
School: St Peter's CofE Junior School
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday 11 June 2025 at 6:30pm
Location: At the school

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
A	Miss L Richards
A	Mrs N Roe
	Ms J Stapely
	Mr A Venables
	Mrs K Wilson

In attendance Ms C Baird (clerk to the governors)

GB/18/25	Apologies for absence	Action
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Apologies for absence were received from Mrs Roe.

It was

resolved

that the governing body consent to this absence.

No apologies were received from Miss Richards.

GB/19/25	Declaration of interest
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There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/20/25 Review of membership and terms of office ending in the next twelve months

Governors **formally ratified** the appointment of Mr Flint as a co-opted governor and **approved** his appointment to the F&GP committee. The chair welcomed Mr Flint to the governing body, confirming that his DBS check was in progress.

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

- Mrs Keen (co-opted)– 5 October 2025
- Mrs Roe (foundation) – 14 November 2025
- Miss Richards (parent) – 15 March 2026
- Mrs Burton (parent) – 4 May 2026

Mrs Wilson stated her intention to resign as a parent governor at the end of the current academic year. On behalf of the governing body, the chair formally recorded thanks to Mrs Wilson for her contribution to the governance of the school.

Rev Buchanan to action re-appointment of Mrs Roe as a foundation governor.

AB

Mrs Keen left the meeting to allow discussion of her re-appointment as a co-opted governor.

Governors

approved

the re-appointment of Mrs Keen as a co-opted governor, with effect from 6 October 2025.

GB/21/25 Approval of minutes of spring term meeting and any special governing body meetings

The minutes of the spring term meeting held on 12 February 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

The chair confirmed that all actions had been completed.

Governors approved the minutes from the special FGB meeting for consideration of appointment to the co-opted vacancy held on 14 May 2025, which had been previously circulated.

GB/22/25 Receipt of minutes and approval of policies from committees and working parties

Governors noted the following committee meetings:

- SP&P – 19 March 2025 and 14 May 2025.
- F&GP – 19 March 2025 and 14 May 2025.

The chair stated that the minutes for the March meetings of both committees had been approved and actions dealt with, and that the minutes for both May meetings had been circulated but were still in draft.

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

- Complaints policy
- Behaviour policy and statement of behaviour principles
- Administration of Medicines policy
- Relationships, sex and health education policy
- Services for schools
- School budget for 2025/26

GB/23/25 Financial reporting

School budget

As noted at item *GB/22/25* above, the chair confirmed that the school budget had been approved by the F&GP committee on 14 May 2025. The chair stated that there had been a slight improvement to the budget since the approval, with an increase of c£30,000.

Q: Does the updated budget include the teachers' pay award?

A: Yes – we had originally budgeted to pay 2% of this but it has been agreed that schools will pay 1%, so this accounts for a significant amount of the increase to the budget.

Services for schools

As noted at item *GB/22/25* above, the chair confirmed that the Services for Schools had been approved by the F&GP committee on 19 March 2025. Governors noted that the library service had not been renewed – Mrs Houghton stated that the money saved from this would be used to buy up-to-date books for the school.

Governors' consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Governors noted the governors' statement.

The chair stated that the BO2 return had been submitted to the local authority before the deadline of 31 May 2025, but that it had not been discussed by the F&GP committee.

Governors

approved

the BO2 return.

GB/24/25 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:

- Staffing update.
- Pupil numbers – 74 children joining from Y2 in September 2025, a shortfall of 16 children.
- Y6 transition update.
- Building condition update – noted that it is hoped the fascias and windows will be replaced over the summer holiday.
- School will enter the Ofsted window from September 2025 – noted 'Good School Review' from the local authority to take place before the end of the summer term and additional LA support with EAL and SEND early writing, with need based on data.

- SIAMS inspection – very positive.
- Increase in number of children who are classed as Pupil Premium in school.
- SEF to be updated in the summer term and used to inform the new School Development Plan.
- SATS – noted that writing (teacher-assessed) is 75% and a deep dive has taken place into writing, in particular children classed as Pupil Premium and boys.
- Attendance – noted improvements in all areas compared to June 2024, with overall attendance well above national, persistent absence well below national and attendance for children with SEND and classed as Pupil Premium good. Noted ongoing issue with attendance of children in receipt of free school meals and actions taken to address this. Headteacher gave details of two case studies, including actions taken to address and referrals made.
- Safeguarding – noted slight increase in MASH referrals but all rejected due to extremely high thresholds. The headteacher gave an overview of examples of recent safeguarding issues.
- Behaviour summary.
- Premises update.

Q: How long will the work on the fascias and windows take?

A: We do not yet know this but there will be a pre-project meeting to confirm timescales. Depending on the nature of the work, the whole project could take up to six months.

In response to a governor question, the headteacher gave an overview of the context of new starters at the school since September 2024.

Q: Is writing an issue in all year groups?

A: Yes. Writing will be central for next year's SDP.

Q: What training have staff had on pupil writing?

A: We have had moderation meetings with other schools in the family. SLT meetings have had a focus on writing CPD. Support from the local authority has included CPD on SEND low writing.

