Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 23rd September 2026 at 7.00pm

Present:	Richard Mulderij (RM) – Co-Chair, Ruth Noble (RN) - Co-Chair, Becky Snelling (BS) – Headteacher, Julie Horne (JH), Vicki Scott (VS) and Cei Whitehouse (CW) Samantha Chamberlain (SC) – Deputy Headteacher arrived at 7.05pm
Visitors:	None
Clerk:	Amie Lill

Item	Discussion	Action by
1.0	**Welcome and apologies**	
1.1	**Welcome, apologies and introductions**	
1.1.1	The Co-Chair RN welcomed everyone to the meeting. RN led the meeting as Chair.	
1.1.2	Apologies were received and accepted from Jenny Gilbert (JG).	
1.2	**Quoracy**	
1.2.1	The meeting was quorate.	
1.3	**Staff governor appointment – S.Chamberlain**	
1.3.1	Staff confirmed the appointment of SC as Staff Governor following a staff vote held on 19 June 2026. The appointment took effect from 1 September 2026. **Action: FGB2309-01: Clerk to update Governor Hub records.** *SC joined the meeting at 7.05 pm.*	**CLERK**
2.0	**Declarations of Interest**	
2.1	**Declarations of interest for items on the agenda**	
2.1.1	There were no declarations of any pecuniary or other interest regarding items on the agenda.	
2.2.1	There were no declarations of confidential items regarding items on the agenda.	
3.0	**Approval of Minutes and any matters arising**	
3.1	**Minutes of the meeting held on 15th July 2026**	

Signed:
Date:

3.1.1	The minutes were distributed prior to the meeting to allow governors time to review. These were approved as an accurate record.	
3.2	**Matters arising**	
3.2.1	**FGB1507-01: Chair and HT to organise induction for JH – agree date. Clerk to update website and GIAS.** Complete.	
3.2.2	**FGB1507-02: The SEND Link Governor (IM) will share his written monitoring report with JG as part of the governor handover process.** Carry forward as JG not in attendance.	**JG**
3.2.3	**FGB1507-03: Clerk to circulate the skills audit link to all governors, with a deadline of the end of the month, for RN to analyse the results over the summer.** Complete.	
3.2.4	**FGB1507-04: Chair to prepare a Safeguarding Governor Impact Report for the September meeting.** Complete.	
3.2.5	**FGB1507-05: HT to put the SEND policy on the website and update the policy tracker.** Complete. The policy was uploaded; however, following migration to the new website provider, an older version of the website was replicated. An audit of all website policies will be undertaken to verify that the correct and current versions are published.	
3.2.6	**FGB1507-06: HT to put the SEND Information Report on the website and update the policy tracker.** Complete.	
3.2.7	**FGB1507-07: HT to put the Charging and Remissions policy on the website and update the policy tracker.** Complete.	
3.2.8	**FGB1507-08: The Co-Chairs will draft and send the statement to the HT by Friday midday.** Complete.	
4.0	**Any other urgent business**	
4.1	None.	
5.0	**Governing Body Matters**	
5.1	**Standing Orders – review and adopt**	
5.1.1	Governors reviewed the Standing Orders for 2026-27. It was confirmed that no substantive changes had been made since the previous academic year.	
5.1.2	The Standing Orders were approved for adoption for the 2026-27 academic year.	
5.2	**Terms of Reference FGB 2026-2027 – review and adopt**	
5.2.1	Governors considered the Terms of Reference 2026-27.	
5.2.2	The Terms of Reference was approved for adoption for the 2026-27 academic year.	

