Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 4th February 2026 at 7.00pm

Virtual via Teams

Present:	Becky Richards (BR) – Chair, Becky Snelling (BS) – Headteacher, Richard Mulderij (RM), Ruth Noble (RN), and Vicki Scott (VS), Jenny Weston (JW) arrived at 7.03pm
Visitors:	Ceri Whitehouse (CW)
Clerk:	Amie Lill

Item	Discussion	Action by
1.0	**Welcome and apologies**	
1.1	**Welcome, apologies and introductions**	
1.1.1	The Chair welcomed everyone to the meeting.	
1.1.2	Apologies were received and accepted for Ioan Milosevic (IM).	
1.2	**Quoracy**	
1.2.1	The meeting was quorate.	
1.3	**Election of Community Governor - C Whitehouse**	
1.3.1	The Chair and the HT met with CW and outlined the role and responsibilities of a governor. All governors introduced themselves to CW and described their respective roles. CW introduced himself and summarised his experience and background in higher education.	
1.3.2	*CW left the meeting (virtual Teams break-out room)*	
1.3.3	The HT confirmed that CW has experience in policy, finance and education, and that he lives within the local community. CW's CV had been shared with all governors in advance of the meeting.	
1.3.4	The governors voted unanimously to appoint LC as a community (co-opted) governor. **ACTION FGB0402-1: Chair and HT to organise induction for CW – agree date for after February half term. Clerk to update website and GIAS.**	**CHAIR / HEADTEACHER / CLERK**
1.4	**Election of Local Authority Governor**	
1.4.1	The Chair explained to governors that an existing governor needed to be transferred into the role of Local Authority governor. She outlined the	

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	responsibilities of the role and confirmed that it was not significantly different from those of a co-opted or parent governor.	
1.4.2	The Chair invited any interested governors to put themselves forward.	
1.4.3	No governors expressed an interest. The Chair therefore volunteered to transfer from her current role as a co-opted governor to the position of Local Authority governor.	
1.4.4	The governors voted unanimously to appoint BR as a Local Authority governor.	
	ACTION FGB0402-2: Clerk to update, Gov Hub website and GIAS. Clerk to inform central team.	**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 3rd December 2025**	
3.1.1	The minutes were distributed prior to the meeting to allow governors time to review.	
3.1.2	These were approved as an accurate record with the exception of an error regrading governors present. Clerk to amend and finalise minutes.	
	ACTION FGB0402-3: Clerk to correct attendance error and finalise 03.12.25 minutes.	**CLERK**
3.2	**Matters arising**	
3.2.1	**FGB0212-01: HT to add column into the next set of data to show comparative data to enable governors to see trends on the data.** This will be completed for next FGB with data focus. Carry forward.	
3.2.2	**FGB0212-02: Clerk to update school website with new governor link roles.** Completed.	
3.2.3	**FGB0212-03: All governors to complete the `Diversity` section on GovernorHub before the end of term.** RM still to complete.	
3.2.4	**FGB0212-04: The Chair and HT to meeting in January to progress governor recruitment campaign.** Completed.	
3.2.5	**FGB0212-05: All governors to send monitoring reports to the Clerk to**	

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	upload onto GovernorHub `visits` tab. Completed. VS to forward to Clerk.	
3.2.6	**FGB0212-06: HT to put the Healthy School Policy (inc food and snacks) on the website and update the policy tracker.** Completed.	
3.2.7	**FGB0212-07: HT to put the Admissions Arrangements document on the website and update the policy tracker.** Completed.	
3.2.8	**FGB0212-08: HT to put the Appraisal and Capability Policy on the website and update the policy tracker.** Completed.	
3.2.9	**FGB0212-09: HT to put the Health and Safety Policy on the website and update the policy tracker.** Completed.	
3.2.10	**FGB0212-10: HT to amend and put the School Uniform Policy on the website and update the policy tracker.** Completed.	
3.2.11	**FGB0212-11: RB to share the Ofsted preparation recording and all governors to look through the presentation recording.** Completed.	
3.2.12	**FGB0212-12: All governors to complete one form of finance training by the next FGB.** Completed.	
4.0	**Any other urgent business**	
4.1	None.	
	KEY FOCUS	
5.0	**Financial Management**	
5.1	**Budget update / Planning**	
5.1.1	The HT shared Budget vs Actual report ahead of the meeting for all to review and provided a summary of key points.	
5.1.2	**Variance lines** – Additional funding was received by the school for National Insurance and NTC students. The school also received slightly more Universal Infant Free School Meal funding than predicted, due to higher pupil numbers.	
5.1.3	**Lettings** – The school has incurred a loss on lettings (farmer marking). As a result, income has returned to the predicted budget level.	
5.1.4	**Miscellaneous income** – This line includes additional phonics funding received through the English Hub grant.	
5.1.5	**Insurance income** – Some income has been received following an insurance claim relating to teacher sickness. The HT explained to governors that this income does not fully cover the cost of the sickness cover, but it does provide partial mitigation.	
5.1.6	**Staffing** - The HT highlighted that the school's staffing costs on track. She noted a slight variance but this is as expected due to changes of staff.	

