                                                                              |              |
| <b>8.</b> | <p><b>GB Standing Orders</b></p> <p><b>NOTED:</b> the proposed Standing Orders uploaded with the agenda. Planned meeting dates for 25/26 included an additional FGB meeting compared to previous years.</p> <p><b>AGREED:</b> the 25/26 Standing Orders as uploaded, subject to the number of meetings being amended to match those scheduled for 25/26.</p> | <b>Clerk</b> |
| <b>9.</b> | <b>GB Code of Conduct</b>                                                                                                                                                                                                                                                                                                                                    |              |

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|     | <p><b>NOTED:</b> the proposed 25/26 Code of Conduct as uploaded. All governors present had confirmed they would adhere to them via GovernorHub (in one of two confirmation locations). Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations.</p> <p><b>AGREED:</b> the Code of Conduct for 25/26.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | LN/<br>SP     |
| 10. | <p><b>FGB and Committee Structure and Related Matters</b></p> <p><b>10.1 Committee Structure</b><br/> <b>AGREED:</b> to maintain structure of FGB and two main sub committees: Resources and Curriculum.</p> <p><b>10.2 Committee Terms of Reference</b><br/> <b>NOTED:</b> the proposed 25/26 Terms of Reference for Resources and Curriculum as uploaded with the agenda.<br/> <b>AGREED:</b> the 25/26 Terms of Reference for both committees.</p> <p><b>10.3 Appointment of Governors to Committees, Ad hoc panels and Statutory Link Roles</b><br/> <b>NOTED:</b> the proposed membership list considered at the last meeting and uploaded with the agenda. <b>A governor queried if it was still necessary to maintain a Head's Recruitment Panel?</b> The Chair did not expect to call on its services, but wanted to identify membership just in case.<br/> <b>AGREED:</b> the proposed appointments of governors to committees, ad hoc panels and significant link roles</p> <p><b>10.4 Revised Meeting Dates for 2025/26</b><br/> <b>NOTED:</b> the revised meeting dates for 2025/26. <b>A governor highlighted that she would not be able to attend meetings held on a Tuesday.</b> The Chair pointed out that it had been impossible to identify a day of the week and dates that everyone could attend. She had therefore chosen to vary the days of the week on which FGB meetings took place. The meeting discussed arrangements for the Curriculum Committee. It was agreed by Curriculum Committee members present to hold the next meeting at the earlier time of 6pm to enable more people to attend. Going forward the Curriculum Committee Chair would determine for each meeting if a change of meeting time would enable more people to attend.<br/> <b>AGREED:</b> the proposed revised meeting dates, subject to the Curriculum Committee considering before a meeting whether a change of time would enable more people to attend on a specific date.</p> | Crrc<br>Cttee |
| 11. | <p><b>Governor Annual Attendance Figures 2024/2025</b></p> <p><b>NOTED:</b> the 2024/25 attendance record uploaded with the agenda.</p> <p><b>AGREED:</b> the 2024/25 attendance figures as a true and correct record for publication on the school website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AH            |
| 12. | <p><b>Headteacher's Update</b><br/> <b>NOTED:</b> the oral update provided by the Head on school matters since the July FGB meeting. She advised that the two recent teacher appointments had proved positive, with positive feedback from parents and pupils.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |

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|            | <p><b>NOTED:</b> she highlighted pupil activities, curriculum changes in terms of science and music and the introduction of the Sounds-Write phonics scheme. The latter involved an intense process of introduction with training for all teachers and TAs. As staff would be undertaking training in their own time, she had agreed TOIL or equivalent later in the year. Pupil handwriting was being reviewed linked to the Twinkl scheme. Spelling Shed would be used to support spelling for KS2.</p> <p><b>NOTED:</b> staff were considering enrichment activities for 25/26. The high cost of coach hire was proving to be an issue. <b>Governors asked about arrangements for residential?</b> Given the cost for families, year 6 would have a residential visit. Year 5 would still visit Grafham for a day, but without the residential element.</p> <p><b>NOTED:</b> start of year "teething problems" had been conflicting staff communication, which had now been clarified, communication over clubs with external providers and the new office team settling in, which meant that some work had not been undertaken over the summer as planned. <b>Governors asked about OPAL and the two year pathway.</b> The school percentage towards achieving accreditation was positive compared to other schools.</p> <p><b>AGREED:</b> OPAL would be discussed at alternative Curriculum Committee meetings.</p> | <b>Crrc<br/>Cttee</b>                                          |
| <b>13.</b> | <p><b>Safeguarding</b></p> <p><b>NOTED:</b> All governors present had confirmed they had read at least part I of the 2025 KCSiE via GovernorHub. Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations.</p> <p><b>NOTED:</b> George Lynn was taking the second part of Cyber Security training. Debbie Littlefair highlighted other safeguarding training opportunities. A safeguarding meeting between link governors and the Head would be scheduled for the term. Other safeguarding training undertaken by governors was noted. The Head had uploaded detailed safeguarding training slides to GovernorHub. All were invited to use them and record the training undertaken on GovernorHub. <b>A governor queried how frequently Prevent training should be undertaken and which courses were required and which ones optional?</b> Debbie Littlefair would look into Prevent training requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>LN/<br/>SP</b><br><br><br><br><br><br><br><br><br><b>DL</b> |
| <b>14.</b> | <p><b>Policies</b></p> <p><b>NOTED:</b> the School's Safeguarding policy (based on the LA model) as uploaded to GovernorHub. <b>A governor queried some of the wording?</b> While phrasing was "clunky", the wording in question did not contain typos. <b>Governors asked how the school could evidence the ethos it was committed to maintaining?</b> The Head felt that proof of the school's ethos could be found in its values, its approach to pupil behaviour, its response to incidents, evidence that children knew who to turn to and staff knew how to respond to issues.</p> <p><b>AGREED:</b> the school Safeguarding Policy for 25/26.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                |
| <b>15.</b> | <p><b>Academisation Update</b></p> <p><b>NOTED:</b> the Chair and Headteacher had circulated emails updating governors, staff and parents on the current position. The Academisation process had paused because the LA and DEMAT had been unable to agree a financial settlement. The</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |

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|     | <p>school had been asked by the LA to address its financial position and return to an operational surplus.</p> <p><b>NOTED: governors questioned if a return to an operational surplus in a reasonable timeframe was feasible?</b> George Lynn highlighted that, as discussed earlier, governors had yet to assess options and relevant figures. the school's FIG meeting would take place the following week and it was hoped it would provide further insight regarding the LA's expectations and timescales.</p> <p><b>Governors asked if the target was the generation of an actual surplus, or plans to achieve it?</b> The aim was a significantly reduced deficit and meaningful plans for a return to surplus. The expected 25/26 deficit had reduced to -£67k since the budget was set. <b>Governors queried what would need to happen regarding the historical deficit of -£59k?</b> The in-year deficit would have to be resolved before the carry-forward deficit was considered. It was noted that other LAs had written off school deficits as part of the Academisation process, as it was specifically allowed for within the legislation, but Cambridgeshire County Council was not prepared to set a precedent that other schools in the County might claim.</p> <p><b>NOTED:</b> the meeting discussed possible strategies behind the current situation, the reasons for the historical deficit and the likely impact of the 25/26 pupil census.</p> |           |
| 16. | <p><b>Governor Training and Briefings</b></p> <p><b>NOTED:</b> training had been discussed as part of other agenda items. The Chair pointed out that the school has subscribed to the full LA support package for the year so governors should make the most of the training available and aim to address the knowledge and skills gaps highlighted by the skills audit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
| 17. | <p><b>Governor Monitoring and Visits</b></p> <p><b>NOTED:</b> the Chair and Head were considering structuring link governor roles linked to SDP priorities, possibly pairing governors over a single priority. Proposals for discussion and agreement would be brought to the next FGB.</p> <p><b>NOTED:</b> the meeting discussed the pros and cons of a one-off Governor monitoring day. <b>Governors asked how it had worked from the school's perspective?</b> It had worked operationally and staff were comfortable with the approach, but the handling of feedback to staff was not clear. <b>It was pointed out that it was only valuable if governors completed their monitoring reports.</b></p> <p><b>AGREED:</b> to hold another monitoring day around Easter. It was now too late to feedback to staff from the previous event, but feedback should be provided at the next event. The Headteacher hoped the link governor covering phonics could visit in the Autumn term to note developments. <b>The Chair added that all link governors should expect to visit the school on a termly basis, not just during the monitoring day event</b></p>                                                                                                                                                                                                                                                                                                          | AH/<br>AL |
| 18. | <p><b>Arrangements for Headteacher Appraisal</b></p> <p><b>NOTED:</b> the concluding HTAR meeting for 24/25 had taken place the previous week with Ann Lynn, Debbie Littlefair and Chris Sutton from the LA. The meeting had been supportive. Chris Sutton had fed back, but Debbie Littlefair had not seen his comments. Ann Lynn would share the HTAR meeting feedback with Debbie Littlefair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AL        |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                    | <p><b>NOTED:</b> the Head's objectives for 25/26 had been agreed in line with SDP plans. The group would meet again in February 2026 before holding the concluding review meeting for 25/26 in September 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 19.                                                | <p><b>AOB</b></p> <p><b>NOTED:</b> with the hiatus in the Academisation process, the school had paid for full LA support for 25/26, including clerking and governance support along with academic adviser support and governor training.</p> <p><b>NOTED:</b> consideration needed to be given to growing pupil admissions to assist with the school's financial situation.</p> <p><b>NOTED: governors asked if the new OFSTED framework would change school priorities?</b> The Head was not expecting it to, but would keep the matter under review. The NAHT was discussing industrial action in response to the roll-out of the new framework, as OFSTED had declined to publish consultation feedback. <b>Governors queried the likely timing of an OFSTED re-inspection.</b> The meeting discussed the implications of the introduction of the new OFSTED framework, but the timing of a reinspection was unknown. The Head stressed the aim was to be ready as soon as possible in case they called early and if they did not, the school would have additional time to evidence progress.</p> <p><b>NOTED: in response to a question from governors, that Smarties would be meeting with DEMAT the following week.</b></p> |  |
| 20                                                 | <p><b>Date and Time of Next Meeting</b></p> <p><b>NOTED:</b> the next meeting of the FGB would take place on Thursday, 9 October 2025 at 7pm in person at the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>The meeting finished at approximately 20:38</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**18th September 2025**

**Approved by the Full Governing Body on:**

**Date: .....9<sup>th</sup> October 2025.....**

**Signature (Chair) .....** 

### **ACTION TRACKER**

| Meeting | Min. | Action                                                                    | Lead | Outcome/<br>Comments                                                               |
|---------|------|---------------------------------------------------------------------------|------|------------------------------------------------------------------------------------|
| 3/2/25  | 16   | The Head agreed to chase up actions re. the Health and Safety Action Plan | AH   | Some information provided but action plan ongoing. Head had chased again but would |