Q: Is boys' writing a national problem?

A: Yes.

Q: Do you know of any local schools which have made progress with writing?

A: It is difficult to compare local schools as they tend to have a more affluent intake. We are looking at a successful approach from a school which is not local. We are also meeting with the KS3 lead at Rushcliffe School to ensure that our children are supported in the best way possible to succeed at secondary school.

Q: Is 75% for writing an improvement on last year?

A: No. This will be discussed in depth by the SP&P committee.

Q: Has the school started to issue fines for non-attendance?

A: Yes, but only if attendance has been very poor and then a holiday is taken, and the family have refused to engage with the school for any support.

Q: Has there been any improvement in attendance as a result of fines being issued?

A: Three fines have been issued and the attendance has improved in two of the cases.

Q: Is behaviour in school where you want it to be?

A: Yes, behaviour is good on the whole. However, there are a small number of behaviour issues which are very time-consuming for staff.

Q: What is the next premises priority?

A: Redecoration of the school.

Q: Does the SIAMS report include a judgement?

A: No.

Governors noted the excellent SIAMS report, agreeing that it gave a good reflection of the school and congratulated the school on the outcome.

Governors thanked the headteacher for his comprehensive report.

GB/25/25 Update on appraisal process and wellbeing for headteacher and staff

The headteacher stated that the final end of year appraisal reviews of targets for teachers would be completed before the end of the summer term and that target setting for the new academic year would take place in September 2025.

Governors noted some ongoing issues with the morale of TAs and discussed wellbeing support in place for staff.

GB/26/25 Information from the Corporate Director's

Governors noted the following reports and actions for governors:

- *Education Improvement Service updates and Ofsted*
- *Building relational schools: attachment aware and trauma informed schools.*

The headteacher gave an overview of support received by the school from EIS, including the 'Good School' review as noted at item GB/24/25 above. The chair stated that the SP&P committee use the School Development Plan as a basis for monitoring and holding school leaders to account.

Governors noted that the school was advanced in the area of attachment aware and trauma informed schools.

GB/27/25 General Data Protection Regulations

Governors noted the DPO report which had been previously circulated – to be discussed in-depth by the F&GP committee.

F&GP

Q: Are staff well-trained in GDPR?

A: The office staff take the lead on GDPR issues, with wider staff receiving annual updates and briefings. We are aware of the importance of constant vigilance and consistency across the school, in particular due to the amount of data across a number of different platforms.

GB/28/25	Receive report from the designated CLA (Children who are Looked After) teacher Governors noted the comprehensive CLA report which had been uploaded to Governor Hub.	Action
GB/29/25	Communication received and updates <i>From chair</i> None. <i>From headteacher</i> None. <i>From clerk - governor newsletter</i> Governors noted the summer editions of the governor newsletter, in particular the information on the governor training checklist and PE and sport premium digital reporting.	
GB/30/25	Approval of in-service training days (5) 2025-2026 Governors approved the following INSET days: - Monday 1 September 2025 - Friday 19 December 2025 - Monday 23 February 2026 - Friday 5 June 2026 - Monday 27 July 2026	
GB/31/25	Review of planning documents: delegation and organisation of committees Deferred to autumn FGB meeting.	Agenda
GB/32/25	Pupil attendance Governors noted the pupil attendance information included in the headteacher's report and governor question and challenge recorded at item <i>GB/24/25</i> above. The chair stated that pupil attendance was regularly discussed by the SP&P committee. The headteacher stated that he regularly used the VYED tool to access live attendance data and compare attendance with other schools.	
GB/33/25	Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding). In the absence of Miss Richards, there was no report to receive. The headteacher invited all governors to attend whole-school safeguarding training on the INSET day on 1 September 2025 – headteacher to circulate details.	All Head

GB/34/25 Review of governor monitoring visit reports

Governors noted the following governor visits and monitoring which had taken place since the previous FGB meeting:

- SMSC pupil survey – Chair, Mrs Keen, Mrs Roe
- SEND – Mrs Keen
- Changes to PE curriculum – Miss Richards
- Pupil Premium – Chair and Mr Venables
- Confidential file audit – Mrs Roe
- Cybersecurity policy meeting with office manager – Mr Baker and Ms Stapley
- Health and safety, including fire drill – Mr Allcock and Mr Dodd
- Art curriculum – SP&P committee
- Weekly assemblies and pupil chaplaincy – Rev Buchanan
- Gardening club – Mr Dodd and Mr Farrell

GB/35/25 Confirmation that the school website is compliant with the statutory requirements

The chair confirmed that the school website was compliant with statutory requirements, stating that it is regularly checked by school staff, the chair and checked annually by the website provider.

GB/36/25 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.
- Governor contribution to SIAMS inspection.
- Financial approvals.
- Governor monitoring.

GB/37/25 Confirmation of dates for 2025/26

The governing body

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

Autumn – Wednesday 15 October 2025
 Spring 2026 – Wednesday 11 February 2026
 Summer 2026 – Wednesday 10 June 2026

GB/38/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.00pm.

Signed (chair) Date