5.1.7	*Confidential: Redacted.*	
5.1.8	**In-year deficit** – The in-year deficit currently stands at -£20,911.76. The school held a Financial Improvement Group (FIG) meeting on Monday 02.02.26, at which the board confirmed they were satisfied with the direction of the budget. The HT confirmed that there is a plan in place to reduce the in-year deficit further.	
5.1.9	**Capital** – The HT stated not spent as much has been spent on capital as predicted. Unfortunately, all the recent remedial work cannot be assigned under capital. The HT has a plan for the capital spend (internal doors). The capital funds will be carried forward onto 20/26 financial year and used.	
5.1.10	**Anonymous donation** – The Chair confirmed that she is in contact with an anonymous donor and has been undertaking the necessary due-diligence checks, including money-laundering requirements. The school is expected to receive a donation of £25,000 later in the year.	
5.1.11	The Chair briefed new governor CW on the FIG process and thanked the HT and the finance office staff for their tight control and scrutiny of the budget, noting that this work is greatly appreciated and does not go unnoticed.	
5.1.12	Deficit Recovery Plan update – The HT shared the plan ahead of the meeting for all to review and ran through the document highlighting staffing contract savings of £104,514 in 25/26 FY which is a significant saving.	
5.1.13	*Confidential: Redacted.*	
5.1.14	*Confidential: Redacted.*	
5.1.15	*Confidential: Redacted.*	
5.1.16	*Confidential: Redacted.*	
5.1.17	**Procurement** – The HT noted contracts being looked at and reduced and/or removed which has saved almost ~£3,000. For example, the external shredding company contract, bulk purchasing of paper, removing Tapestry platform and utilising features in Bromcon MIS.	
5.1.18	**Income** – the school have increased letting fees which has resulted in an additional £6,000 this year.	
5.1.19	**EHCPs** – 3 EHCPs are still outstanding. The HT stated the school are following up and chasing as much as possible.	
5.1.20	**Reputation of the school** – the HT noted the open days have been positive and the school have 23 first choice applications which is above the 19 forecast, with 7 second choice.	
5.1.21	**PTA** - The school have received proactive support from the PTA and had a few individual personal donations.	
5.1.22	The Chair noted how supportive the local community it is in providing these generous donations.	

