

MINUTES OF MEETING

School: St Peter's CofE Junior School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 15 October 2025 at 6:30pm
Location: At the school/via Teams

Membership

'A' denotes absence

Mr D Allcock
Mr D Baker
Mr M Bradley (headteacher)
Rev. A Buchanan
Mrs N Burton
Mr R Dodd
Mr L Farrell
Mr T Flint
Mrs C Houghton
Mrs S Johnson-Marshall (chair)
Mrs R Keen
Mrs N Roe
A Ms J Stapley
A Mr A Venables

In attendance Ms C Baird (clerk to the governors) – via Teams

GB/39/25 **Apologies for absence** **Action**

Apologies for absence were received from Ms Stapley (work) and Mr Venables (work).

It was

resolved

that the governing body consent to these absences.

GB/40/25 **Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

The chair confirmed that all governors had completed their declarations for 2025/26.

GB/41/25 **Review of membership and terms of office ending in the next twelve months**

Governors noted the following terms of office ending in the next twelve months:

- Mr Allcock (co-opted governor): 25 September 2026.
- Mrs Burton (parent governor): 3 May 2026.
- Mr Dodd (local authority governor): 6 October 2026.
- Mrs Roe (foundation governor): 14 November 2025 – see item GB/45/25 below.

- Mr Venables (co-opted governor): 25 September 2026.

The chair stated that there were currently two parent governor vacancies and that the parent governor election process would be started after October half-term.

Head

GB/42/25 Determination of terms of office for chair and vice-chair

Governors **agreed** that the terms of office for chair and vice-chair would continue to be one year.

GB/43/25 Election of chair of governors

All governors agreed on the nomination of Mrs Johnson-Marshall for the role of chair. There were no other nominations. Mrs Johnson-Marshall left the meeting to allow consideration of the nomination. Following a vote, it was

resolved

that Mrs Johnson-Marshall be re-appointed chair of the governing body.

GB/44/25 Election of vice-chair of governors

All governors agreed on the nomination of Mrs Roe for the role of vice-chair. There were no other nominations. Mrs Roe left the meeting to allow consideration of the nomination. Following a vote, it was

resolved

that Mrs Roe be re-appointed vice-chair of the governing body.

GB/45/25 Approval of minutes of summer term meeting and any special governing body meetings

The minutes of the summer term meeting held on 11 June 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/20/25 – Rev Buchanan stated that Mrs Roe's re-appointment was due to be ratified at a PCC meeting on 17 November 2025, but he would try to ensure that this was done in advance via email as her term of office was due to end on 14 November.

AB

GB/33/25 – The chair confirmed that all governors had completed some safeguarding training and reminded governors to update their training records on Governor Hub to reflect this.

All

Confirmation of completion of annual planning documents

The chair confirmed that all annual planning documents had been received and would be used for reference.

Delegation and organisation of committees

The chair stated that this had been agreed in the autumn term meetings of the individual committees and that no further changes to committees had been made since June 2025.

Scheme of delegation 2025/26

Governors

ratified

the scheme of delegation for 2025/26, which had been approved in committee.

GB/46/25**Receipt of minutes and approval of policies from committees and working parties**

Governors noted the following committee meetings:

- SP&P – 25 June 2025, 17 September 2025, 1 October 2025.
- F&GP – 25 June 2025, 17 September 2025.

The chair stated that the minutes for the June meetings of both committees had been approved and actions dealt with and that the minutes for the October SP&P meeting and the September F&GP meeting had been circulated but were still in draft.

Governors **ratified** the following, as approved by committee:

- Teaching, learning and assessment policy
- 2025 child protection policy
- Guidance on visitors to schools
- School Employee Code of Conduct
- Appraisal policy, guidance and toolkit
- Pay policy, guidance and toolkit
- Recruitment and selection policy, guidance and toolkit
- Complaints policy
- SDP
- Scheme of delegation 2025/26
- Governor code of conduct
- HT pay recommendations for staff
- Cyber security policy
- School fund audit
- Governors' health and safety monitoring report
- Finance policy
- School emergency plan

GB/47/25**Overseeing financial performance - financial reporting****SFVS 2025/26**

The chair stated that the SFVS was due to be returned to the local authority by 31 March 2025 and would be discussed at the November 2025 meeting of the F&GP committee.

F&GP**Year-end reforecast**

The chair stated that this would be discussed at the November 2025 meeting of the F&GP committee.

F&GP**Governors' year-end financial statement 2024/2025**

The chair confirmed that this had been discussed and approved in the 2025 summer term.

