MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF SOUTHROP C OF E PRIMARY SCHOOL HELD AT THE SCHOOL AT 6.15 PM ON WEDNESDAY 24 SEPTEMBER 2025

QUORUM - 4

(The meeting opened in prayer)

Name	Position	Attendance
Andrew Cinnamond	Foundation Ex-Officio	Consent to Absence
Megan Davies	Headteacher	Present
Shelley Davis	Staff Governor	Present
Dale Hall	Chair	Present
Stuart Harwood-Hope	Co-opted Governor	Present
Grace Flintoff	Governors' Clerk	In Attendance (online)
Cassandra Patten	Vice Chair	Consent to Absence
Danny Scrivener	Local Authority Governor	Present
Jennie Tipple	Co-opted Governor	Present

Agenda Item	
1.	Welcome and Apologies
Governors were welcomed to the meeting of the full governing board. Apologies had been received and were accepted from Cassandra Patten and Danny Scrivener.	
2.	Appointment of Clerk
RESOLVED: That Attingham Education be appointed as Clerk to the Governing Board for the 2025/26 academic year.	
3.	Declarations of Interest and Confidentiality
Governors' attention was drawn to Paragraph 1 of the Schedule relating to Regulation 16 of the School Governance (Procedures) (England) Regulations 2013 "restrictions on persons taking part in proceedings of the Governing Body or its committees". Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting. There were no declarations of interest.	

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as once approved, these become public documents.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

Governors were requested to complete the Register of Business Interest declaration on GovernorHub form for the 2025/26 academic year. Governors were advised that there was now a requirement for any changes to Business Interests should be reported as soon as possible and that, if they were aware of any amendments, Governors should update their record on GovernorHub and alert the Clerk that there had been a change.

The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or Attingham Education. Governors were also reminded that they were able to check and update their own details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.

4. Election of Chair and Vice Chair

Governors considered the length of office for the Chair and Vice Chair.

RESOLVED: That the term of office for positions of Chair and Vice Chair be one year.

[DH LEFT THE MEETING AT THIS POINT]

RESOLVED That Dale Hall be elected as Chair until the first meeting of the autumn term 2026/27.

[DH RETURNED TO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF THE CHAIR]

Prior to the meeting CP had expressed an interest to take on the Vice Chair role.

RESOLVED That Cassandra Pattern be elected as Vice Chair until the first meeting of the autumn term 2026/27.

5. Code of Conduct

Governors had received a copy of the Code of Conduct (Paper 5.1) in advance of the meeting.

It was noted that the school had used its own version, which the Chair had reviewed and aligned with the school's requirements.

RESOLVED: That the Code of Conduct had been read by all Governors and was duly adopted.

6. Headteacher's Report

Governors had received a copy of the Headteacher's report prior to the meeting, and attention was drawn to the following matters:

- Attendance was at 93%, largely due to sickness. It was noted that it was usual for attendance to dip at the start of term, however, there had been a significant number of sickness and diarrhoea cases.
- A previously electively home-educated child had returned to school.
- 27 of the 31 recorded behaviour concerns related to one child.
- Parents had requested that the school monitor the child's behaviour to provide evidence for an EHCP diagnosis. It was clarified that the assessment was being pursued privately by the parents, rather than through the school. The child had been at the school for four weeks and was already on the pathway towards an EHCP prior to joining.
- The Headteacher confirmed that the school would initiate an EHCP process if appropriate. While private assessment could be faster, it still required evidence to be collated and presented in a format acceptable to the local authority panel.
- It was noted that the school was not obliged to support the private assessment but would do so to support the child and family. The Headteacher added that an increasing number of parents were seeking private assessments due to frustration with the system.

Governors expressed concern about the growing number of EHCPs and the associated workload at the start of term. It was discussed whether supporting private assessments could divert resources from other children in need. Governors agreed that policy guidance might be required if the situation became unsustainable.

- New EYFS legislation regarding safeguarding and choking hazards had been implemented. A letter had been sent to parents concerning packed lunches.

A confidential discussion took place - see Confidential Appendix A.

<u>SEND Update</u>

- 11 of 38 children on roll had identified SEND needs, representing a high proportion.
- There were financial implications, as the school was currently funding alternative provision for one pupil and might need to consider 1:1 support.

Governors discussed the budgetary pressures and acknowledged that the school might have to enter a further deficit if funding was not secured.

- An emergency EHCP review had been submitted, and the school was currently covering the cost of provision. A further discussion would be required to determine long-term arrangements.
- The Headteacher highlighted the introduction of "C Reader Pens". One Y6 pupil, who is dyslexic, had been trialling the device and found it very beneficial. The tool functions like a small pen scanner that detects and corrects spelling mistakes.

<u>Pupil Premium Update</u>

- Pupil Premium numbers had remained largely unchanged, with one new service child joining.
- There were currently nine PPG pupils, with some overlap in categories.

Governors discussed that Ofsted would review how provision supported disadvantaged pupils and whether they were thriving, noting that if the curriculum met their needs, it should work effectively for all.