5.1.23	**Wrap-around-care** – The HT explained outlined the current proposal for establishing in-house wraparound care as part of the school's deficit recovery plan. The model is based on similar local provision and is projected to generate a minimum annual surplus of £22,000. The HT confirmed that TUPE implications are being carefully considered as part of the planning process.	
5.1.24	The Chair confirmed the FIG group have seen all these plans and are happy with it. ***Q: A governor asked how big is the deficit?*** *A: The HT stated its modelled at -£20,911 in yr deficit with a carry forward overall deficit of -£171,655.*	
5.2	**Financial benchmarking data – Receive & evaluate**	
5.2.1	The HT shared the Financial Benchmarking Summary 25-26 ahead of the meeting for all to review. The HT explained the process of using the DFE Benchmarking tool and comparing the school with similar sized schools in Cambridgeshire.	
5.2.2	The HT outlined the five highest-spend areas where the school's expenditure is above the average of similar benchmarked schools: • Administrative supplies – The HT noted that the school is tied into a five-year photocopying contract. Alternative options have been explored, but exiting the contract early would be prohibitively costly. The contract is due to end in October 2027. • Premises – Caretaker hours were identified as high for the size of the school. This is already under review. • Agency costs – The HT explained that agency spending had previously been high due to staff absence; however, this has now stabilised. • Non-educational support staff – Work in this area is currently on hold due to the positive impact and staffing requirements of the Chill Zone lunchtime provision. • Professional services – Costs include SFA and SIA support packages, governor support, and property management. As the school is currently in a rapid improvement phase, it was acknowledged that these costs are higher than average at present. • Premises – the HT noted that the school building is old. A recent building audit has confirmed that the plant room is at end of life. The school has raised this issue with the LA and is seeking support to replace the school boiler, particularly as the low-carbon project was withdrawn approximately a year ago. ***Q: A governor commented that, during a Property Management governor course, he was surprised to learn that the LA does not provide a suite of approved contractors or scheduled support, leaving property management largely to individual schools?*** *A: The (HT confirmed this is the case and agreed. She is continuing to press the LA to take the lead on the boiler replacement project.*	
5.2.3	HT noted that, as part of the benchmarking exercise, pupil numbers and pupil-to-teacher ratios are examined, and the school is in line with other	

	similar schools. She added that the benchmarking toolkit is thorough to use and produces a very useful report.	
5.3	**School Financial Value Standards *(submission deadline 31/03/26)***	
5.3.1	The HT reported that a major overhaul of the SFVS document was completed last year. The DfE's new template remains the same as previous years. The HT confirmed that she will update the document to reflect changes over the past year, including the revised governor structure (moved from committees to a circle model), and that it will be ready to present for approval at the March FGB. **ACTION FGB0402-4: HT to bring SFVS to next FGB for sign off.**	**HEADTEACHER**
5.4	**Charging and Remissions**	
5.4.1	The Charging and Remissions policy was reviewed in June 2025, with no changes made.	
5.4.2	The HT confirmed that no child has missed out on trips or events due to financial hardship. The policy includes template letters and payment plans that can be arranged with parents. An example is when a service is withdrawn, such as the school bus or school dinners (excluding Pupil Premium, Free School Meals, and Universal Infant Free School Meal children).	
5.4.3	The policy also covers replacement of phonics books that have been sent home and not returned.	
5.4.4	The Chair noted that, once in-house wraparound care is established, the policy will need to be updated to include fees for this provision. ***Q: The Chair asked about situations where dinners are not provided and whether any children might go hungry.*** *A: The HT confirmed that no child goes without a meal. The school knows its families well, and support is provided for children who may forget their meal or come from lower-income families who do not qualify for Pupil Premium (PP) or Free School Meals (FSM).* ***Q: A governor asked if there is a lot of parent debt outstating?*** *A: The HT confirmed there are just a few families with outstanding high debt.*	
5.4.5	The policy will be reviewed next June 2027.	
6.0	**Premises**	
6.1	**Review of lettings charges**	
6.1.1	The HT explained that the Letting policy will be reviewed in March 2026.	
6.1.2	Rates were increased last year quite significantly, after several years without change. A few regular lettings users have expressed uncertainty about the higher rates. The HT proposed to governors not to increase the rates this	

