



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
SOUTHROP C OF E PRIMARY SCHOOL HELD AT THE SCHOOL
AT 6.15 PM ON WEDNESDAY 12 NOVEMBER 2025**

QUORUM 4

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
Cassandra Patten	Vice Chair	Consent to Absence
Danny Scrivener	Local Authority Governor	Present
Jennie Tipple	Co-opted Governor	Present

No.	Agenda Item
1.	Welcome and Apologies Governors were welcomed to the meeting of the Full Governing Board. Apologies were received and accepted from Andrew Cinnamond and Cassandra Patten.
2.	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.

3.	Headteacher's Report
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Governors had received the Headteacher's Report in advance of the meeting and attention was drawn to the following matters:

Attendance

Pupil numbers had been increasing steadily, which was viewed positively.

The Headteacher reported concerns that overall attendance remained low, with 50% of pupils below 95% attendance. Comparisons had been made with national data, which suggested that the school's biggest issue related to Monday attendance, with pupils arriving late. The Headteacher was also concerned about unauthorised holiday absences; three cases were under review and fines might be issued.

As an action, Friday breakfast had been moved to Monday, and a parent coffee morning added, to encourage attendance. Local businesses had been contacted for support, and the village store had agreed to donate.

The SENDCo had researched School Avoidance Anxiety and had sent a parent survey, with three responses received so far. The deadline remained 14th November. Under the new Ofsted framework, Attendance and Behaviour were assessed together. Behaviour at the school had historically been good, but attendance now posed a risk to outcomes in this area.

A Governor asked if Ofsted now monitor this as a behavioural attitude? Is there something within policy regarding authorised absence for anxiety? The Headteacher confirmed that four different criteria were used to assess anxiety. Case studies were being analysed individually. Some pupils were arriving at school on time but unable to enter the building due to anxiety, and this was being considered carefully. Four children were regularly arriving after 08:45am despite leaving home on time.

Last year, a new framework for analysing attendance had been introduced, ranking the school 11th out of 20 comparable schools during Summer 2025.

A Governor asked if the analysis was based on school size, and did it consider SEND? The Headteacher confirmed that it did, providing clearer insight into attendance trends. Anything below 91% was classed as persistent absence.

The school continued to gain pupils from other settings with anxiety needs. Attendance figures would now be requested before children joined, to create baselines. One child had previously been at 75% attendance; through support, this had risen to 84%.

Safeguarding

There had been a significant reduction in recorded incidents following a suspension and re-integration of a child. The last MyConcern entry had been on 14/10, relating to a missing lunch box.

Child Protection: One case (involving two children) had been referred or had information requested since the last meeting. There were now no children on the Child in Need register.

Incidents of Concern: Fourteen incidents had been recorded since the last meeting, the majority relating to the same child and spanning multiple categories, with several staff members reporting concerns.

Four children had been referred to Early Help.

SEND

Attendance for SEND pupils remained poor and was an area of focus. Suspensions continued to affect SEND attendance data. One child had undergone several diagnostic meetings, and the Headteacher had spoken directly with the children in this cohort about attendance.

The school had begun working towards becoming a Dyslexia Friendly School. Little Faringdon Fireworks had contributed £500 towards the project. A parent had donated funds which were match-funded by their employer, enabling the purchase of four C-Reader pens. Two children were now using these pens. A baseline assessment was being completed due to a child reporting moving text on the board.

A pupil with significant SEMH needs had transitioned from Cygnets to Swans alongside a staff change. Behaviour had escalated and was now having a serious impact on the child's learning, peers, and the wider environment. The child had received a longer suspension and was returning on a part-time timetable.

A Governor queried the need to provide full time education. It was confirmed that alternative provision was being considered.

Ongoing concerns included:

- Need for highly structured 1:1 support
- Risks to safety, learning quality, and staff wellbeing

Financial implications had been outlined, with AP funded short-term by the school, and long-term 1:1 provision unsustainable without external funding.

Next Steps included pressing the LA for urgent decisions, monitoring AP impact, maintaining detailed logs, and providing governors with termly financial updates.

Pupil Premium

Two PP pupils also appeared within the SEND attendance concerns. Service pupils were currently the biggest concern, and next steps would need to be considered.

The £17,270 PP allocation had supported staffing, SENDCo and TA support, interventions, training, resources, trips, and external services. Nine children were eligible for PP, with several overlapping categories.

Given that many PP pupils had ACEs rather than learning needs, wellbeing was a priority. ELSA training had commenced.

Literacy

A Governor highlighted that it was fantastic that the Literacy Tree is improving writing outcomes across key stages, and asked if the evidence was in books or seen during lessons?

The Headteacher explained that all children had completed three Literacy Tree books, supporting vocabulary development and consistency across the school. Mr Jones had been disappointed with Y5/6 writing outcomes; content difficulty and timing may have affected performance. Handwriting from Read Write Inc. had been introduced.

A Governor asked if there were additional strategies to improve phonics? Queued articulation had been introduced that week with positive results. Children were enjoying the songs, and many were singing them at home. Capacity limitations meant NELI could not currently be implemented.

Interventions

One child was on a reduced curriculum, supported by a TA for two days and the Headteacher. Timetables had been adjusted to enable interventions.

A Governor asked how long the EHCP process was taking? The Headteacher confirmed it was a 16-week process. Papers were with casework, taking two – four weeks before panel submission, possibly giving a decision within eight weeks.

There were challenges relating to educational provision arrangements. Advisory teaching was scheduled, although the child currently went home before the session. The Headteacher was contacting AP providers. All school-side requirements had been met.

A Governor asked if the child's wellbeing was being monitored? The Headteacher confirmed daily wellbeing checks, contact with the parent, and involvement from the Educational Psychologist. The child was frustrated as she wished to return to the classroom.