GB/48/25 Holding executive leaders to account - summary of headteacher's report and governors' questions and challenge

The headteacher presented his report, which had been previously circulated. The following aspects were highlighted and discussed:

- Focus on most disadvantaged and vulnerable pupils and what makes the most difference for them, with particular emphasis on writing, personal development and teaching and learning strategies.
- Changes to SLT and SENCO role.
- School has volunteered for early Ofsted inspection under the new framework – inspection is expected between 10 November 2025 and the end of the autumn term.
- Pupil numbers – currently 76 in Y3 and numbers projected to continue to fall over the coming three years.
- Building work update – rot has been found in a small number of columns and so building work has been paused while all 190 columns are inspected. The process is slow and the building work could continue for a further eighteen months.
- Staffing update.
- Whole school appraisal report – all recommendations approved by pay committee and targets linked to SDP set for 2025/26.
- SEF – adjustments made to align with new Ofsted framework.
- SDP summary, including writing and reading and writing for children with SEND.
- Data dashboard – both expected and high standard well above national. Achievement gap between disadvantaged and non is smaller than local authority and national.
- Attendance – upward trend in all areas over past three years.
- Behaviour – noted three fixed-term exclusions last year and one fixed-term exclusion in autumn 2025.
- 'Good School Review' from local authority Education Improvement Service at end of summer term.
- Premises update.

Governors discussed governor preparation for Ofsted and **agreed** to hold a meeting to discuss this in greater depth on Wednesday 11 November 2025 at 11.00am.

Q: Is the budget based on current numbers?

A: No, the budget based on current numbers will be take effect in April 2026.

In response to a governor question, the headteacher stated that numbers were not increasing at the infant school.

Q: Has any building work been completed?

A: The fascia boards have been fixed and the hoppers have been ordered.

Q: Were the bullying and racist incidents resolved?

A: Yes – headteacher gave a summary of the incidents and actions taken, noting educational opportunities taken and restorative work done.

Q: The SDP mentions staff who are experts in writing – how were they identified?

A: Staff received extensive CPD on writing in the summer term and a team of five members of staff now lead planning and overview of progression.

Q: Can you explain the '100%' and 'ratio' strategies mentioned in the report?

A: Both the Good School Report and the previous school improvement report stated that the majority of children in the school are paying attention but noted there were a small number in each class who were not. The '100%' strategy gives teachers six strategies to ensure that all children are on task and focused. The strategies include a signal for attention, radar skills, pausing and giving time to comply. The strategies are simple but the impact has been noticeable. The 'ratio' strategy is to ensure high levels of participation and thinking in every classroom and includes making sure that all children are answering questions, use of 'talk partners', giving all children opportunities to participate and building confidence. The chair stated that both strategies will be monitored and there will be opportunities for all governors to participate in this.

Q: How will the impact of changes to SENCO provision be minimised for the children?

A: The new SENCO appointment is very good. There will be a half-term handover period with both members of staff working together one afternoon a week. The new SENCO has already attended Springboard meetings and will attend all review meetings this half-term.

Q: Regarding the incident of physical violence from a pupil towards the headteacher, what safeguards are in place? Governors take this very seriously and want to support where possible.

A: The headteacher gave an overview of the incident, stating that other staff were present and outlining actions taken.

Q: Regarding the data for children with SEND, is there an achievement gap? What provision is in place for those children who did not meet expected?

A: The data refers to eleven children who are on the SEND register, nine of whom did not meet expected. We have created case studies for each child to identify the reasons for this, with the context for all the children noted and evidence in place to support this. The reasons include three of the children did not take any assessments, five of the children did not join the school in Y3, three of the children have serious medical conditions, one of the children has an EHCP and three of the children are awaiting EHCP decisions. Accelerated progress has been observed for children with SEND in the school.

Q: Is additional support in place for children with SEND who join the school?

A: Yes, for example, there are small groups, interventions during and after school, one-to-one maths tuition and daily reading.

Q: When children join the school part of the way through a year, is there a process to assess them quickly?

A: We want to give children time to settle and so we do not assess them straight away. Assessment takes place termly.

Q: Regarding the child with the EHCP, was this in place when they joined the school?

A: No, this was awarded after they joined the school.

Q: Does the school have a good reputation for provision for children with SEND and so attract higher numbers?

A: To an extent. We do have some children from further afield who have chosen the school as a result of our SEND provision and support.

GB/49/25 Update on appraisal process for headteacher

The chair stated that the external adviser for headteacher appraisal was still to be confirmed.

The appraisal governors were confirmed as the chair and Mrs Roe.

The QA governor for the appraisal process was confirmed as Mr Venables.

The chair stated that the appraisal governors' pay recommendations would be received and discussed by the SP&P committee.

SP&P

GB/50/25 Receive and scrutinise headteacher's annual report on whole school appraisal process

Included in the headteacher's report. The chair confirmed that the October meeting of the FP&P committee had reviewed the appraisal policy and the headteacher pay recommendations for all staff.

GB/51/25 Update on headteacher and staff wellbeing

The headteacher gave an update on staff wellbeing.