	year to avoid the risk of losing lettings, with a review and consideration of any increase planned for 2027.	
6.2	**Health and Safety**	
6.2.1	The HT provided an update on recent works and ongoing site matters: • Fence and garage repairs – The fence broken by a storm-damaged tree has been repaired. Garage repairs, also due to storm damage, have been completed, and the site is now secure and safe. • Hall lighting – Replacement works have been completed with LED lighting, which is more cost-effective and environmentally friendly. The hall is much brighter. • Asbestos – A concern raised by a contractor has led to testing by the LA. Results are still awaited. The area impacted is the boiler room and not acceptable to pupils • Legionella – A few "dead legs" have been identified as part of the Risk Assessment and will be addressed by a contractor. Flushing and routine checks are now recorded by the caretaker, along with slips and trips inspections. • Health & Safety training – The HT is completing a 3-day IOSH Managing Safety course. The H&S link governor will meet with the HT to review actions and risk assessments RAs. A staff meeting is planned at the beginning of the summer term to review key RAs, including PE equipment and playground safety. • Site assessment – The HT has conducted a site assessment on general H&S, including safe movement around the site and car park. • Lockdown doors – Magnetic locks on doors are not currently working. All staff have a master key on their lanyards to secure the school in the interim. The doors are planned to be replaced during the Summer holidays. ***Q: A governor asked whether any of the doors requiring a key to lock are fire doors, noting the inherent risk that the doors might not be opened in an emergency.*** *A: The HT explained that lockdown and fire alarms sound differently, and staff are trained to make a judgement call in each situation. The HT will follow up with the LA regarding the timescales for replacing the doors.*	
6.3	**Risk Management**	
6.3.1 6.3.2 6.3.3 6.3.4	The HT provided a brief update on risk management. Risk Assessments (RAs) are in place to manage risks across the school, including specific RAs for individual children during certain events. The Deputy Head reviews all RAs and has received relevant training, using CLEAPS guidance provided through the LA. Health & Safety and RAs are included as part of all staff inductions.	
7.0	**Personnel**	
7.1	**Staff well being**	

7.1.1	The Chair is scheduled to meet with Kate Halford and the HT next half term for a wellbeing link visit.	
7.1.2	The HT reported that workload and time pressures remain the primary concern for staff. She emphasised the importance of being realistic with expectations. The monitoring and meetings schedule is shared in advance so that nothing comes as a surprise.	
7.1.3	To reduce unnecessary workload, the HT has removed processes that do not directly improve learning and outcomes, such as the target tracker.	
7.1.4	Efforts are also made to protect PPA time; if an event clashes with PPA, time is compensated where possible.	
7.1.5	Monitoring continues to be a focus. The HT highlighted the learning walk and observation/monitoring policy and confirmed that next term she will review these processes with staff. Senior Leadership Team (SLT) monitoring of staff will continue to align with union guidance. ***Q: The Chair asked what the guidelines say around observations?*** *A: The HT explained that the maximum guideline is three hours per year. While observations can add some stress, they are necessary for school improvement. The HT confirmed that current observation time is well below the maximum, with visits lasting 10–20 minutes each. She emphasised that no expectations exceed the expected teaching standards.* ***Q: The Chair asked whether staff are on an upward, positive trajectory and whether there is a collaborative feel.*** *A: HT stated that staff morale comes in waves, depending on the time of year—for example, during busy periods with data collection, staff feel more pressure. Overall, the staff room atmosphere is positive, and the staff team is supportive and collaborative, with most staff demonstrating this consistently.*	
7.1.6	**Emotional and Pastoral Support** – The HT reported that staff are encouraged to have a dialogue with her if they cannot meet a deadline. Staff meetings begin with a “What’s on Top” session, allowing staff to raise any immediate issues. The SLT conduct regular check-ins, including a morning welcome.	
7.1.7	The HT emphasised efforts to ensure staff feel valued and engaged. For example, peer-to-peer coaching took place recently. Communication is a key focus, with transparency and clear explanations of “the why” used to ensure staff understanding and buy-in.	
7.2	**Staffing changes from January**	
7.2.1	The HT updated governors on recent staffing changes	
7.2.2	**Teacher resignation** – A teacher who is also a phase leader has resigned. The school was not successful in the autumn recruitment round but secured a long-term supply teacher who is already known to the school. In the second round of recruitment, the school was successful in appointing a permanent teacher, who will start after the Easter break.	
7.2.3		