A Governor asked how leaders were monitoring curriculum adaptations and interventions? Monitoring included learning walks, book looks, pupil voice, and assessment tracking.

Improvements were being sought particularly in computing.

A Governor queried that leadership and management were expected to remain consistently good next year and if the school were on track? The Headteacher confirmed that they were, although the parameters had changed. The Headteacher felt confident but noted pressures on governors. Governors acknowledged the need for clearer guidance.

Governance / Policies / Staffing

The Chair would review the policy schedule with Governors.

Policies would be updated by staff, checked by the Headteacher, and reviewed/signed off by Governors. This would be set out in the policy schedule.

A Governor asked how senior leaders were ensuring that the curriculum intent in Cygnets was clearly articulated and understood by all staff? The Headteacher explained that the school allocated 25 TA hours per classroom. This worked well in Swans, but some children required full-

time TA support. Recruitment was needed for phonics support and for three mornings following Mrs Richards' resignation.

Outdoor learning supervision required two staff members; the outdoor area remained closed unless this minimum requirement was met.

A Governor noted that the staffing section of the website was not fully up to date and asked when this would be corrected to ensure the published information accurately reflects the current staffing structure? The Headteacher confirmed that website updates would continue once photographs had been taken. Governors were invited in next Monday for photographs. Time had been a barrier to regular updates, though checks were ongoing. A SEND flowchart had been added to the website.

RESOLVED: That the report of the Headteacher be adopted.

4.	Strategic Direction and School Improvement Plan
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Governors had received a copy of the School Development Plan in advance of the meeting:

RESOLVED: That the School Development Plan be approved.

5.	Safeguarding
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This item was covered in agenda item three.

6.	Finance Update
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The Headteacher was to chase Ruth for the outstanding information.

The Headteacher reported that Census Day had recorded 39 pupils, while the budget had been predicted on 36 pupils.

The three-year financial plan showed several options for achieving a surplus position by year 3.

Item deferred until the next meeting.

7.	Premises Update
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Kevin Maybank had visited in July. His report was thorough, and the Headteacher would go through it with the Chair during his next visit.

8.	Policies
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Governors had received copies of the following policies in advance of the meeting:

- Policy Review Schedule
- Relationships and Sex Education
- Support Staff Pay and Grading
- Teachers' Pay
- Capabilities

RESOLVED: That the policies detailed above be approved subject to amendments recorded in the reviews made by Governors.

9.	Minutes of the Previous Meeting
RESOLVED: That the minutes of the previous meeting held on Wednesday 24 September 2025 (Paper 9.1) be approved as a correct record subject to the agreed amendments. • DS had attended the meeting, and apologies had been received from AC. • DS had confirmed that he did not liaise with the alarm company. • The discussion regarding a specific matter was recorded in the confidential appendix.	
10.	Matters Arising From the Minutes
• Review the policy for supporting private SEND diagnoses - DS had been due to complete a review of the website by 2 October, with Megan providing a checklist. DS had spoken with Mrs Dawson, and the matter had been taken to the SEND cluster, although the outcome remained unclear. • Updated SDP documentation to be shared at the next meeting. This had been completed. • Governors to agree visit dates for focus areas. This has been completed. • Governors to upload their policy reviews to GovernorHub. This had been completed. • The Terms of Reference to be reviewed. The Chair had uploaded the updates to GovernorHub. Governors approved the documents, subject to minor amendments for the two committees and the Standing Orders. • At the next Full Governing Board meeting, ensure that link Governor roles are aligned to the appropriate categories. This item was deferred until the next meeting. • Governors to complete skills audit. This item was deferred until the next meeting. • The website review had been completed, and the site had been updated	
11.	Urgent Action Taken By the Chair
There were no actions to be reported.	
12.	Chair's Correspondence
There was nothing to report.	
13.	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 one Foundation Governor vacancy on the Governing Board. The Headteacher had been approaching potential candidates, aiming to maintain a balanced board and avoid being parent heavy. It was noted that the Diocese should be informed, as the board was temporarily two governors below full membership due to sickness and an unclear recovery time. The Clerk added that there were no attendance issues to report.	
14.	Any Other Business
The MAT review had not yet progressed. The Headteacher noted that other options, such as forming or joining a federation, might be better for the school. Governors were advised that it was necessary	

to conclude the MAT review, determine whether to join a MAT, and consider the school's future model, including potential benefits from a federation. A smaller working group was suggested to progress this work. The review would determine which was the preferred MAT and if MAT is the preferred model. It was resolved that the remit of this strategic work stream will extend to other options including Federation. The school had previously contacted all MATs approved by the diocese of Gloucester and following a preferred option selection process narrowed the choice down to 3 for a deeper dive. The NCSF MAT is one of the three, that the HT and chair already visited to conduct the deeper dive

The Headteacher asked Governors if they had experience with federations. JT reported that she did, noting that it ran very well and provided a balanced workload.

The Headteacher noted interest in the NCSF MAT, which had previously operated as a federation, and suggested it as a model to investigate. It was agreed that a working group would explore the school's future model, with all Governors involved.

15. Dates of Future Meetings – all at 18:15

- 14 January 2026
- 11 March 2026
- 20 May 2026
- 1 July 2026

The above meeting dates were confirmed.

Actions:

Min No.	Action	Responsibility	Deadline
3	Chair to review Policy Schedule with Governors	Chair	
6	Headteacher to chase Ruth for financial information.	Headteacher	
8	EYFS School Food Policy	Headteacher	
13	Headteacher to review safeguarding Governor role.	Headteacher	
14	Set up a working group to discuss future model of the school.	Chair	
14	JT to arrange visit to one of the shortlisted MAT's.	JT	



Signed by the Chair of the FGB

14 January 2026

Date