5.3	**Governor Code of Conduct 2026-2027– to adopt**	
5.3.1	Governors considered the Code of Conduct for 2026-27.	
5.3.2	The Code of Conduct was approved for adoption for the 2026-27 academic year.	
5.4	**Register of pecuniary interests – governors to complete declaration on Governor Hub for 2026 – 27**	
5.4.1	Governors were reminded to complete their annual declaration of pecuniary interests on GovernorHub for the 2026-27 academic year.	
5.4.2	It was noted that the majority of governors had already completed their declarations on GovernorHub.	
5.5	**Keeping Children Safe in Education 2026 - governors to read relevant section and complete declaration on Governor Hub for 2026**	
5.5.1	Governors were reminded to read the relevant governor sections of *Keeping Children Safe in Education 2026* and complete the associated declaration on GovernorHub.	
5.5.2	The Chair highlighted the key changes and governor responsibilities arising from the latest *Keeping Children Safe in Education (KCSIE)* guidance. Governors were reminded of their statutory responsibility to read and understand the guidance, particularly the sections relevant to governing boards, and to ensure effective safeguarding oversight.	
5.5.3	Key updates discussed included: • Reinforcement of the importance of safeguarding as a whole-school responsibility. • Clarification of expectations regarding online safety and filtering and monitoring arrangements. • Continued emphasis on early help, information sharing, and multi-agency working. • Updated guidance relating to low-level concerns and staff conduct. • Strengthened expectations around safeguarding training and induction. • Governors' responsibility to seek assurance that safeguarding procedures are effective and compliant with statutory requirements.	
5.5.4	It was noted that not all governors had yet confirmed that they had read the updated guidance. **Action: FGB2309-02: All governors to read and confirm completion of KCSIE by 30 September 2026.**	**ALL GOVERNORS**
5.6	**Committee membership – Pay and Headteacher performance management**	
5.6.1	The governing board reviewed the membership arrangements for the Pay Committee and the Headteacher Performance Management Committee.	
5.6.2	In response to a question regarding the level of discretion available to governors in relation to pay decisions, the HT clarified that the committee's	

5.6.3	role relates to applications for movement between pay thresholds rather than routine annual pay progression in accordance with the school's Pay Policy. Applications for progression to a higher pay range are considered and approved by governors where appropriate.	
5.6.4	It was noted that the current Headteacher Performance Management Committee comprises RN, RM and JG.	
5.6.5	The Co-Chair invited governors to consider serving on the committee in future, noting that one of the Co-Chairs intends to step down from the committee after the current academic year.	
5.7	**Governor membership**	
5.7.1	The Co-Chair reviewed the current governor membership and confirmed that there are two Co-opted Governor vacancies in accordance with the school's Instrument of Government.	
5.7.2	The Co-Chair advised that one potential candidate had been identified.	
5.7.3	The governing board agreed to advertise the vacancies through local social media channels and village newsletters/bulletins to support recruitment of additional governors.	
5.8	**Review of governance structure - Instrument of Government**	
5.8.1	Governors reviewed the school's governance structure and the current Instrument of Government.	
5.8.2	The Governing Board confirmed that the existing structure continues to meet the needs of the school and supports effective governance.	
5.8.3	Governors agreed that no amendments were required to the governance structure or the Instrument of Government and approved the continuation of the current arrangements for the 2026-27 academic year.	
5.9	**Allocation of link roles and responsibilities – statutory and aligned to SIP**	
5.9.1	The governing board reviewed the allocation of link governor roles to ensure they aligned with statutory responsibilities and the priorities identified within the School Improvement Plan (SIP).	
5.9.2	RN and the HT had reviewed the SIP and the changes from the previous year. It was noted that dedicated Mathematics and Reading link governor roles had been removed, with oversight now incorporated within the broader Curriculum link governor role. Assessment for Learning was identified as a key priority area for the coming year.	
5.9.3	The following link governor responsibilities were agreed: • JH to take responsibility for Personal Development and Equality, Diversity and Inclusion (EDI). • VS to take responsibility for Early Years Foundation Stage (EYFS). • RM to take responsibility for Health and Safety.	