	Office staff – One member of the office staff will be on maternity leave from March 2026 until December 2026. The school has appointed maternity cover and arranged a thorough two-week handover, as this is a key role. The HT expressed confidence in the strength of the appointed candidate.	
8.0	**Communication**	
8.1	**Community engagement update**	
8.1.1	The HT gave a brief overview to the new governor CW.	
8.1.2	One of the school's core values is community. The HT emphasised the importance of instilling a sense of community both within the school and in the wider local area, fostering a sense of being part of a team or family.	
8.1.3	Engagement – The school has welcomed new volunteers from the community, including a local librarian who will be working with Year 6 pupils.	
8.1.4	The HT listed some of the many links the school has with the wider community: • Co-op donation. Via the PTA • Parents in to support the curriculum – i.e. recent parent taught about Braille. • Links with local secondary school – teachers visit for transition • Year 12 visit from local secondary to work in classes. • CB23 network – local schools get together for activities. i.e. maths quiz • SEND coffee morning • Work on Wednesdays • Reading and phonics open morning for parents. • New parents open morning • Close link with Church in the community. Lantern project and seasonal activities • Gambia link school – completed fundraising event for the school • Community clean-up day to be arrange later in the Spring term.	
8.1.5	The Chair noted the extensive list and wonderful community engagement opportunities.	
	STANDING ITEMS	
9.0	**Governor Body Matters**	
9.1	**Governor training update**	
9.1.1	The Chair asked for governors to note any recent training and confirm one of the Finance training options from the annual Training Plan had been completed.	
9.1.2	All confirmed they had completed the training with the exception of RM and new governor CW.	
9.1.3	RM confirmed he hadn't yet completed the finance training.	**RM**

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	ACTION FGB0402-5: HT: RM to completed finance training ASAP.	
9.1.4	The Chair highlighted the Spring 2 training on the plan is NCSC Cyber Security for governors to complete. **ACTION FGB0402-6: All governors to complete NCSC Cyber Security training by the next FGB.**	**ALL GOVERNORS**
9.2	**Governor recruitment and board membership/recruitment**	
12.2.1	It was confirmed that when the Chair is reclassified as an LA governor (see section: 1.4) there will be two Co-opted vacancies to fill on the board	
12.2.2	A parent can be co-opted onto the board if they have the right skill set.	
10.0	**Reports and Updates**	
10.1	**Headteacher's Report (verbal)**	
10.1.1	The Headteacher provided a verbal update.	
10.1.2	The HT ran through the "Progress towards AFIs" document, which had been shared with governors ahead of the meeting. The document focuses on the three areas identified in the Ofsted report. The HT explained that she has aligned the work with the new Ofsted framework, using her professional judgment in consultation with the SLT. She will be reviewing the document with the LA School Improvement Advisor (SIA) tomorrow.	
10.1.3	The HT aims to complete the whole toolkit, using a RAG rating, but has started with the school's Areas for Improvement (AFIs). She encouraged governors to review the document and become familiar with its content.	
10.1.4	The Chair thanked the HT for her work on the document and requested that it be brought to each FGB for ongoing review.	
10.1.5	**Pupils** – Pupil numbers remain stable. There has been no change in the number of Pupil Premium (PP) or SEND pupils. There has been a slight change in the number of vulnerable families. The school is currently managing significant safeguarding concerns for one child and is working closely with social care.	
10.1.6	**Leadership and Management** – The appraisal cycle is underway. Leadership is focusing on inclusion, identified as a key area for improvement. Continuing Professional Development (CPD) is linked to inclusion, and the school is creating a whole-school profile of all pupils.	
10.1.7	**Safeguarding** – The staff leaver in January was a Designated Safeguarding Lead (DSL). The new teacher (starting at Easter) is already being trained as a DSL. A safeguarding audit review was completed by the SIA; the only outstanding issue relates to the installation of a vision panel on doors.	
10.1.8	**Behaviour and Attendance** – Since the last FGB, there has been one half-day suspension. Attendance is currently 96.75%, higher than the national average, though slightly decreased since the last FGB, partly due to a lot of illness in January.	

10.1.9 10.1.10	**Persistent Absence** – Two families (four children) are persistently absent. The school has attendance contracts in place with these families and is providing Early Help support for one of the families. No questions received.	
10.2	**Chair's Report (verbal)**	
10.2.1 10.2.2 10.2.3	The Chair provided a brief update on governor monitoring visits, noting that all governors need to book their visits for their link roles as soon as possible. The SEND visit will be arranged for Summer 1, as the previous SEND link governor completed the autumn visit before leaving the FGB. The Chair will complete the SEND visit in Summer 1. ***Q: A governor asked whether staff had been given a window for the monitoring visits.*** *A: The HT confirmed that no set window has been given. Staff have agreed that they are happy to offer flexibility, arranging visits at a time convenient for both the staff member and the link governor.* Governors were reminded to circulate reports following visits and send copies to the Clerk. **ACTION FGB0402-7: All governors to book in their link visits with staff ASAP**	**ALL GOVERNORS**
10.3	**Clerk's update**	
10.3.1 10.3.2 10.3.3	The Clerk gave a verbal update on CCC's review of the model complaints policy and associated school guidance document, highlighting updates in response to feedback and a rise in AI-related complaints. A recommended parents' guide from Parentkind was shared with governors. Important of complaints training for governors was noted.	
10.4	**RIG Summary Statement**	
10.4.1	The Chair shared the RIG statement. The board are pleased with the school's and progress and is a real testament to all the work of the governing board, HT and staff.	
12.0	**Safeguarding**	
12.1	**Building Design, Premises Letting**	
12.1.1 12.1.2	Discussed above in sections 5.2.2 (premises) and 10.1.7. Lettings – All lettings must comply with the school's policies, entry requirements, and staffing ratios. Letting documents are signed and retained, and any personal liability documentation is recorded.	

12.2	**Physical Environment**	
12.2.1	*Not discussed.*	
13.0	**Policies for approval / ratification**	
13.1.	**Equality Statement and Objectives - statutory**	
13.1.1 13.1.2 13.1.3	The policy was distributed prior to the meeting to allow governors time to review. The HT noted that the policy has undergone significant changes. Feedback from the recent safeguarding audit highlighted that it had previously been too vague. The policy has now been tightened and reviewed in conjunction with the SIA and compared with other schools' policies. ***Q: A governor asked how the policy will be monitored?*** *A: The HT explained that the SEND link governor will monitor barriers, as much of the policy is linked to the school's approach to supporting disadvantaged pupils and those with SEND.* The governors voted unanimously to **adopt the Equality Statement and Objectives.** **Action: FGB0402-08: HT to put the Equality Statement and Objectives on the website and update the policy tracker.**	**HEADTEACHER**
13.2	**Emergency School Closure policy - new for Meridian**	
13.2.1 13.6.2 13.6.3	The policy was distributed prior to the meeting to allow governors time to review. The HT noted that the school did not have a policy previously and felt one was needed. Governors agreed with this view. The governors voted unanimously to **adopt the Emergency School Closure policy.** **Action: FGB0402-09: HT to put the Emergency School Closure policy on the website and update the policy tracker.**	**HEADTEACHER**
13.3	**Communication policy - new for Meridian**	
13.3.1 13.3.2 13.3.3 13.3.4	The policy was distributed prior to the meeting to allow governors time to review. The HT summarised the key points of the policy, focusing on how the school and parents communicate and outlining expectations. The Chair confirmed that the policy is not a statutory document. The governors voted unanimously to **adopt the A Communication policy.**	

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	Action: FGB0402-10: HT to put the Communication policy on the website and update the policy tracker.	**HEADTEACHER**
13.4	**Trip and Slip hazard policy - new policy for Meridian**	
13.4.1 13.4.2 13.4.3	The policy was distributed prior to the meeting to allow governors time to review. The HT confirmed the policy was recommended by the H&S team. The governors voted unanimously to **adopt the Trip and Slip hazard policy.** **Action: FGB0402-11: HT to put the Trip and Slip hazard policy on the website if appropriate and update the policy tracker.**	**HEADTEACHER**
13.5	**Grievance Policy and Procedures (Minute approval by email)**	
13.5.1 13.5.2 13.5.3	The policy was distributed and approved offline by governors on 09.01.26. The governors voted unanimously to **adopt the Grievance Policy and Procedures.** **Action: FGB0402-12: HT to update the Grievance Policy and Procedures on policy tracker.**	**HEADTEACHER**
13.6	**Staff Discipline and Conduct (Minute approved by email)**	
13.6.1 13.6.2	The policy was distributed and approved offline by governors on 09.01.26. ***Q: A governor asked whether, in the case of a severe disciplinary matter, the school is still required to pay the staff member—specifically, whether payment must continue until the matter has been resolved through a court process.*** *A: The HT confirmed that yes, staff must continue to be paid, as they are considered innocent until proven guilty. Staff are protected by the School Teachers' Pay and Conditions Document (STPCD) and union representation*. The governors voted unanimously to **adopt the Staff Discipline and Conduct Procedures.** **Action: FGB0402-13: HT to update the Staff Discipline and Conduct Procedures on policy tracker.**	**HEADTEACHER**
14.0	**Review and impact of meeting**	
14.1	Impact of meeting	
14.1.1	1. Appointed new Co-opted governor enhancing board membership and leadership and governance for the school. 2. Approved 6 policies. 3. Good overview of the budget and through look at benchmarking. 4. Discussed staff wellbeing and lesson observation rules. (section 7.0) 5. Impact of community engagement.	