|                |           |                                                                                                                                          |                   |                                                                                                                   |
|----------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------|
|                |           |                                                                                                                                          |                   | chase again urgently                                                                                              |
|                | <b>19</b> | All governors were asked to update the Google Docs records for training and monitoring activities                                        | <b>All</b>        | ongoing process - leave on tracker                                                                                |
| <b>21/5/25</b> | <b>7</b>  | Resources Committee to be mindful of utilising the apprenticeship fund if circumstances permitted.                                       | <b>Resources</b>  | ongoing. Committee yet to meet in 25/26                                                                           |
|                | <b>8</b>  | all governors should complete and submit their reports from the Governor Day as soon as possible                                         | <b>All</b>        | almost completed, but some still outstanding                                                                      |
|                | <b>9</b>  | The Chair would share her stage 2 complaint findings with the FGB so implementation of the actions recommended could be monitored.       |                   | To be done                                                                                                        |
|                | <b>13</b> | the Chair would share the policy list with Committee chairs so policy review could be prioritised.                                       | <b>AL</b>         | Work in Progress                                                                                                  |
|                | <b>16</b> | the Chair would arrange an OFSTED workshop for governors after half term.                                                                | <b>AL</b>         | Superseded by LA training on new OFSTED framework. Workshop to be convened after training done                    |
| <b>15/7/25</b> | <b>7</b>  | The Chair of Resources asked for relevant staffing costs to enable theoretical consideration of options available to the school.         | <b>AH</b>         | Resources Committee to meet the following week - information expected then. Budget situation had improved         |
|                | <b>9</b>  | the Resources Committee to consider the LA audit letter at their next meeting.                                                           | <b>Resources</b>  | Resources Committee to meet the following week                                                                    |
|                | <b>10</b> | the Curriculum Committee would closely monitor progress on phonics. The Committee Chair would make phonics an item on every other agenda | <b>Curriculum</b> | on agenda for next meeting                                                                                        |
|                | <b>10</b> | a breakdown of pupil achievements by gender and PP to be provided to the first meeting of the Curriculum Committee in 25/26.             | <b>AH</b>         | on agenda for next meeting                                                                                        |
|                | <b>10</b> | the school would provide KS2 data broken down by gender, PP and SEND                                                                     | <b>AH</b>         | on agenda for next Curriculum meeting                                                                             |
|                | <b>11</b> | Father Sam would share the SIAMS report with the PCCs.                                                                                   | <b>SP</b>         | PCCs had not yet met - AL to ensure they received a copy if not yet done                                          |
|                | <b>12</b> | The Head would publicise Cyber Safety training for parents in her next newsletter.                                                       | <b>AH</b>         | Newsletter going out at end of week                                                                               |
|                | <b>16</b> | the Chair to arrange an OFSTED workshop for governors in the Autumn Term                                                                 | <b>AL</b>         | As per 16-21/5/25, superseded by LA training on new OFSTED framework. Workshop to be convened after training done |
| <b>17/9/25</b> | <b>2</b>  | Fr. Sam Perez and Lucy Nightingale to complete their annual declarations of interest for 25/26                                           | <b>LN/ SP</b>     |                                                                                                                   |

|  |             |                                                                                                                                                                         |                             |                                  |
|--|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|
|  | <b>4</b>    | 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                                     | <b>All</b>                  |                                  |
|  | <b>5</b>    | The Clerk to arrange for the approved minutes of 15/7/25 to be signed electronically and stored on GovernorHub as the official school record.                           | <b>Clerk</b>                | <b>Completed - 18/9/25</b>       |
|  | <b>8</b>    | Agreed the 25/26 Standing Orders as uploaded subject to the number of meetings being amended to match those scheduled for 25/26. Clerk to finalise.                     | <b>Clerk</b>                | Finalised and awaiting signature |
|  | <b>9</b>    | Agreed Code of Conduct for 25/26. Clerk to finalise                                                                                                                     | <b>Clerk</b>                | <b>Completed 19/9/25</b>         |
|  | <b>9</b>    | Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations re. the Code of Conduct                                                              | <b>LN/SP</b>                |                                  |
|  | <b>10.4</b> | the Curriculum Committee to consider before each meeting whether a change of time would enable more people to attend on a specific date.                                | <b>Curriculum Committee</b> |                                  |
|  | <b>11</b>   | the 2024/25 governor attendance figures to be published on the school website                                                                                           | <b>AH</b>                   |                                  |
|  | <b>12</b>   | OPAL would be discussed at alternative Curriculum Committee meetings.                                                                                                   | <b>Curriculum Committee</b> |                                  |
|  | <b>13</b>   | All governors present had confirmed they had read at least part I of the 2025 KCSiE. Fr. Sam Perez and Lucy Nightingale had still to complete their annual declarations | <b>LN/ SP</b>               |                                  |
|  | <b>13</b>   | Debbie Littlefair to look into Prevent training requirements                                                                                                            | <b>DL</b>                   | Email sent to LA                 |
|  | <b>17</b>   | Link Governor Proposals for discussion and agreement would be brought to the next FGB                                                                                   | <b>AH/ AL</b>               |                                  |
|  | <b>18</b>   | Ann Lynn would share the HTAR meeting feedback from Chris Sutton with Debbie Littlefair                                                                                 | <b>AL</b>                   |                                  |