



**ST MATTHEW'S CE PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD MEETING**

held exceptionally via Teams on

**Tuesday 20<sup>th</sup> January 2026 at 4.30pm**

Governor	Initials	Governor category and role	Roles	Term of office ends	Apologies
Amanda Sayers	AS	Additional Local Authority Appointed Governor	GB Chairman	Open-ended ToO	
Aslam Merchant	AM	Local Authority Governor		1 Oct 2029	
Burcu Kiray	BK	Staff Governor		9 March 2029	
Sarah Green	SG / HT	Ex-officio	Headteacher		
David Richards	DR			26 Nov 2029	
Ehsan Razavizadeh	ER	Parent Governor	GB Co -Vice-Chair	27 Feb 2026	
James Leighton	JL	Foundation Governor		8 Jan 2027	
Mark Greenhorn	MG	Foundation Governor – appointed by Diocesan Board of Education	GB Co -Vice-Chair	31 May 2027	
Mike Harrington	MH	Additional Local Authority Appointed Governor		Open-ended ToO	
Nicola Cottier	NC	Foundation Governor		10 March 2028	
Susan Lowson	SL	Foundation Governor – appointed by the Parochial Church Council		1 March 2027	
Xherilda Martinaj Kukeli	XMJ	Parent Governor		18 Dec 2029	
Vacancies:		Foundation Governor – appointed by Diocesan Board of Education Foundation Governor – Ex-Officio			

Observers:

Carolyn MacLeish	CM	Clerk to the Board of Governors
Raine Jarrett Smith	RJS	Prospective Associate Governor joined at Item 5
Ian Heggs	IH	BiBorough Director of Education – Item 4 Only & Reported Confidentially
Helen Ridding	HR	Deputy Diocesan Director of Education – Item 4 Only & Reported Confidentially

The meeting commenced at 16:30

No	Business	Action
<p><b>1.</b></p>	<p><b>Welcome and opening prayer and any apologies for absence</b></p> <p>SL led the meeting in prayer.</p> <p>Prayer:</p> <p>Heavenly Father, thank you for the opportunity to come together to consider how to achieve what is best for our school. When so much conflict highlights the divisions in the world, let us celebrate our school community and the sense of belonging that it and a faith in Christ gives to all.</p> <p>Lord, in your Mercy hear our prayer!</p> <p>Amen</p> <p>ER welcomed everyone to the meeting and introduced CM who had agreed to support the GB with clerking services post the retirement of the former clerk. Governors noted that her appointment post this meeting would be reviewed and discussed further on in the agenda.</p> <p>Governors welcomed the newly appointed governors DR and XMK and the prospective candidate RJS. All introduced themselves.</p> <p>There were no apologies for absence.</p>	
<p><b>2.</b></p>	<p><b>Election of Chairman</b></p> <p>The period of office of the previous Chairman of the Governing Board elapsed on 30<sup>th</sup> November. Owing to a regulatory imperative, a previous election in November was deemed null and void and the Vice-Chairman had stepped into the chair to the date of this meeting</p> <p>CM reported that to date, an advance nomination had been received for AS, but further nominations might still be made in the meeting.</p> <p><b>Chairman: Amanda Sayers, nominated by Ehsan Razavizadeh and seconded by Mark Greenhorn</b></p>	