Governors noted that both the Good School Review and the SIAMS report had identified wellbeing support in the school as exemplary.

The chair stated that she and other governors regularly monitor the wellbeing of the headteacher.

Q: Are all routes to support staff wellbeing still in place?

A: Yes – these are summarised in the Teachers' Workload Charter, which is on the school website. In addition, during review meetings teachers are asked for feedback on challenges faced and to give ratings on their current wellbeing and workload.

Q: What process is followed to support wellbeing?

A: If any concerns were picked up from review meeting feedback, we would engage in an initial conversation and take a holistic approach.

Q: Is there any wellbeing support in place for non-teaching staff?

A: Not at the moment as they are not monitored in the same way as teaching staff. This is an area for development.

GB/52/25 Ensure clarity of vision, ethos and strategic direction, set by governors

The chair stated that the SP&P committee had approved the vision document as part of the SDP approval at the September 2025 meeting.

The chair circulated the *Our school culture defined* document for discussion. Governors **agreed** that the document was still relevant and articulated their strategic direction for the school, noting the following:

- School vision and ethos mentioned as a strength in SIAMS report.
- School values are always prominent and everything in the school triangulates from them.
- Children are all aware of the vision and ethos and can articulate them.
- Pupil voice demonstrated that all children are aware of the school mission and 'head, heart, hands'.
- Interaction by children in assemblies and pupil chaplaincy shows that every child feels that they can contribute and that they feel welcomed and valued by the school.
- The values can be seen writ large in the children.
- They are a good set of values and a fair reflection of the school.
- Kindness can be seen across the school.
- Experience as a parent in the school – can see the values are woven into all aspects of the school inside and out.
- Suggestion that 'opportunity' is added to the document to reflect the range of opportunities offered to empower and inspire the children.

Governors

ratified

the SDP, which had been approved by the SP&P committee and previously circulated to all governors.

GB/53/25 Corporate Directors' reports

Governors noted the following reports:

- *Reduced timetable* – to be reviewed by the SP&P committee.
- *Safer working, teachers' pay and HR updates* – actions for governors reviewed and discussed.

SP&P

Q: Are staff aware of the employee code of conduct?

A: Yes, all staff have signed this.

GB/54/25 Safeguarding information for consideration and action

Mrs Roe gave assurance of statutory safeguarding arrangements in the school.

Headteacher and Mrs Roe to arrange to carry out the annual safeguarding audit before the end of the autumn term.

Head/NR

Governors to confirm on Governor Hub that they have read *KCSIE 2025* if not yet done so.

All

GB/55/25 General Data Protection Regulations

The headteacher confirmed that all staff have completed cyber security training.

GB/56/25 Communication received and updates

From chair

None.

From headteacher

None.

From clerk - governor newsletter

Governors noted the first autumn edition of the governor newsletter, in particular the information on safeguarding training for governors, AI in education and images on school websites.

GB/57/25 Pupil attendance

Governors noted the pupil attendance information included in the headteacher's report and discussions on attendance at SP&P committee meetings. The headteacher noted improvements in attendance for children with SEND and in receipt of pupil premium.

GB/58/25 Report from training co-ordinator

Governors to contact the chair if they are interested in taking on the role of training co-ordinator. **All**

GB/59/25 Required monitoring reports from all link governors

The following governor monitoring roles were confirmed:

- Safeguarding – Mrs Roe
- SEND – Mrs Keen
- Appraisal – Chair, Mrs Roe
- Appraisal QA – Mr Venables
- Information/GDPR – Mr Baker, Ms Stapley
- Pupil premium – Chair, Mr Venables
- Health and Safety – Mr Allcock, Mr Baker, Mr Flint

The following governor monitoring was noted:

- Summer showcase event – Chair, Mr Baker
- Assemblies and pupil chaplaincy – Rev Buchanan
- Y2 new parents' meeting – chair
- Y6 presentation event in church – Chair, Mrs Roe
- Building work progress meeting – Mr Flint
- Garden club – Mr Dodd, Mr Farrell

Mrs Keen to arrange SEND monitoring visit.

RK

Mr Allcock and Mr Dodd to carry out health and safety monitoring visit on 16 October 2025.

DA/RD

GB/60/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted the following:

- Questions and challenge in committees and FGB meetings.
- Approval of policies.
- Financial monitoring.
- Headteacher appraisal.
- Monitoring visits.
- Safeguarding monitoring.
- Discussion of vision, ethos and strategic direction.

GB/61/25 Meeting dates for 2025/26

The governing body

noted the following FGB meeting dates, all at 6.30pm:

Spring 2026 – Wednesday 11 February 2026

Summer 2026 – Wednesday 10 June 2026

GB/62/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.20pm.

Signed



(chair) Date 11 February 2026