



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
SOUTHROP C OF E PRIMARY SCHOOL BE HELD AT THE SCHOOL (CLERK ONLINE)
AT 6.15 PM ON WEDNESDAY 11 MARCH 2026**

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
Cassandra Patten	Vice Chair	Present
Danny Scrivener	Local Authority Governor	Present
Jennie Tipple	Co-opted Governor	Consent to absence
Amanda Walford	Clerk	In Attendance

No.	Agenda Item
1.	Welcome
Governors were welcomed to this meeting of the full governing board. Apologies were accepted from Andrew Cinnamond and Jennie Tipple. The Chair asked if there were any items of business not covered by the agenda which Governors chose to raise. There were no further items of business.	
2.	Declarations of Interest and Confidentiality
There were no new declarations of business or confidentiality	
3.	Strategic Direction
<u>Progress against strategic priorities/milestones in strategic plan</u> It was confirmed that the SDP was aligned with strategic priorities and that progress was being made. <u>Stakeholder engagement</u> The Headteacher advised that there had been no new developments although progress was being made on social media communications.	

OFSTED readiness

Following the visit of the LA School Improvement Partner at the previous meeting, the Headteacher reported that actions had been put in place. The Headteacher was also attending training on 12 March run by an Inspector.

4. Headteacher's Report

The Headteacher's Report (Paper 4.1) had been circulated prior to the meeting together with the Safeguarding Improvement Action Plan (Paper 4.2), Overview for RISE (Paper 4.3), report of a medical incident (Paper 4.4) and SEF (Paper 4.5).

Governors had complied questions in advance of the meeting which were included on the review log (Paper Review log – 11 Mar 2026).

Pupil learning and progress

Governors asked how low attendance was affecting curriculum coverage and how gaps in learning were being addressed?

The Headteacher advised that attendance had improved and was currently at 92%. When those on part time curriculum were excluded from the figure, attendance was 93.8% against the national figure of 94.8%. When absence resulted in missing English and maths lessons, interventions were put in place. In cases of longer absences, such as one week, dates are being recorded rather than worksheets being completed.

The Chair asked if there was an opportunity for children to catch up at home. It was advised that this was possible, but children may not receive adequate teaching. The curriculum for maths was cyclical and would be revisited at the next level. The school did not have capacity to allocate a TA to help children catch up following longer absences as this would take them away from lessons but could support when one or two days had been missed.

Governors asked what specific interventions for children who were not school ready were proving most effective, and how progress was measured in speech, language and phonics.

The Headteacher advised that there were not specific interventions for school readiness, but that support was given and parents were invited to join school sessions including phonics. Staff supported parents to identify barriers to learning such as hearing loss.

Governors asked what the key priorities of the action plan of the dyslexia audit were and what was the expected timeline for achieving Dyslexia Friendly status. Governors were advised that it took at least two years to demonstrate criteria for Dyslexia Friendly status. The SENDCo had not yet shared the action plan from the audit with Governors and Governor action would be required.

ACTION The Headteacher would make the action plan from the dyslexia audit available to Governors.

Governors asked if, in the light of ELSA training and increasing interventions, was staffing capacity sufficient to deliver high-quality support without compromising classroom provision. The Headteacher advised that ELSA support was not currently being supplied in house due to concerns regarding capacity. Recruitment was in progress for a HLTA for KS2 as the current HLTA was at capacity. The Headteacher worked with a KS2 child one day per week and the child had TA support for one day in class. A child in Y5 had been granted two hours of support every day whilst full funding had been applied for. The case worker had indicated that the child may need specialist support in KS3. Some of the funding to support this child would have to continue to be met by the school, but the recruitment at KS2 would provide additional capacity.

A Governor asked if the recruitment relied on the ECHP currently requested and was advised that this was not the case.

Wellbeing

Governors asked if increased military activity at Fairford was affecting pupils' sense of safety or wellbeing and whether parents had raised any concerns. The Headteacher advised that whilst planes could be heard from the school, children had not mentioned the situation or displayed any anxiety.

Governors asked if lockdown and emergency procedures had been reviewed and, if so, whether parents and staff were aware of these reviews. There had been a parent meeting during the last half term regarding the lockdown procedure. It was noted that it may be necessary to lockdown due to the location of the school.

Governors asked if the international situation was affecting attendance for service families and this was not currently the case.

Pupil admissions, attendance and suspensions/permanent exclusions

A Governor asked what the rationale was for one parent being given a notice to improve whilst another parent had not. The Headteacher advised that the family concerned had taken a week off prior to half term when attendance was already low. The improvement notice was intended to discourage a culture of term time holidays with that particular family.

Safeguarding and behaviour

A Governor asked if the reduced timetable was still appropriate for a particular child, and how the child's reintegration and emotional safety were being monitored. The Headteacher believed that the timetable continued to be appropriate and meetings between the SENDCo, Headteacher and parent were taking place fortnightly. Behaviours and wellbeing were being tracked, and County guidance was being followed.

Governors asked if the risk assessment for off-site visits required review due to the pool incident and was the school satisfied that the pool's new measures fully mitigated the risk. The risk assessment covered pool visits. Unfortunately, on this occasion, the person in the changing room had not been visible and the risk assessment had been missed in checking the changing rooms prior to children entering. The pool had suggested locking the door to prevent anyone leaving or entering. There had been previous incidents with pupils for the next lesson wanting to get in. It was believed that the incident was accidental and children had not been unsupervised at any point.

The Chair asked if locking the door would impede the emergency evacuation procedures and was advised that the escape route was outside of the pool.

Regarding the reported cases of abscondment and domestic incidents, Governors asked what multi-agency involvement was currently in place and if Early Help or referral was being considered. The Headteacher advised that Early help had been offered and refused. The incidents had happened off school site and had been reported by children.

Governors asked if this related to absconding from school and were advised that this was not the case and the children had absconded from the parent. Multi-agencies were already involved as one of the children had SEND and the Headteacher had spoken to the parent regarding the incidents.

The Chair asked if thresholds were met and whether the situation could escalate into something more serious and the Headteacher advised that the family were receiving appropriate support from the school.

The Chair asked if the incidents linked to the behaviour of another child were due to a sudden change of behaviour and the Headteacher advised that this was not the case.

SEND and Pupil Premium

The Chair asked how feedback was received for pupils attending alternative provision and whether the children were asked for their own feedback. The Headteacher advised that the school took ownership of safeguarding, attendance, and progress for the pupils, working in partnership with the alternative provision. Updates were received regarding behaviour and the arrangement for alternative provision was put in place for five weeks initially with review to ensure it was appropriate. Review meetings took place with parents and children on a half termly basis.

There was discussion regarding whether reports should be shared with the SEND Link Governor and what feedback should be given to Governors. The Headteacher assured that information would be escalated if necessary and that the SEND Link Governor would be notified when reports had been completed to give assurance that the process was working.

Governors asked if there was specific support in place for pupil premium children who were from military families and were advised that there had been no necessity for specific support to date.

School equipment and premises

A Governor asked if it would be appropriate to advertise on an app for volunteers to carry out maintenance work such as repairing leaky taps and the Headteacher advised that the cheapest quote had been accepted for work to the taps and that work was due to start. Any contractors would need DCC approval.

Staffing

The Headteacher advised that a TA on maternity leave had indicated they would not be returning and a replacement would be recruited.

IDSR Summary

The Headteacher advised that the behaviour tracking was over three years. In 2023-24 there had been a child who had been suspended on several occasions and had eventually moved to specialist provision. There had been no suspensions the following year but there had been suspensions for two children with different needs in the current year. It was considered that Ofsted may question how robust the Behaviour Policy was.

The Chair asked if pupil voice surveys asked pupils for their view of behaviour of peers. This was not specifically asked in surveys, and it was agreed that this should be included in the next survey.

ACTION – Next Pupil Voice survey to include a question regarding behaviour.

RISE Attendance and Behaviour Hub (Paper 4.3)

The Headteacher had attending the RISE Attendance and Behaviour hub which offered a range of support including on-line training, webinars and face to face support.

Medical incident on site (Paper 4.4)

The Headteacher advised that a child had been hit in the face by a tennis ball first thing in the morning. It was believed that the child may have fainted as the ball had hit the back of their head and they experienced a seizure for six seconds. The school team had responded well but there had been insufficient staffing available at that time of day and parents had had to provide support. The Headteacher and staff had provided first aid and called for an ambulance, but parents had been needed to support children to get to the right place at the right time. The phones had not been able to cover the playground to enable information to be passed on to the emergency services and it was not possible to contact parents immediately as there was only one phone line. The biggest issue was that after two hours there had been no response from the ambulance team even though the child had a potential head injury and had experienced a seizure. Emergency services had been chased every 30 minutes and eventually triage had advised that the parent should take the child to hospital in their own car. A parent had suggested putting a buddy system in place so that a parent would not have to drive a child to hospital by themselves and this was being put in place. A complaint was also being escalated with SW Ambulance Service which was being followed up as no ambulance had even been dispatched. The first responding team had also not received notification that support was required. This was a concern, noting that the school was situated 30 minutes away from a hospital.

Governors advised that the policy and procedure for dealing with a medical emergency should be reviewed. ACTION

Self-Evaluation Form (Paper 4.5)

The Headteacher advised that the SDP had also been reviewed and there had been a Section 175 audit in January. No major concerns had been raised but management of personnel files would be amended to facilitate easier access to records. The SCR was in order with supporting paperwork, and a safeguarding audit had also been undertaken. The Headteacher was meeting with the Deputy Headteacher fortnightly.