	<p>ER stated that it had been a privilege to serve the School in the capacity of Chair and advised that he had had the further privilege of working with AS over the last few months since taking over the role. ER. ER nominated AS stating she had the right skills to take on the role, and her focus would ensure the pupils of the School were at the centre of the GB’s purpose and, with her leading the GB, the School would be successful in moving through this difficult period. MG seconded the nomination. NC stated that she would like to support the nomination too.</p> <p>AS accepted the nomination, and no further nominations were received. Governors were asked to:</p> <ul style="list-style-type: none"> <li>a) determine a period of office (one to four years)- It was suggested that the first term be until the final meeting of the academic year 2026-27, in July 2027; Approved</li> <li>b) decide whether to admit additional nominations at the meeting; None received</li> <li>c) decide on the method of voting for candidates (if more than one candidate). N/A</li> </ul> <p>AS thanked governors for their kind words and accepted the post of Chairman of the Governing Board. AS also thanked ER for stepping up in the circumstances and for his hard work in the role.</p> <p><b>RESOLVED: that AS be appointed the Chairman of the Governing Board until July 2027. (unam)</b></p>	
<p>3.</p>	<p><b>Election of Vice Chairman</b></p> <p>CM reported that to date advance nominations had been received from MG and ER, who had proposed that they act jointly in the role, and advised further nominations might still be made in the meeting.</p> <p>AS proposed MG and ER whose nominations were seconded by AM . No further nominations were received, and both were appointed,</p> <p>Governors were asked to</p> <ul style="list-style-type: none"> <li>a) determine a period of office for both positions (one to four years)- it was suggested that the first term be until the final meeting of the academic year 2026-27 in July 2027; Approved</li> <li>b) decide whether to admit additional nominations at the meeting; None received</li> <li>c) decide on the method of voting for candidates (if more than one candidate). NA</li> </ul> <p><b>RESOLVED: that ER and MG be appointed the Vice-Chairmen of the Governing</b></p>	

	<b>Board until July 2027. (unam)</b>	
4.	AS welcomed Ian Heggs and Helen Ridding to the meeting and the item was recorded under the confidential agenda. BK left the meeting	
5.	<p><b>Declaration of interests</b></p> <p>Any committee members with a pecuniary or other interest in a particular agenda item were asked to declare their interest at this point. None declared</p> <p>AS reported that all governors were up to date with their confirmations and declarations on Governor Hub</p> <p>BK returned to the meeting.</p>	
6.	<p><b>Approval of the Minutes of the meeting held on 11<sup>th</sup> November 2025</b></p> <p><b>RESOLVED: that the non-confidential minutes of the meeting held on 11<sup>th</sup> November 2025 be approved unanimously.</b></p>	
7.	<p><b>Governance Documents and Group Reports</b></p> <p>Governors reviewed the following documents and processes and agreed the following post robust discussion and review.</p> <p>Governors to approve/reconfirm, as attached:</p> <p><b>a) Curriculum &amp; Ethos Terms of Reference</b></p> <ul style="list-style-type: none"> <li>- AS advised that she had not received terms from Father Philip and therefore had drafted the attached given that it was necessary to have them in place for the first committee meeting.</li> <li>- AS thanked governors for the comments that she had received, including the points highlighted by DR by email and suggested that DR share the terms once approved with the LDBS for any necessary amendments.</li> <li>- AS stated that she had taken on board most of the points and apologised if the corrections had not been reflected in the version circulated.</li> <li>- The School did not have a mission it had a vision and Christian Values</li> <li>- The School did not run a Governors' Afternoon</li> <li>- Daily Collective Worship</li> <li>- Sec48 inspection regime</li> <li>- Nicer wording for leading Christian Distinctiveness</li> <li>- Monitoring Collective Worship</li> <li>- Agree Behaviour Principles not the Policy</li> <li>- Governors approved the terms and for them to be sent to Angela Abrahams at the Diocese and for DR to be cc'd in.</li> </ul>	<p>C&amp;E terms of Reference to be on the C&amp;E ctte agenda and sent to the Diocese for input.</p>

**b) Finance & General Purposes Terms of Reference**

- Terms were approved subject to the removal of point 6.9 (Suspensions and Exclusions should not be in the these terms)

**c) Pay Committee Terms of Reference**

- Approved – change to meet annually.

**d) Governors' Standing Orders & Procedures**

- EHT to say HT
- Governing Board
- 2.2 LA governors and associate members
- 2.22 Procedure for LA Governor Appointments and should refer to Foundation Governor Appointments. Wording to be found from the Diocese.
- Approved

**e) Governors' Delegation of Functions**

- Plan to have a School Business and Operations Manager on a part-time basis who will help the School to review its financial procedures;
- DR asked whether the LA ensured best value as stated with premises and insurance. BK confirmed that the LA went out to tender and it was their guarantee.
- Approved

**f) Governors' Code of Conduct**

- Governors' Code of Conduct (as taken from NGA template -changes from previously approved version highlighted as the one approved 17/11/25 was from 2024)
- The highlighted words were the amendment from last year.
- Covers the ethos.
- Practising good ICT security
- Suspension or Removal – making it clear what might happen.
- Governors only act on behalf of the Board, are strategic and never operational.
- Governors approved the document and agreed to confirm that they had read and understood the terms and agreed to abide by them.

**g) Governors' Visits Policy including Visit Report Template**

- AS advised that she was happy for the form to be changed; however, she hoped that governors would find it a useful template for their up-and-coming visits including the Quality of Education visits;
- School to suggest the objectives for the QofE visits

	<ul style="list-style-type: none"> <li>- Visits to be purposeful and meaningful as the School’s resources were stretched.</li> <li>- SG reported that JL was visiting tomorrow for a H&amp;S visit.</li> <li>- Policy adopted.</li> </ul> <p>Following this meeting, the Clerk, the Chairman and the HT will complete a Workplan for the coming year with agenda items for each meeting and visit report dates to be circulated to governors.</p> <p>This was governors’ opportunity to ask questions of the relevant group chair relating to any of the accompanying papers.</p> <ul style="list-style-type: none"> <li>• <b>Finance Group – 6th January 2025</b> ER Committee Chair highlighted the following points: <ul style="list-style-type: none"> <li>- Governors had not received a full, detailed budget to date;</li> <li>- Period 9 had seen the in-year deficit reduced with a small in-year surplus of £6,700; however, the cumulative deficit by the end of the year was expected to be £338,492.</li> </ul> </li> </ul> <p>Governors raised the following points and questions in discussion:</p> <ul style="list-style-type: none"> <li>- Governors commended the School for the savings made to date and appreciated that had been achieved through hard work and the leadership of SG;</li> <li>- Governors stated the financial position of the School was alarming and under the previous GB governors had been trying to secure a donation from the Abbey which had not happened;</li> <li>- The key variances in the budget related to the School’s delegated funding including SEND and PP funding</li> <li>- The School had achieved savings in teaching, premises (by continued support from MACE), supplies and curriculum.</li> <li>- ER stated the key difficulty for governors remained the quality of the financial reporting, and a budget with the correct CFR codes had still not been received from the School’s financial consultant, John Sanders;</li> <li>- ER advised that the LA had warned the School’s financial reporting and records were not compliant ;</li> <li>- AS confirmed that governors had picked up on this and it would be addressed at the forthcoming F&amp;GP meeting as it was essential for governors to have the correct information in order to secure the School’s future;</li> <li>- Governors agreed to review the budget and savings more fully in the F&amp;GP meeting with the correct financial reports;</li> <li>- XHG advised that she did not know whether MACE would continue to support the School until Autumn 2027;</li> <li>- Governors concluded that the first imperative action was to secure CFR reporting and then to look at savings and ways for the School to generate funding.</li> </ul>	<p>Workplan to be created by CM, AS and SG</p> <p>Visit report dates to be circulated by CM, AS and SG</p>
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	<ul style="list-style-type: none"> <li>• <b>SIB - 7th January 2025 (action points/notes attached)- AS Chair</b></li> </ul> <p>No questions</p> <p>SIB Terms of Reference for Approval (attached) - Approved</p> <p>AS advised the SIB does not have authority to approve any actions and all information discussed would come to governors for review and approval as necessary.</p> <p><b>RESOLVED: that the Governing Board unanimously approved the following subject to amendments and points agreed in discussion:</b></p> <ol style="list-style-type: none"> <li><b>Curriculum &amp; Ethos Committee Terms of Reference</b></li> <li><b>Finance &amp; General Purposes Committee Terms of Reference</b></li> <li><b>Pay Committee Terms of Reference</b></li> <li><b>Governors Standing Orders &amp; Procedures</b></li> <li><b>Governors Delegation of Functions</b></li> <li><b>Governors Code of Conduct</b></li> <li><b>Governors Visits Policy and Visit Form</b></li> <li><b>SIB Terms of Reference</b></li> </ol>	
<p><b>8.</b></p>	<p><b>Headteacher's Report</b></p> <p>Governors thanked SG for her report, and the following points and questions were raised in discussion with governors:</p> <ul style="list-style-type: none"> <li>• For pupil data it was useful to have the numbers as well as the percentages to give more context;</li> <li>• Rosenshine principles had been uploaded to the interesting paper folder on GovernorHub for governors' to review;</li> </ul> <p>Q) Who were the 10% of children not on track to pass Phonics test?  A) Data had changed since the report with another child who was non-verbal joining the School. SG reported meeting with the team to review the intervention and support for pupils resitting the exam. One pupil had left, three would be resitting and two had EHCPs.</p> <p>Q) Would any of the seven pupils with SEND but not EHCPs be receiving an EHCP?  A) Three were in the application process but the other four did not meet the threshold. The School had 18 pupils with SEND of whom 11 had EHCPs.</p> <ul style="list-style-type: none"> <li>• SG advised the School was hoping to extend the Nursery provision to two years from the summer term;</li> </ul> <p>Q) Had a business case been made for the two-year-old provision and would the School use the same members of staff currently in the Nursery?  A) SG reported that there was currently one member of staff off and with them back the provision could be run with existing staff.</p> <ul style="list-style-type: none"> <li>• NC noted that the matter had been discussed for some time and that she believed there had been some interest in the offer;</li> <li>• Governors requested a business case paper including a staff plan and projected revenue in the next two weeks;</li> </ul> <p>Q) How many children were on the Westminster Programme?  A) SG reported that there were five in Y5 and three were Platform Pups. Parents</p>	<p>SG to prepare business case paper for two-year-</p>

	<p>received emails from teachers, and the man who coordinated the programme and pupils brought their learning back to the classroom. It was very popular.</p> <ul style="list-style-type: none"> <li>• Governors noted that the School’s attendance figure of 90% was very low;</li> <li>• SG advised the School was working hard to improve attendance and highlighted the following: <ul style="list-style-type: none"> <li>- picking up children</li> <li>- working with a few families with low attendance</li> <li>- the School had noted a dip in attendance on Mondays and Fridays and had planned fun activities on those days</li> <li>- looking for funding for Breakfast club</li> </ul> </li> </ul> <p>Q) Governors asked whether all volunteers were on the SCR including governors.  A) SG advised that she would be working with the new SBOM to ensure all checks were processed.  Q) When recruiting, did the School check their social media, gaps in employment and times spent overseas? Did this include kitchen staff and peripatetic teachers?  A) SG confirmed that this was the case.</p> <ul style="list-style-type: none"> <li>• SL reported that one of the School’s pupils had read at St Paul’s Cathedral for the leaving ceremony for the Bishop of London. Governors expressed great interest and noted the support being received by the School from St Paul’s;</li> <li>• JL reported that he would be visiting the School to carry out an H&amp;S visit with BK and that they had been working on the premises tracker prior to his visit. JL advised that he would be looking at preventative maintenance, compliance and monitoring and reported that he worked as the H&amp;S manager for the University of Greenwich;</li> <li>• JL asked whether it would be possible for the School to secure a site person to help BK carry out the checks and do some work on site even if it was for one day a week, but was advised that the budget did not envisage this;</li> <li>• Governors asked that the asbestos plan be kept by the entrance and a fire drill with results be reported to the next meeting;</li> <li>• MH suggested SG be put in contact with Bevington Primary School to help develop the School’s work within the Ofsted framework as they had already completed a lot of the work;</li> <li>• SG responded to governors’ questions about stakeholder surveys including a well-being survey for staff. SG advised that she did not think now was the right time and that she would work with governors on when it would be done and the questions to be asked.</li> </ul> <p>Governors were asked to approve the SEF / School Development Plan (SDP), as attached. Governors approved the document noting that it was halfway through the year and work was already underway. Governors asked that the document be rag rated so it was easier for governors to review.</p> <p><b>RESOLVED: that the GB unanimously approved the School’s SEF and School Development Plan.</b></p>	<p>old provision.</p> <p>Fire Drill result and asbestos plan to be confirmed by SG</p> <p>Stakeholder survey schedule to be agreed</p> <p>SG to rag rate SEF and SDP</p>
<p>9.</p>	<p><b>Staffing</b></p> <p>SG reported that there was a member of staff on LTSL, and the School was working with HR to support that member of staff. Governors noted that the School did not have insurance to cover sickness.</p>	

<p>10.</p>	<p><b>Policies/Important Documents for review and approval, all of which had been pre-circulated</b></p> <p>Governors reviewed the following policies and important documents:</p> <ul style="list-style-type: none"> <li>a) Child Protection and Safeguarding Policy (agreed 17/12/25 but for discussion/amendment) <ul style="list-style-type: none"> <li>- Policy had been reviewed via email and amendments made were highlighted in yellow</li> <li>- P19-no appendices</li> <li>- P4 no due date for training</li> <li>- Approved subject to amendments agreed in discussion</li> </ul> </li> <li>b) SEND Information Report (SIR) – Governors asked whether the document reflected the School’s practice and for it to be checked before being uploaded to the School website. Approved</li> <li>c) SEND Impact Report <ul style="list-style-type: none"> <li>- NC stated the SEND Impact report showed that staff have been committed to supporting pupils with any additional needs and they were catered for with an outstanding universal provision.</li> <li>- AS stated that the LA had shared concerns that some of the steps weren’t detailed enough which could be picked up in the C&amp;E meeting.</li> <li>- Approved</li> </ul> </li> <li>d) Attendance and Punctuality – Approved</li> <li>e) Pupil Premium Strategy <ul style="list-style-type: none"> <li>- Holistic and covers lots of need</li> <li>- SL agreed to take on the PP link governor role as it linked well with safeguarding.</li> </ul> </li> <li>f) Sports Premium Strategy <ul style="list-style-type: none"> <li>- Governors noted that the School was spending more than the grant on its Sports Strategy</li> <li>- P2 – 25-26 budget of 16,930 and P3 projected spend is over £17,500</li> <li>- Agreed that the report would be discussed at the next F&amp;GP meeting before putting in correct figures</li> <li>- The School funded additional spend which was on the report</li> <li>- Approved.</li> </ul> </li> <li>g) Annual Calendar for 2026 to 2027 Approved <ul style="list-style-type: none"> <li>- Term Dates – In line with the LA</li> </ul> </li> <li>h) Admission Arrangements 2026-27 – Approved Agreed to check when the arrangements were last consulted on and it would be discussed in the C&amp;E committee.</li> <li>i) Notice of Financial Concern (governors to note) - Noted</li> </ul> <p>LDBS Policies</p> <ul style="list-style-type: none"> <li>a) Staff Code of Conduct - Approved</li> <li>b) Work Place Resolution - Approved</li> <li>c) Sickness Management - Approved</li> </ul>	<p>SEND Provision to be reviewed in C&amp;E</p> <p>Sports Premium Strategy Report to be reviewed in F&amp;GP</p> <p>Admissions Arrangements to be reviewed in C&amp;E</p>
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	<p>Governors were asked to agree to an overarching policy: if any policy has not been specifically agreed or is replaced because of, e.g. national events, the relevant LDBS or LA policy, as appropriate, be automatically adopted until such time as governors next meet to consider it.</p> <p>Governors were asked to delegate review and approval of the Finance Policy and Procedures for 2025-26 to the Finance &amp; General Purposes Committee. Approved.</p> <p><b>RESOLVED: that the GB unanimously approved the following subject to the amendments and points agreed in discussion:</b></p> <ul style="list-style-type: none"> <li>a) Child Protection and Safeguarding Policy</li> <li>b) SEND Information Report</li> <li>c) SEND Impact Report</li> <li>d) Attendance and Punctuality</li> <li>e) Pupil Premium Strategy</li> <li>f) Sports Premium Strategy</li> <li>g) Annual Calendar 2026-2027</li> <li>h) Staff Code of Conduct</li> <li>i) Work Place Resolution</li> <li>j) Sickness Management</li> <li>k) Adopt Diocesan or LA policies as necessary where School policies do not exist</li> <li>l) Delegate review and approval of Finance Policy to the F&amp;GP Committee.</li> </ul>	
11.	<p><b>Safeguarding</b></p> <p>SL agreed to carry out a SCR spot check before the next Governing Board meeting and report to governors.</p> <p>Safeguarding report details the fire drill and the time for the evacuation on P7. It took place on 24<sup>th</sup> November 2025</p> <p>Governors requested page numbers on the report in the future.</p>	SCR check by SL
12.	<p><b>Approval of clerking contract as had been attached</b></p> <p><i>The Clerk left the room for this item.</i> Governors were asked to consider and approve the new clerking contract.</p> <p><b>RESOLVED: that the GB approved to appoint Carolyn MacLeish as the clerk to the Governing Board until the end of the academic year 2025-2026 (unam)</b></p>	
13.	<p><b>Partnership Arrangements</b></p> <p>AS asked governors to appoint a group of governors who would:</p> <ul style="list-style-type: none"> <li>• explore potential partnership arrangements for the School with the advice of the LDBS and LA</li> <li>• prepare an information bundle designed to accurately reflect the state of the school's financial situation, whilst ensuring that best endeavours have been made to maximise revenue streams, governance and any unique selling points with the intent of best enhancing the likelihood of the school being successful in its partnership arrangement(s).</li> </ul>	Group to bring back terms of reference to the Board for approval.

	<p>The proposed membership was the Chairman, Vice-chairmen, Chair F&amp;GP and one additionally appointed LA governor.</p> <p>Governors confirmed their agreement and added XHG as a parent governor.</p> <p>Members of the group agreed as follows: AS, MG, ER, MH and XHG,</p> <p>Governors noted the following points in discussion:</p> <ul style="list-style-type: none"> <li>- The Group would not at this stage have any delegated authority to take decisions but would report back to and take direction from the GB.</li> <li>- A school had wanted to talk to the School about partnership, but as they had wanted to discuss the School's finances and governance that school had been asked by the LDBS to wait pending the change in the School's leadership. The Chairman would now be able to revert to the School and plan next steps for approximately a month's time;</li> <li>- Group to prepare a document to sell the School's USP in terms of its educational offer and place in the community;</li> <li>- Use existing connections with schools such as Burdett Coutts and St Barnabas;</li> <li>- It would be beneficial for new governors to be involved now in such meetings;</li> <li>- The Group to create terms of reference for the GB to approve to ensure that the Board is fully engaged and has a full voice;</li> <li>- Foundation Governors' voices to be reflected in the Group and the discussions;</li> <li>- The Group's discussions would be separate to the deanery vicars' discussions.</li> </ul> <p><b>RESOLVED: that the Partnership Group be unanimously approved as follows:</b></p> <ul style="list-style-type: none"> <li>- <b>The Chairmen of the GB (AS)</b></li> <li>- <b>The Vice Chairmen of the GB (ER and MG)</b></li> <li>- <b>F&amp;GP Chairman (MH)</b></li> <li>- <b>Parent Governor (XHG)</b></li> </ul>	
14.	<p><b>Board</b></p> <p><b>A) Governor Appointments or Ends of Office since the Last Meeting:</b></p> <p style="padding-left: 40px;"><b>Xherilda Martinaj Kukeli– Appointed –Parent Governor January 2026</b></p> <p><b>B) Governors Whose Offices are Due to End within the Next Three Months:</b></p> <p style="padding-left: 40px;"><b>Ehsan Razavizadeh, Parent Governor – 26th February</b></p> <p><b>C) Governor Vacancies</b></p> <p style="padding-left: 40px;"><b>Two Foundation Governors – technically two vacancies</b></p> <p style="padding-left: 40px;"><b>One is LDBS and one Ex-Officio (new Parish Priest in September)</b></p>	

**D) Associate Members**

Governors to decide whether to approve the creation of associate member positions to fill gaps in the Governing Body's skillset, who might in due course be eligible for one of the vacant DFG positions. AS gave the example of someone identified through a headhunting service to assist with bid writing and fundraising. At this point RJS introduced herself.

**RESOLVED:** that associate members be approved to fill gaps.

**E) Governor Non-Attendance:**

No issues to report

**F) Visits To The School:**

Link Governor Visits to be agreed and contacts established – School to agree dates that most sensibly fit into the School's cycle.

**Reporting to F&GP**

H&S

Finance – F&GP Chair

Procurement

Risk Register

**Reporting to C&E**

Quality of Education – C&E Chair first focus EYFS

SEND/Inclusion

Behaviour and Attitudes

Personal Development

Christian Distinctiveness

**Reporting to GB**

Safeguarding

**\*Committee membership/lead roles to be finalised in the confidential meeting post any elections.**

All governors to ensure please that they communicate to Clerk any visit dates agreed to be fed into the Governors' Work Plan so that the agenda going forward may be set accordingly.

**G) DBS and S 128 Check Update:** this is an opportunity to ensure that all governors are receiving necessary Disclosure and Barring Service checks or that checks are in train.

Governors asked to contact the School to arrange checks if outstanding.

	<p>H) Governor Training: Opportunity to identify forthcoming training opportunities and to receive reports on courses recently attended by governors.</p> <p>All governors are reminded that:</p> <ul style="list-style-type: none"> <li>they should have completed their data on the effectiveness tab on GovernorHub to establish what training requirements the Governing Board has currently.</li> <li>the Code of Conduct requires any necessary training so please consider what training is necessary for the fulfillment of your lead role (on the LA tab in GovernorHub under training) and discuss suitable training with the Chairman or Clerk. Best practice would have governors undertaking at least two sessions per year. Do we have to pay for the LDBS training? Free LA training</li> </ul> <p>Christian Distinctiveness training only available through the LDBS</p> <p>I) Diocesan/Local Authority Information: Governors were referred to any recent information or guidance from the LDBS/LA on school governance issues. Governors to note the respective newsletters.</p>	<p>SG to check cost of LDBS training sessions</p>
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<p>15.</p>	<p><b>Matters Arising from the Minutes</b></p> <p>Completed Actions are highlighted in grey.</p>		
<p>N o</p>	<p>Minu te</p>	<p><b>Actions: FGB 18 November 2025</b></p>	
<p>1</p>	<p>3.1</p>	<p>Action: the Standing Orders and Delegations' Planner to be brought to the next Governing Board meeting and the headteacher and clerk to liaise to update the workplan from last year.</p> <p>Action: financial procedures to be brought to next FGP meeting for recommendation to the Governing Board.</p> <p><b>Completed</b></p>	
<p>2</p>	<p>4.3</p>	<p>Action: AS to share information on Bevington's safeguarding course.</p> <p><b>Completed</b></p>	
<p>3</p>	<p>4.6</p>	<p>Action: the NGA code of conduct to be circulated and discussed at the next FGB.</p>	

		<b>Completed</b>		
4	6.3	<b>Action: MH to meet with BK and John Sanders (JS) on a day when he is in the school between now and Christmas.</b>  <b>Completed</b>	BK, MH, JS	By nex me ing
5	6.4	<b>Action: Headteacher's next termly written report to include a report on bullying, Prevent and attendance. Completed</b> <b>Action: the financial report to include a narrative and for it to be tabled in advance. The headteacher to ask JS to do this.</b> <b>To come to F&amp;GP</b>	SG  SG/JS	Ne me ing
6	7.3	<b>Action: school to consider adding staff safeguarding training to the SCR.</b> <b>Take it off the action points</b>	SG	By nex me ing
7	8.1	<b>Action: the Headteacher will provide health and safety audit and finance audit information at the next FGP or Governing Board meeting.</b>  <b>On agenda for F&amp;GP</b>	SG	By nex me ing
8	9.1	<b>Action: the school to look at adding a donation button on the school's home page and SL to consider adding to the church's website.</b>  <b>Action: Charity status on FGP agenda</b> <b>Action: Headteacher to report re renting out space at the next FGP or Governing Board meeting.</b> <b>On the F&amp;GP</b>	BK  SG	By nex me ing
9	10.1	<b>Action: AS to provide additional text for inclusion in this policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco.</b>  <b>Sarah to confirm implementation</b>	AS	AS P
10	10.2	<b>Action: AS to provide the headteacher with a new paragraph about personal property and also about damage and lost property, FoI and GDPR and charging for reproducing documents.</b>	AS	AS P

			Sarah to confirm		
1 1	10.3	Action: SG to revise reference to Pay Policy being an LDBS model policy.	Completed	SG	AS P
1 2	10.6	Action: school to include information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy.	Sarah to confirm	SG	AS P
1 3	11.1	Action: Penny Roberts to be invited to attend a meeting.  AS met PR and IH – Point person will be HR Will only come if it was a big item decided the School She was invited – HR is number 2		Chair	By next meeting
N o	Minu te	Actions: FGB 6 October 2025			
2	5.3	Agreed further action: chair/clerk to carry out a skills audit to clarify requisite lead roles. – Complete Gov Hub  Action: AS to circulate ToRs for FGP and C&E committees to the chair/SG.  Action: AS to circulate suggested draft Pay Committee Terms of Reference.  Completed			
7	11.1	Action: to hold a special meeting to approve this asap and before the next FGB in January.  Completed			

	8	13.3	<b>Action: the Windows update issue to be referred to the Finance &amp; General Purposes Committee in good time before the 12-month extension expires.</b> <b>Agenda for the second F&amp;GP committee</b>	BK	Upd e sum er term
	No	Minute	<b>Actions: FGB 7 July 2025</b>	Who	WH n
	1	5.5. 1	<b>Action: chair to ensure appointment letter is sent to David Richards</b> <b>Completed</b>	Chair	ASA
			<b>Action: The Headteacher's parent governor letter to be shared with AS and AM for information.</b> <b>Completed</b>	SG	ASA
16.	<b>Chairman's actions</b> ER reported the following Chairman's actions: <ul style="list-style-type: none"><li>- Chaired the finance group meeting</li><li>- Agreed the composition of the SIB, including the chair, and attended the meeting</li><li>- Agreed the search by AS for potential associate members</li><li>- Agreed the appointment of a clerk for this GB meeting, following the resignation of the previous clerk, Robert Hawker, since it is a requirement that all school GB meetings be clerked by an independent clerk.</li></ul> <b>RESOLVED: that the GB unanimously approved the Chairman's actions.</b>				
17.	<b>Date of next meeting and Items</b> All meetings held at the School <b>Spring term:</b> F&GP Tuesday 10 <sup>th</sup> February at 8am Agreed that MG dial into the meeting. C&E Thursday 12 <sup>th</sup> February at 5 pm SIB Tuesday 17 <sup>th</sup> March at 1pm GB Tuesday 18 <sup>th</sup> March at 5pm  <b>Summer term</b> F&GP Tuesday 28 <sup>th</sup> April 8:00 a.m. GB Monday 18 <sup>th</sup> May at 5pm C&E Tuesday 16 <sup>th</sup> June at 5:00 p.m. GB Monday 6 <sup>th</sup> July at 5pm				

	<p><b>Items for Next Meeting</b>  All to be taken from action points but to include:  Workplan  Committee Reports –  Headteacher’s termly report  Data Compliance Reporting - annual GDPR dashboard review  Predicted budget outturn for 2025/2026 with I and E report/BMR  Approval of SFVS  Predicted budget outturn for 2025/2026 with I and E report/BMR  Safeguarding Audit  Uniform Policy  SRMA  Use of Reasonable Force Policy  Spiritual Development Policy language  Website  Charity Governors Fund and the PTA need to be audited and decide on trustees.</p>	
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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ACTIONS

Action from Previous Meetings	Person
The school to look at adding a donation button on the school's home page and also on the church's website.	BK
SL to look at adding a donation button on the church's website.	SL
Confirmation that additional text provided by AS for inclusion in the Behaviour Policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco had been added by school.	SG
Confirmation that additional text provided by AS about personal property and also about damage and lost property, FoI and GDPR and charging for reproducing documents had been added by school to the Charging Policy.	SG
Confirmation that the school had included information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy	SG
The Windows update issue to be referred to the F&GP Committee in good time before the 12-month extension expires. Agenda for the second F&GP committee	CM

Action from Today's Meeting	Person
C&E Terms of Reference to be on the C&E ctte agenda and sent to the Diocese for input.	CM and DR
Workplan to be created	CM, AS and SG
Visit report dates to be circulated	CM, AS and SG
Prepare business case paper for two-year-old provision	SG
Fire Drill result and asbestos plan to be confirmed	SG
Stakeholder survey schedule to be agreed	CM, AS and SG
Rag rate SEF and SDP	SG
SEND Provision to be reviewed in C&E	CM
Sports Premium Strategy Report to be reviewed in F&GP	CM
Admissions Arrangements to be reviewed in C&E	CM
SCR check	SL
Partnership Group to bring back ToRs to GB for approval.	AS
Cost of LDBS training sessions to be confirmed	SG