15.0	**Any other business**	
15.1	**Payroll and HR services - renewal**	
18.1.1	The HT provided a summary of the school's current Payroll and HR provider, EPM, and the upcoming contract renewal. As the Service Level Agreement (SLA) exceeds the £5,000 threshold, governor approval is required.	
18.1.2	The HT explained that EPM's contract is due to expire and that alternative providers had been considered but are cost prohibitive. There are few viable options. EPM work closely with the LA and the school's bank account team, and the majority if not all maintained schools use their services. Exploring other options would likely require splitting Payroll and HR services, resulting in additional workload for the school.	
18.1.3	Governors agreed to retain EPM as the Payroll and HR provider and **approved the contract above the £5,000 threshold**.	
18.1.4	FGB Start Times – The Chair proposed moving the FGB start time to 6:00 pm to reduce the amount of time the HT needs to remain at work and allow all staff and governors some of their evening back.	
18.1.5	Two governors noted they would be unable to attend a 6:00 pm start due to work commitments. It was proposed to start in-person meetings at 7:00 pm and online meetings at 6:45 pm.	
18.1.6	The Chair asked whether governors could try a 6:30 pm start, but the HT noted this would still make for a long day, and governors agreed it is a long day for them as well.	
18.1.7	The HT and Chair will consider the options further and review start times.	
15.2	**Ofsted preparation**	
15.2.1	See section 10.1.2-10.1.4 regarding the HT Progress towards Areas for Improvement document.	
15.3	**Items for next agenda**	
15.3.1 15.3.2	Homework Policy Monitoring / lesson observation policy	
19.0	**Date of next meeting**	
19.1	Wednesday 18th March 2026, 7pm – in person	
	The meeting closed at 9.27pm	

Action No.	Action	Owner	Open
FGB0212-01	HT to add column into the next set of data to show comparative data to enable governors to see trends on the data.	Headteacher	Open

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	This will be completed for next FGB with data focus. Carry forward.		
FGB0212-03	All governors to complete the `Diversity` section on GovernorHub before the end of term. RM still to complete.	RM	Open
FGB0212-05	All governors to send monitoring reports to the Clerk to upload onto GovernorHub `visits` tab. Completed. VS to forward to Clerk.	VS	Open
FGB0402-01	Chair and HT to organise induction for CW – agree date for after February half term. Clerk to update website and GIAS.	Chair / Headteacher / Clerk	Open
FGB0402-02	Clerk to update, Gov Hub website and GIAS. Clerk to inform central team.	Clerk	Open
FGB0402-03	Clerk to correct attendance error and finalise 03.12.25 minutes.	Clerk	Closed
FGB0402-04	HT to bring SFVS to next FGB for sign off.	Headteacher	Open
FGB0402-05	RM to completed finance training ASAP.	RM	Open
FGB0402-06	All governors to complete NCSC Cyber Security training by the next FGB.	All Governors	Open
FGB0402-07	All governors to book in their link visits with staff ASAP	All Governors	Open
FGB0402-08	HT to put the Equality Statement and Objectives on the website and update the policy tracker.	Headteacher	Open
FGB0302-09	HT to put the Emergency School Closure policy on the website and update the policy tracker.	Headteacher	Open
FGB0302-10	HT to put the Communication policy on the website and update the policy tracker.	Headteacher	Open
FGB0302-11	HT to put the Trip and Slip hazard policy on the website if appropriate and update the policy tracker.	Headteacher	Open
FGB0302-12	HT to update the Grievance Policy and Procedures on policy tracker.	Headteacher	Open
FGB0302-13	HT to update the Staff Discipline and Conduct Procedures on policy tracker.	Headteacher	Open

Signed:
Date: