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 2 JULY 2025

PRESENT	Megan Davies	- Headteacher
	Shelley Davis	
	Dale Hall	- Chair
	Cassandra Patten	
	Danny Scrivener	
	Jennie Tipple	
IN ATTENDANCE	Emma Shorey	- Clerk (online)
CONSENT TO ABSENCE	Andrew Cinnamond	
	Stuart Harwood-Hope	

The meeting was declared quorate.

0251 **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting.

0252 **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. Governors noted that any updates to their business interests should be published on the school website.

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.

0253 **SAFEGUARDING – SECTION 175 SAFEGUARDING SELF-ASSESSMENT**

Governors had received a copy of the Section 175 Audit (Paper 3.1) prior to the meeting. The Headteacher confirmed that it had been submitted.

0254 **STRATEGIC DIRECTION**

Governors had received copies of the SDP (Paper 4.1) and SEF (Paper 4.2) prior to the meeting.

The Headteacher reported that she had met with staff to identify any items to be added to the SDP. There was a need to see the impact of the History and Geography curriculum and the Computing curriculum would be reviewed. There was a new R.E curriculum which SD would adapt to the needs of the school. **The Chair asked if there had been feedback from the Project Group regarding the Curriculum** and the Headteacher replied that they were happy with the Curriculum. Many points of action resulted from the last Ofsted inspection.

The Headteacher reported that there was a continuing need to increase the number of pupils which would improve the financial position of the school. There had been a question regarding the structure of Governance and Helen Sowden (LA School Improvement Advisor) had asked why there were no committees. The Headteacher confirmed that they were not necessary and that they did not have the manpower for any extra commitments, and Helen Sowden was satisfied with the response.

0255 **FINANCE**

The Headteacher reported that the budget had been approved and submitted. The Sports Premium Expenditure report would be submitted by the 31 July.
The Chair asked if the budget deficit plan had been prepared.

ACTION: Headteacher to provide deficit recovery plan.

The Chair noted that a child had left the school and the Headteacher replied that they had not had any additional funding.

0256 **AUDIT AND RISK**

ACTION: The Headteacher to present updated risk register at the next FGB meeting.

0257 **POLICIES**

There were no policies to be approved.

0258 **HEADTEACHER PERFORMANCE MANAGEMENT MID-YEAR REVIEW**

ACTION: The Headteacher and Chair would agree a date for this to take place before the end of the academic year.

MINUTES OF THE PREVIOUS MEETING

0259 **RESOLVED**: That the minutes of the previous meeting held on 21 May 2025, be approved as a correct.

0260 **MATTERS ARISING**

There were no matters arising from the minutes.

0261 **ANY OTHER BUSINESS**

0261(a) Cygnet Classroom

CP raised a concern regarding the temperature in the Cygnet Classroom during the recent heatwave and asked whether it would be possible to install an air conditioning unit. The Headteacher reported that this had been investigated previously, and that the classroom was also cold in the Winter. **The Chair asked if there was a policy relating to this issue** and the Headteacher replied that there was a Severe Weather policy, but it needed to be updated and linked correctly to the Health and Safety policy.

Action: The Headteacher to review the Severe Weather Policy

0261(b) Governance

The Headteacher reported that Governance was rated Red on the Project Group action plan. There were no Governors present at a recent Project Group meeting due to an emergency situation arising. The Headteacher had been unable at the meeting to show evidence of Governor involvement, for example learning walks. The Headteacher asked that the Governors produced a Strategic Plan and update all outstanding Governor reports. It was suggested that Governors visit the school on a particular day and complete their visits and reports at the same time. In 2024/25 year Governors had focused on training the new cohort and strategic direction of the school. Learning walks would be a priority in 2025/26 academic year.

Action: Chair to arrange Teams meeting on 7 July to discuss formulation of the Strategic Plan.
All outstanding Governor reports to be uploaded to GovernorHub by 11 July.
CP to provide support to Governors on completing Governor visit reports.

0262 **MEMBERSHIP OF THE GOVERNING BOARD**

The Clerk reported the vacancy of a Foundation Governor. The Vice Chair reported that an advert would be placed in the local CHEQS magazine. There were no terms of office approaching their end and no attendance concerns.

0263 **LINK GOVERNOR REPORTS**

Governors had received copies of Learning Walk reports from CP (Paper 12.1) and JT (Paper 12.2.)

The Chair reminded Governors that any outstanding reports should be uploaded to GovernorHub by 11 July.

0264 **DATA PROTECTION UPDATE**

None to report.

0265 **URGENT ACTION TAKEN BY THE CHAIR**

None to report.

0266 **CHAIR'S CORRESPONDENCE**

There was no correspondence to be reported.

0267 **SUCCESSION PLANNING**

Both Chair and Vice-Chair were happy to continue in their roles.

0268 **NEW SCHOOL ESTATE MANAGEMENT STANDARDS**

Governors were asked to view the document.

0269 **HEADTEACHER'S REPORT**

Governors had received a copy of the Headteacher's Report (Paper 18.1) prior to the meeting.

A Governor asked what the non-negotiables were for SEND needs and the Headteacher replied that it was vital to ensure that each classroom environment met every child's needs. The Headteacher reviewed classroom presentation and resources with staff, and this would be reinforced at the beginning of the academic year.

A Governor asked why a TA was to be removed from EYFS when the RAG rating for EYFS was Amber. The Headteacher replied that many EYFS objectives were not dependent on having a TA in the classroom, and there were no additional needs in that class**. A Governor asked for information on the TA interview to be held on 3 July** and the Headteacher replied that it was for a nine hour per week role to support a child in KS2 with an EHCP.

A Governor asked who was responsible for Social Media and the Headteacher replied that she was. CP offered to help with Social Media if required.

The Headteacher reported that 100% of children had passed the Phonics Screening test and all EYFS children had reached GLD. Y6 SATs results would be published on 8 July.

The Headteacher reported that there would be a meeting in September to ensure the budget deficit plan was in place. The focus for next year was on using Pupil Premium funding appropriately and site security. The TA budget was still recording -£30K deficit but the strategy to save on staff would be in place from September. There had been four enquiries from potential new parents which was positive.

Mr Vickery would be returning to school in September with an access to work agreement. He would be supported in the classroom by an additional staff member until Christmas.

The Headteacher shared concerns regarding a local man who had been acting inappropriately near to the school. Reports have been made to the Police and local community police have been more visible in the village. **The Chair commented that that should be added to the Risk Register and were staff aware of how to mitigate any possible risks.** The Headteacher replied that staff were vigilant, particularly when doors were open.

DATES OF FUTURE MEETINGS

0270 **RESOLVED**: That the next meeting of the Governing Board be held at the School on 24 September 2025 at 6.15 pm

Signed……………………………………………
(Chair of Full Governing Board)

Date – 24 September 2025

The meeting ended at 7.47pm