- 100% of Y1 pupils were predicted to pass the phonics screening check.
- The SDP would be adapted to align with the new Ofsted framework, expanding from four to nine focus areas. Updated documentation would be shared at the next meeting.
- There was no confirmed date for Ofsted; however, it was expected that it would be anytime between now and July.

Following discussion regarding a pupil, it was confirmed that an exclusion policy was in place, and Governor training had been arranged for at least two individuals. DH, SHH, and DS were scheduled to attend exclusion training. Once the training had been completed, Governors would review how they could provide advice on potential exclusions.

RESOLVED: That the report of the Headteacher be adopted.

7.	Strategic Direction and School Improvement Plan

Governors had received a copy of the School Development Plan (Paper 7.1) in advance of the meeting.

- The plan had been readjusted to reflect the new Ofsted criteria.
- A monitoring pack for the year had been prepared, noting that week five was when Governors would carry out visits. It was agreed that it would be useful to confirm visit dates and the associated Governor focus areas.

RESOLVED: That the School Development Plan be approved.

8.	Safeguarding

Keeping Children Safe In Education Updates – September 2025

Governors noted that they should identify and assign a member of the SLT and a Governor to ensure that the school was meeting the DfE's Filtering and Monitoring standards were met and the roles of responsibilities of staff and third parties, for example, external service providers.

9.	Finance

Governors had considered the updated 2024/25 Budget Plan.

- It was noted that an action from the previous meeting related to producing a three-year plan showing a return to surplus. This was expected to be ready by November.
- Governors were reminded of the requirement to produce and approve an autumn term budget update for the 2024/25 academic year, to be submitted to the Local Authority no later than 31 October 2025, in accordance with financial procedure rules.
- Approval was scheduled for the next meeting, subject to the outcome of the meeting with the LA Finance Team on 20 October.

The item was deferred to the next meeting.

10.	Premises

A Governor asked whether the school had undertaken a Gloucestershire Review. The Headteacher confirmed that this had taken place at the July meeting. Both a site check and internal check (heating, lights etc) had been checked for compliance by GCC. The Headteacher noted that the report should be reviewed by the relevant Governor.

Governors noted the need to carry out a site check. It was recognised that this was not necessarily the responsibility of all Governors; however, the Health and Safety Governor should ensure that the check was completed. The Chair would carry out a learning walk of the premises and review the report.

In terms of PAT testing and fire safety equipment, DS was responsible for water checks, temperature monitoring, and PAT testing, which managed the lighting, fire extinguishers, and related maintenance.

Governors asked whether first aiders checked the first aid boxes. The Headteacher confirmed that Caroline topped these up monthly.

The Headteacher had recently completed paediatric first aid training, and an external agency was responsible for checking the defibrillator on a monthly basis.

Governors asked whether this service was funded by the school, it was confirmed that David Chapman would be visiting to review the arrangement.

Governors discussed other day-to-day risks and were advised that these were flagged as and when they arose. The school maintained a system in the office where all incidents and checks were recorded. Regular checks were carried out, including door hinge inspections, and playground incidents were tracked.

The Headteacher reported the installation of new doors and security systems, which had been well received.

Governors asked whether the doors closed automatically, it was confirmed that a new feature was being installed to enable this. Door releases would also be upgraded to operate via fob access rather than code entry.

11.	Risk Management

Governors had received copies of the following documents in advance of the meeting:

- Risk Register
- Emergency Planning and Business Continuity
- Cyber Security
- Digital Systems
- Data Protection

RESOLVED: That the policies detailed above be approved.

12.	Policies

The following comments and amendments were noted:

- **Complaints Procedure** – Approved, subject to the version number being updated.
- **Disciplinary Procedure** – One necessary update identified; policy to be amended in line with the Governor Policy Review to reflect the disciplinary review.
- **Relationships and Behaviour Policy** – References required updating. Approved, subject to the correct references being inserted (KCSIE year should read 2023, not 2025).

- **Child Protection and Safeguarding Policy** – Approved, subject to an updated version number.
- **Adverse Weather Policy** – Approved, subject to amendments.
- **Supporting Children with Medical Needs Policy** – Approved, subject to minor spelling corrections and version number update.
- **Teachers' Appraisal Policy** – Approved subject to data protection legislation date to be corrected from 2012 to 2018.
- **Support Staff Appraisal Policy** – Approved, subject to a grammar correction.
- **Admissions Policy** – Did not reference the school's vision. Legally compliant, but two additional legislative references needed to be included. Approved, subject to these additions.

Governors asked whether staff had reviewed the policies. It was agreed that the policy review record should be updated to confirm that policies had been reviewed, checked, and accepted by staff.

RESOLVED: That the policies detailed above be approved, subject to the agreed minor amendments.

13.	Minutes of the Previous Meeting

- **RESOLVED:** That the minutes of the previous meeting held on Wednesday 2 July 2025 be approved as a correct record subject to the agreed amendments.

- Min no. 255 – The Headteacher to provide a deficit recovery plan to be recorded as an action.
- Min no. 256 – The Headteacher to present an updated risk register to be recorded as an action.
- Min no. 258 – The Headteacher performance review date to be recorded as an action.
- Min no. 261b – The wording to be amended to state that this occurred "during the meeting," and the phrase "disappointing" to be replaced with "due to an emergency situation arising." It was noted that learning walks had not been undertaken due to this absence; however, Governors recognised the need to increase the frequency of learning walks.
- Add a note to reflect that during the 2024/25 year, Governors had focused on training the new cohort and supporting the strategic direction of the school, with learning walks identified as a priority for 2025/26.
- Min no. 262 – To record that the Vice Chair, not the Chair, had reported. Correct the capitalisation of "S" in "CHEQs."

14.	Matters Arising From the Minutes

There was nothing to report.

15.	Urgent Action Taken by the Chair

There was nothing to report.

16.	Chair's Correspondence

There was nothing to report.

17.	Governor Expenses Policy

Governors had received a copy of the Governor Expenses Policy in advance of the meeting.

RESOLVED: That expenses are not paid to Governors.

18.	Membership of the Governing Board

Governors reviewed the constitution of the Board based on the Instrument of Government. It was considered that the Board was of an appropriate size and range of positions. It was considered that, to strengthen the Board, a number of changes could be considered.

Governors were informed that there was a Foundation Governor vacancy.

The Clerk reported that the following terms of office were due to come to an end before the date of the next meeting:

- Dale Hall on 12/06/26

The Clerk added that there were no attendance issues to report.

19.	Committee Terms of Reference

Governors considered the terms of reference which had been circulated prior to the meeting regarding the delegation of Governing Board functions to committees, together with suggested terms of reference. Governors noted that, although the report suggested committee names, the committee names used by the Governing Board could differ, but the terms of reference could still be used.

ACTION: The Terms of Reference (TOR) to be reviewed.

20.	Committee Membership

This item was deferred until the Terms of Reference (TOR) have been reviewed.

21.	Southrop Governing Strategy 2024-25

RESOLVED: That the Southrop Governing Strategy (Paper 21.1) be approved.

22.	Parent Council Constitution

The Chair had circulated the document prior to the meeting.

RESOLVED: Approved, subject to a spelling correction.

23.	Headteacher's Appraisal

RESOLVED: That the external advisor be appointed, with the date booked for 2 October 2025.

24.	Appointment of Link Governors

Governors considered arrangements for Link Governor activities and Governor monitoring.

ACTION: At the next Full Governing Board meeting, Governors were to ensure that link Governor roles are aligned to the appropriate categories.

25.	Governor Training and Skills Audit

The Clerk highlighted that all Governors were able to attend courses from the LA/GovernorHub Knowledge.

Governors noted that the skills audit had been circulated prior to the meeting. The Clerk advised that the skills audit should be returned by 30 September to Attingham Education for analysis.

26.	Collation/Publication of Governor Diversity Data

Governors noted that it was recommended that they publish their diversity data.

RESOLVED: That the diversity data not be collated or published.

27.	Admissions

There was nothing to report.

28.	Pupil Premium Strategy Statement

Governors had received a copy of the Pupil Premium Strategy Statement in advance of the meeting.

RESOLVED: That the Pupil Premium Strategy Statement be approved.

29.	Website Compliance

The website was reviewed periodically.

ACTION: DS to complete a review of the website by 2 October, with Megan to provide a checklist.

30.	Any Other Business

- A learning walk was scheduled for 29 September.
- Dates for future learning walks were to be discussed.

31.	New Early Years Statutory Framework

- Safe recruitment procedures, including oral and written assessments, were in place.
- Safeguarding training had been completed.
- In the event of a pupil absence, a member of staff was required to check on the child after one day.
- Food safety procedures were in place to minimise choking hazards, with all food required to be cut up appropriately.
- Toilet and hygiene protocols required two members of staff to assist a child who had an accident.

Wendy, Toby, and Megan had completed paediatric first aid training.

32.	Dates of Future Meetings – all at 6.15 PM • 12 November 2025 • 14 January 2026 • 11 March 2026 • 20 May 2026 • 1 July 2026

RESOLVED: That the future meeting dates listed above be approved.	

Actions

Min Num	Action	Responsibility	Deadline
6	Review the policy for supporting private SEND diagnoses.	Headteacher	
6	Updated SDP documentation to be shared at the next meeting.	Headteacher	
7	Governors to agree visit dates for focus areas.	Governors/School	
12	Governors to upload their policy reviews to GovernorHub.	Governors	
19	The Terms of Reference to be reviewed.	Governors	
20	The Terms of Reference to be reviewed.	Governors	
24	At the next Full Governing Board meeting, ensure that link Governor roles are aligned to the appropriate categories	Governors	
25	Governors to complete skills audit.	Governors	
29	DS to complete a review of the website by 2 October, with Megan to provide a checklist	DS	

Signed...

12 November 2025