5.	Safeguarding
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Safeguarding and the Section 175 audit had been discussed as part of the Headteacher's Report (item 4)	
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6.	Finance
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The Finance Link Governor was visiting the school during the next few days.	
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7.	SFVS
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The Chair asked when the SFVS needed to be submitted and was advised that this needed to be submitted by 31 March 2026 and required approval of the FGB. This needed to be updated by the Finance Link Governor.	
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ACTION The Chair to ensure that the SFVS template had been sent to the Finance Governor who would draft the SFVS and circulate for approval by correspondence.	
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8.	Audit and Risk
ACTION The Headteacher to review the risk register. There was nothing further to report regarding audit.	
9.	Estates Management
The Headteacher advised that there had been a visit from a compliance officer from GCC to check the fire alarms and a report was awaited. Fixed wiring audit assessments needed to be put in place as these had expired before Christmas and the Headteacher was in process of arranging this. A Governor asked how often these needed to be completed and was advised that they were annual.	
10.	Data Protection
The Data Protection Policy had been updated and there were no incidents reported.	
11.	Emergency Procedures
The lockdown procedure had been introduced to parents and would be initiated during the summer term and repeated. The Chair agreed that conducting the procedure regularly was good practice and normalised the situation for children.	
12.	Policies
There were no policies submitted for approval. The Chair advised that he was working on a policy schedule stored on GovernorHub, which would highlight when renewal was due. Governors agreed to review and update the schedule in order that outstanding policy reviews could be allocated at the next meeting of the FGB. ACTION Governors to review and update the policy schedule on GovernorHub.	
13.	Minutes of the Previous Meeting
RESOLVED: That the minutes of the previous meeting held on Wednesday 14 January 2026 (Paper 13.1) be approved as a correct record subject to the agreed amendments.	
14.	Matters Arising from the Minutes
<u>Review of Actions from the Previous Minutes</u> - Item 4. The Headteacher had shared the new SEF and common language with Governors together with potential questions. ACTION Governors to review the SEF and confirm by email when completed. - Item 4 – the Chair had begun work to link governor roles across visit plans, the website, and GovernorHub. ACTION The Chair to complete linking governor roles across visit plans, the website and GovernorHub. - Item 4.- The Headteacher had completed review of governance review recommendations. ACTION The Chair to share progress against governance review recommendations.	

- Item 7 - Governors had not yet reviewed the risk register
ACTION Governors to review the risk register and add any identified risks to the shared folder.

There were no other matters arising from the minutes of the previous meeting.

15. Urgent Action Taken by the Chair

There had been no urgent action taken by the Chair.

16. Chair's Correspondence

There was nothing to report.

17. Membership of the Governing Board

Review the Constitution of the Governing Board (Paper 17.1)

The Chair questioned the information taken from GovernorHub regarding terms of office.

ACTION The Clerk to check and update terms of office on GovernorHub.

Review Membership/Recruitment

Governors were advised that the Foundation Ex-Officio Governor had advised that he would be leaving the Board. The Diocese had been contacted and would appoint a replacement.

There had been interest from a parent in the other Foundation Governor vacancy which was being pursued.

18. Governing Board Development

Training and Skills (Paper 18.1)

Governors were asked to complete the Skills Audit if they had not already done so to enable this to be discussed at the next meeting.

19. Link Governor Roles

There would be link role vacancies following the resignation of the Foundation Ex-Officio Governor. It was agreed that the Chair and Headteacher would propose new link Governor roles to be discussed at the next meeting. **ACTION**

A Governor asked if this was in line with changes to the Ofsted framework with the increased focus on inclusion and SEN and was advised that this was the case.

20. Headteacher Mid-year Review

The Headteacher would provide a date to the Chair for the review to be conducted. **ACTION**

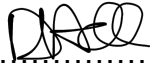
21. Headteacher Wellbeing

The Chair asked if there were any concerns and advised that the Headteacher had the option to work from home on occasions. The Headteacher advised that she had worked from home for two days but with the current capacity of staff this was not possible, particularly as she was supporting

a child with SEND. The Headteacher was urged to take the offer seriously and work from home when possible.	
22.	Website Update
This had not yet been completed.	
23.	Any Other Business
There was nothing to report.	
24.	Dates of Future Meetings – all at 18:15 20 May 2026 1 July 2026
The above dates were confirmed	

Actions

Min No.	Action	Responsibility	Deadline
4.	The Headteacher would make the action plan from the dyslexia audit available to Governors	Headteacher	ASAP
4.	Next Pupil Voice survey to include a question regarding behaviour.	Headteacher	
4.	The policy and procedure for dealing with a medical emergency to be reviewed	Headteacher	ASAP
7.	The Chair to ensure that the SFVS template had been sent to the Finance Governor who would draft the SFVS and circulate for approval by correspondence.	Chair Governors	27 March 2026
8.	The Headteacher to review the risk register	Headteacher	ASAP
12.	Governors to review and update the policy schedule on GovernorHub	Governors	ASAP
14.	Governors to review the SEF and confirm by email when completed	Governors	ASAP
14.	The Chair to complete linking governor roles across visit plans, the website and GovernorHub.	Chair	ASAP
14.	The Chair to share progress against governance review recommendations	Chair	ASAP
14.	Governors to review the risk register and add any identified risks to the shared folder	Governors	ASAP
17.	The Clerk to check and update terms of office on GovernorHub.	Clerk	ASAP
19.	New link Governor roles to be proposed and discussed at the next meeting	Headteacher/Chair	20 May 2026
20.	A date to be arranged for Headteacher mid-year review.	Headteacher/Chair	ASAP



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Signed Chair of the Full Governing Board

Wednesday 20 May 2026
Date