5.9.4	The Co-Chair noted that a Safeguarding Link Governor was still required. The role would remain with the Co-Chairs on an interim basis until a suitable co-opted governor had been recruited and appointed. <u>Election of Vice-Chair</u>	
5.9.5	CW was nominated to serve as Vice-Chair.	
5.9.6	The governing board discussed the anticipated workload associated with the role and noted that, given the presence of Joint Co-Chairs, the Vice-Chair position would primarily be a nominal role unless required to provide additional support.	
5.9.7	CW was elected as Vice-Chair of the Governing Board.	
6.0	**Strategic Development**	
6.1	School Improvement Plan– review and approve	
6.1.1	The HT had circulated the School Improvement Plan (SIP) to governors in advance of the meeting to allow sufficient time for review and consideration.	
6.1.2	The HT explained that the previous academic year had focused on establishing effective systems, processes and structures following her appointment, including approaches to the teaching of writing, curriculum planning and timetable development.	
6.1.3	The focus for 2026/27 is to embed these approaches and demonstrate their impact on pupil outcomes. Priority areas include securing both expected and strong standards across the curriculum, ensuring foundational skills are embedded and applied consistently by pupils, and strengthening outcomes in areas such as writing and SEND.	
6.1.4	Governors heard that the priorities within the SIP are closely interconnected. For example, the attainment of disadvantaged pupils in writing links directly to the school's inclusion and disadvantaged pupil priorities, as well as its focus on assessment for learning.	
6.1.5	The HT confirmed that the SIP had been shared and discussed with all staff, including teachers and teaching assistants, to ensure a consistent understanding of priorities and expectations across the school.	
6.1.6	The SIP had been informed by an analysis of the previous year's outcomes and was designed to reflect where the school had been, its current position and its intended future direction.	
6.1.7	The HT reported that every aspect of the school improvement toolkit had been reviewed with the Senior Leadership Team and aligned to SIP priorities. Continuing Professional Development (CPD) was identified as a key thread running throughout the plan, ensuring staff continue to develop the knowledge and skills required to drive school improvement and respond to priorities identified through previous inspection activity. ***Q: A governor asked whether there was a risk that Ofsted could view the plan negatively if the school identified numerous areas for development and did not achieve every objective.***	

	A: The HT advised that this issue had been discussed at HT network meetings. She explained that the school had self-assessed all areas as meeting the expected standard and that the SIP was intended to move the school beyond this baseline towards a stronger level of practice and outcomes.	
6.2	**SEF – review**	
6.2.1	The HT shared a colour-coded working document, evidencing progress against each element of the school improvement toolkit. She noted that, whilst writing outcomes remained slightly below national figures, the gap had narrowed significantly and the next stage was to demonstrate stronger and sustained impact. ***Q: A governor asked whether governors should have access to the School Self-Evaluation Form (SEF) to increase their familiarity with the school's evaluation of its performance.*** *A: The HT confirmed that governors should have access to the SEF. However, she explained that the full working document exceeded 20 pages and therefore a summary version would be shared with governors.* ***Q: A governor asked whether Ofsted routinely requests a school's SEF during inspection.*** *A: The HT confirmed that Ofsted does not require schools to provide a SEF, although many schools choose to maintain one as an internal evaluation tool.*	
6.2.2	Governors commented that the documentation would be particularly valuable in supporting governor monitoring visits and acknowledged the significant amount of work undertaken in developing the evidence base.	
6.2.3	A governor suggested that a dedicated governor folder be established containing key documentation for the current academic year to support inspection readiness.	
6.2.4	Governors agreed that an Ofsted preparation folder should be created and maintained throughout the year. **Action: FGB2309-03: Clerk to establish a governors' Ofsted preparation folder containing key governance and school improvement documentation.**	**CLERK**
6.3	**School vision and mission statement – review**	
6.3.1	The HT presented the school's Vision and Values Statement and confirmed that a full review had taken place during the September INSET day. The review involved all staff groups, including teachers, teaching assistants, midday supervisors and cleaning staff.	
6.3.2	The HT reported that the exercise had been a valuable team-building activity and had enabled staff to reflect on the collective aspirations of the school. Staff agreed that the vision should convey the ambition for the school to be an inspirational place of learning for all pupils.	
6.3.3	It was noted that staff remained supportive of the school's five core values, including respect and belonging, which are regularly promoted and reinforced	

	through everyday school life. Governors heard that the values are well embedded within the school culture and are understood by both staff and pupils. ***Q: A governor queried whether the strapline, "Learning for Life, Striving for Excellence", should be considered a vision statement, a value, or a separate element of the school's identity?*** *A: The HT confirmed that the strapline forms part of the school's vision and agreed that it should be incorporated within the Vision and Values document to provide greater clarity and consistency.* **Action: FGB2309-04: The HT to update the Vision and Values document to include the strapline *"Learning for Life, Striving for Excellence"* as part of the school's vision statement.**	**HEADTEACHER**
	STANDING ITEMS	
7.0	**Reports and Updates**	
7.1	**Headteacher's Verbal Update** *inc · SATS data, Pupil Premium Strategy update*	
7.1.1	The HT provided a verbal update on the start of the academic year.	
7.1.2	Governors heard that the staff team comprises a mixture of long-standing, established and newly appointed colleagues. The HT reported that staff had developed positive working relationships and that the school had made a strong start to the year.	
7.1.3	Pupils had settled well and were described as happy and engaged. The HT reported that feedback from parents had been very positive, particularly regarding the welcoming atmosphere on the playground.	
7.1.4	Governors noted that pupil numbers were higher than originally budgeted and forecast. The Reception intake comprised 26 pupils and a further eight pupils had joined the school across other year groups. Open mornings for prospective 2027 starters had been scheduled and would include a presentation from the HT followed by a school tour led by Year 6 Leaders.	
7.1.5	Co-Chairs confirmed their attendance at the two scheduled open mornings between them.	
7.1.6	The HT reported that mandatory and planned staff training had commenced, including safeguarding updates, *Keeping Children Safe in Education* training and assessment-related training.	
7.1.7	Meet the Teacher sessions had taken place and the first Welcome Wednesday session of the year had also been held.	
7.1.8	Governors noted that staff CPD, monitoring activities and meeting schedules were now underway. ***Q: A governor asked whether there were any concerns regarding newly appointed staff members.*** *A: The HT confirmed that there were no concerns. All new staff had completed the school's induction programme. This included an Early Career*	

	Teacher (ECT) joining directly from university and an experienced UPS teacher. Feedback from new staff had been positive, with several commenting on how welcomed they had felt by the school community.	
7.1.9	The governing board discussed recent employment rights legislation and any potential implications for the school. The HT advised that there were no concerns relating to current appointments. It was noted that probationary arrangements apply only to support staff, although ECTs are required to successfully complete the statutory induction process over a two-year period.	
7.1.10	<u>SATs Outcomes 2026</u> Governors were reminded that SATs performance data had been circulated in advance of the meeting.	
7.1.11	A new governor requested that future reports include a key explaining the various abbreviations and acronyms used within the data.	
7.1.12	The HT subsequently explained the acronyms contained within the report. ***Q: A governor asked whether there are national benchmarks available for Pupil Premium (PP) outcomes.*** *A: The HT confirmed that national benchmark data is available. However, due to the very small number of disadvantaged pupils in some cohorts, comparisons are often statistically unreliable. The school therefore places greater emphasis on comparing outcomes between disadvantaged pupils and their peers within the school and monitoring the size of any attainment gap. Governors were also advised that two pupils' SATs papers had been submitted for review and that the outcomes would be reflected in the published data once returned, which was anticipated by 30 September 2026.* ***Q: A governor noted that teacher-assessed writing outcomes appeared lower than expected.*** *A: SC, drawing on her experience as a moderator, explained that writing assessments are subject to detailed moderation, particularly in relation to grammar and technical accuracy. The governing board was assured that teacher judgements were secure and evidence based. The HT noted that the school expects to be externally moderated during the current academic year.*	
	<u>Pupil Premium</u>	
7.1.13	Governors received an update on Pupil Premium funding and its impact.	
7.1.14	The HT confirmed that funding had been deployed in line with planned priorities, including high-quality teaching and targeted interventions where additional support was required. Governors heard that the school had implemented revised arrangements for identifying and supporting families eligible for Free School Meals (FSM) and Pupil Premium funding. As families are now required to reapply annually, the school is taking a more proactive role in monitoring eligibility and supporting parents with the application process.	
7.1.15	The HT advised that census information was still being finalised and that Pupil Premium figures may therefore change slightly.	
7.1.16	A revised Pupil Premium Strategy Statement is currently being developed and will be presented to governors at the next meeting.	

7.2	**Chair's Verbal Update (inc KIT, RIG, FIG, LA Visits)**	
7.2.1	The Co-Chair provided a verbal update on Local Authority support and governor activity.	
7.2.2	Governors heard that the school has subscribed to the same Local Authority support package as in the previous academic year. The School Improvement Adviser (SIA) was scheduled to visit the school the following day.	
7.2.3	It was noted that the school is no longer part of the LAS's Rapid Improvement Group (RIG). Information regarding Finance Improvement Group (FIG) arrangements for the current year had not yet been confirmed and the school was awaiting clarification from the central finance team.	
7.2.4	The Co-Chair reiterated their support for the HT and confirmed that assistance would be available should it be required in relation to forthcoming meetings or external visits.	
7.3	**Governor Monitoring & Visit Reports**	
7.3.1	The Co-Chair reported that they had met with the HT during the previous week to review governor monitoring arrangements. As part of this work, the governor visit template will be updated to include a specific focus on disadvantaged pupils within the SEND and Inclusion section, recognising the overlap between these priority areas.	
7.3.2	JH advised that she had been unable to access National Governance Association (NGA) training materials. **Action: FGB2309-05: Clerk to review NGA account access and ensure that JH has access to the relevant training resources.**	**CLERK**
7.3.3	The HT and Co-Chair also discussed with governors how future monitoring visits could be more closely aligned to the Ofsted toolkit and School Improvement Plan priorities, enabling governors to gather evidence against key areas of school improvement and inspection readiness. ***Q: A governor asked whether there were any preferred times of year for conducting monitoring visits, or periods that should be avoided.*** *A: The HT advised that governors are expected to undertake monitoring visits on a termly basis. November was identified as a particularly useful time for autumn term visits, as this allows governors to review the impact of actions early in the academic year while avoiding the busiest start-of-term period.*	
8.0	**Financial Management**	
8.1	**LA Schools Finance Team recommendations and checks – letter July 2026**	
8.1.1	Consideration of the Local Authority Schools Finance Team recommendations and checks letter was deferred to the next meeting.	
8.1.2	The HT provided a brief overview of the purpose of the letter, explaining that the recommendations arise from the Local Authority's programme of school	

	financial audits and related assurance checks. The letter is intended to highlight areas of good practice and any recommendations for improvement to strengthen financial governance and internal controls.	
8.1	**Staff roles and responsibilities**	
8.1.1	The HT shared the updated staffing structure, including the leadership arrangements, staff deployment plan and weekly timetables. Governors received an overview of staff responsibilities across the school, including class teacher allocations, targeted teaching assistant support and teachers' PPA arrangements.	
8.1.2	The HT explained that the staffing overview also identifies the number of Pupil Premium and high-needs pupils within each class, enabling leaders to ensure staffing resources and support are appropriately deployed to meet pupil need.	
8.1.3	Governors noted that the documentation provided a clear overview of how staffing resources are allocated across the school and how targeted support is aligned to the school's inclusion priorities.	
9.0	**Risk Management**	
9.1.1	Governors recognised that the staffing structure and deployment arrangements support the mitigation of key school risks, including ensuring appropriate provision for pupils with additional needs, maintaining leadership capacity and supporting school improvement priorities.	
9.1.2	The governing board agreed that risk management would continue to be monitored through regular reports from the HT and through governor monitoring activities.	
10.0	**Premises, Health & Safety**	
10.1.1	The HT provided an update on premises and health and safety matters.	
10.1.2	Governors noted that new windows and doors had been installed using funding from the Local Authority's central capital programme. The HT reported that it would be useful to assess the impact of these improvements on heating efficiency and energy costs during the winter months.	
10.1.3	The governing board was reminded that the school's boiler remains a significant risk due to its age and potential for failure.	
10.1.4	The HT reported that a parent had generously supported the school by providing materials through their company to enable the construction of a new canopy area. The school's appreciation had been publicly recognised through the school newsletter and other communications.	
10.1.5	Governors also heard that the wraparound care provision area had been refurbished and decorated, including the installation of a kitchen area. The improvements had created an attractive and welcoming environment for pupils. ***Q: A governor asked whether any additional resources were required for***	

	the wraparound provision. *A: The HT advised that further resources, particularly toys and activities/games would be beneficial. Governors offered to provide support with this.*	
10.1.6	The HT reported recurring flooding issues in the Year 2 area. Flooding had occurred immediately prior to the start of term and had also arisen during the previous academic year. Investigations had confirmed that the issue was caused by damage to underground drainage pipes, which had been affected by tree roots. The downpipe itself was not defective. The contractor responsible for the recent windows and doors project had undertaken investigative work and the school was awaiting the findings and proposed remedial actions. ***Q: A governor asked whether the school could pursue an insurance claim relating to the original flooding incident now that the cause had been identified.*** *A: The HT advised that the damage had been limited primarily to carpet flooring, which had subsequently dried out, and therefore an insurance claim was not considered proportionate.*	
10.1.7	The HT noted that a fire evacuation drill had been completed during the previous week. The new Reception intake had responded particularly well. A further invacuation (lockdown) drill will be undertaken to reflect the changes resulting from the installation of the new doors. ***Q: A governor asked whether there was a system that would identify if external doors had been left open.*** *A: The HT confirmed that no electronic system was in place. However, all staff were aware of their responsibilities for checking designated areas and ensuring doors were secure.* ***Q: Governors asked about the defects and warranty arrangements relating to the windows and doors project.*** *A: The HT confirmed that warranties were in place and that the project remained within the snagging period. Governors were advised that blinds could be installed without affecting the warranty arrangements.*	
10.1.8	<u>Finance</u> The governing board received an update following a recent finance meeting attended by the HT, the School Finance Adviser and school finance manager.	
10.1.9	Governors heard that, based on revised pupil numbers and the successful implementation of the school's wraparound provision, the financial outlook had improved significantly. Current projections indicate that the school is on track to eliminate its cumulative deficit within the next three years.	
10.1.10	The HT reported that the wraparound provision is generating approximately £52,500 of annual income, with anticipated annual expenditure of around £18,000, resulting in an estimated net contribution of approximately £34,000 per year to the school's budget.	
10.1.11	Governors commended the HT and senior leaders for their work in establishing the provision and delivering a positive financial outcome.	

10.1.12	It was noted that participation levels are higher than under the previous outsourced childcare arrangement. In addition to its financial benefits, the provision is supporting the school's wider objectives. The facility is being used to support pupils who experience difficulties attending school in the mornings, providing a nurturing start to the day and helping to improve attendance and wellbeing. ***Q: A governor asked whether food standards requirements for the wraparound provision have been met?*** *A: The HT confirmed that relevant staff had completed food hygiene training and that appropriate arrangements were in place.*	
10.1.13	The HT acknowledged that the development of the wraparound provision had required a significant amount of work but expressed satisfaction with the progress made and the positive impact already being seen for both pupils and the school's financial position.	
11.0	**Wellbeing**	
11.1.1	Governors noted that staff wellbeing had been considered elsewhere within the meeting and acknowledged the importance of continuing to monitor staff wellbeing throughout the academic year.	
11.1.2	The governing board agreed that a formal wellbeing check should be undertaken following the October half-term break.	
11.1.3	The HT advised that mid-November would be an appropriate point in the term to survey staff, allowing sufficient time for staff to settle into the academic year while identifying any emerging issues. **Action: FGB2309-06: Co-Chairs to organise and undertake a staff wellbeing check during mid-November 2026.**	**Co-Chairs**
12.0	**Governor Training/CPD**	
12.1	**CCC Governor Training Programme 2026-2027**	
12.1.1	The Chair presented the updated governor training programme for 2026/27 and outlined the training expectations for the governing board.	
12.1.2	Governors were advised that recommended training modules had been identified for each half term to support ongoing development and ensure the board remains effective in fulfilling its statutory responsibilities. In addition to the core programme, governors were encouraged to access further training relevant to their individual roles and areas of interest.	
12.1.3	The Chair highlighted the range of learning opportunities available, including: • Live online training sessions; • Recorded training modules; and • Bite-sized learning resources.	
12.1.4	Governors were reminded of the next live Ofsted training session, scheduled for October 2026, with both evening and daytime options available.	
12.1.5	The Chair emphasised the importance of all governors completing an Ofsted	

	training module to strengthen the board's understanding of the Education Inspection Framework and support the school's inspection readiness.	
12.2	**Strategic vs Operational Training update**	
12.2.1	The governing board revisited the distinction between strategic governance and operational leadership.	
12.2.2	Governors were reminded that their role is to: • Set and monitor the strategic direction of the school; • Hold leaders to account for educational performance and financial management; and • Ensure statutory and governance responsibilities are fulfilled.	
12.2.3	The day-to-day management and operation of the school remain the responsibility of the HT and school leadership team.	
12.2.4	Governors acknowledged the importance of maintaining this distinction while providing appropriate challenge and support.	
12.3	**Safeguarding training**	
12.3.1	Governors discussed safeguarding training requirements and were reminded of their responsibility to keep safeguarding knowledge up to date.	
12.3.2	The Chair reiterated the expectation that all governors complete mandatory safeguarding training, including annual *Keeping Children Safe in Education (KCSIE)* updates, and ensure this is recorded within the governor training log.	
12.3.3	Governors noted that safeguarding remains a core responsibility of the governing board and that training is essential to enable governors to provide effective challenge and assurance regarding the school's safeguarding arrangements. **Action: FGB2309-07: All governors to complete required safeguarding and KCSIE training by 30 September 2026 and ensure training records are updated accordingly.**	**ALL GOVERNORS**
13.0	**Safeguarding**	
13.1	**Safeguarding Governor Impact Report**	
13.1.1	The Chair presented the Safeguarding Governor Impact Report, which had been circulated to governors in advance of the meeting to allow time for review and consideration.	
13.1.2	The Chair explained that the report had been developed through a review of the school's safeguarding arrangements, including safeguarding-related policies published on the school website, the statutory role of safeguarding governors, and evidence from governor monitoring visits. The report also incorporated examples of challenge and scrutiny provided by governors in relation to safeguarding matters.	

13.1.3	Governors heard that the report reflected recent changes in safeguarding governor responsibilities and membership of the governing board and provided a clear overview of the governing board's safeguarding oversight and impact.	
13.1.4	The Chair highlighted how the report cross-referenced governor monitoring activities with statutory safeguarding requirements and demonstrated the ways in which governors had sought assurance regarding safeguarding practice within the school.	
13.1.5	Governors thanked the Chair for the comprehensive report and acknowledged the significant work undertaken in producing the document.	
13.1.6	The HT informed governors that the Local Authority was scheduled to undertake a safeguarding audit on 30 September 2026. The outcome of the audit, together with any recommendations arising from it, would be reported to the governing board at a future meeting.	
1340	**Policies for approval / ratification**	
14.1	**Safeguarding and Child Protection policy**	
14.1.1	The policy was distributed prior to the meeting to allow governors time to review.	
14.1.2	The HT confirmed it is a model policy from CCC and personalised it to the school.	
14.1.3	The governors voted unanimously to **adopt the Safeguarding and Child Protection policy** **Action: FGB2309-08: HT to update policy tracker and publish the Safeguarding and Child Protection policy.**	**HEADTEACHER**
14.2	**Allergy Safety (new statutory) Policy**	
14.2.1	The policy was distributed prior to the meeting to allow governors time to review.	
14.2.2	The HT confirmed that the policy was based on a model policy provided by Kitt Medical and had been adapted to reflect the school's specific circumstances and procedures. Governors were advised that the school had partnered with Kitt Medical for the provision of allergy emergency kits and the associated annual training package. ***Q: A governor asked whether replacement adrenaline pens would be provided if they were used, damaged or reached their expiry date.*** *A: The HT confirmed that Kitt Medical would replace pens in these circumstances.* ***Q: A governor asked whether refresher training would be provided on an annual basis.*** *A: The HT confirmed that annual refresher training forms part of the package. The training is delivered online and provides comprehensive guidance for staff.*	

	Q: A governor asked whether face-to-face training was available? *A: The HT advised that the training is delivered online. However, she had completed the training alongside the full staff team and reported that it was effective and well received. The school also has access to training devices and dummy pens, enabling staff to practise administration techniques in a safe environment.*	
14.2.3	Governors were satisfied that appropriate arrangements were in place to support the management of allergies and emergency responses within school.	
14.2.4	The governors voted unanimously to **adopt the Allergy Safety policy.** **Action: FGB2309-09: HT to update policy tracker and publish the Allergy Safety policy.**	**HEADTEACHER**
14.3	**Complaints Policy**	
14.3.1	The policy was distributed prior to the meeting to allow governors time to review.	
14.3.2	The HT confirmed it is a model policy from CCC and personalised it to the school. Also noted the model letter and companying information.	
14.3.3	The governors voted unanimously to **adopt the Complaints Policy** **Action: FGB2309-10: HT to update policy tracker and publish the Complaints Policy.**	**HEADTEACHER**
15.0	**Review and impact of meeting**	
15.1	Impact of meeting	
15.1.1	1. The governing board appointed a Vice-Chair and agreed the allocation of link governor responsibilities, ensuring statutory duties and School Improvement Plan priorities are appropriately monitored and supported. 2. Governors reviewed and approved the School Improvement Plan, discussed the school's vision and values, considered Ofsted readiness, and aligned governor monitoring activities with school improvement priorities and the Ofsted framework. 3. Financial Sustainability Improved Through Wraparound Provision	
16.0	**Any other business**	
16.1	**Items for next agenda**	
16.1.1	Governors agreed to amend the dates of forthcoming governing board meetings as follows: • Monday 15 March 2027, 7.00 pm • Wednesday 12 May 2027, 7.00 pm	

	Q: A governor asked whether all policies had been updated to reflect recent changes in staffing and governor membership? *A: The HT confirmed that policies had been reviewed and updated where necessary to ensure that named staff and governor roles were accurate and current.* ***Q: A governor asked whether governors should undertake a review of the new school website?*** *A: The HT agreed that a governor website audit would be beneficial once the website migration and outstanding amendments had been completed and all content had been finalised.*	
17.0	**Date of next meeting**	
17.1	Wednesday 21st October at 7.00pm - Virtual	
	The meeting closed at 8.52pm	

Action No.	Action	Owner	Open
FGB1507-02	The SEND Link Governor (IM) will share his written monitoring report with JG as part of the governor handover process. Carry forward as JG not in attendance.	JG	Open
FGB1607-01	Clerk to update Governor Hub records.	Clerk	Closed
FGB1607-02	All governors to read and confirm completion of KCSIE by 30 September 2026.	All Governors	Open
FGB1607-03	Clerk to establish a governors' Ofsted preparation folder containing key governance and school improvement documentation.	Clerk	Closed
FGB1607-04	The HT to update the Vision and Values document to include the strapline *"Learning for Life, Striving for Excellence"* as part of the school's vision statement.	Headteacher	Open
FGB1607-05	Clerk to review NGA account access and ensure that JH has access to the relevant training resources.	Clerk	Open
FGB1607-06	Co-Chairs to organise and undertake a staff wellbeing check during mid-November 2026.	RN / RM	Open
FGB1607-07	All governors to complete required safeguarding and KCSIE training by 30 September 2026 and ensure training records are updated accordingly.	All Governors	Open
FGB1607-08	HT to update policy tracker and publish the Safeguarding and Child Protection policy.	Headteacher	Open
FGB1607-09	HT to update policy tracker and publish the Allergy Safety policy.	Headteacher	Open
FGB1607-10	HT to update policy tracker and publish the Complaints Policy.	Headteacher	Open

Signed:
Date: