Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 6th May 2026 at 7.00pm

In Person

Present:	Richard Mulderij (RM) – Co-Chair, Ruth Noble (RN) - Co-Chair, Becky Snelling (BS) – Headteacher, Vicki Scott (VS), Jenny Weston (JW) and Cei Whitehouse (CW) Ioan Milosevic (IM) – arrived 7.03pm
Visitors:	Samantha Chamberlain (SC) – Deputy Headteacher – joined virtually Jenny Gilbert (JG)
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	No apologies were received.	
1.2	**Quoracy**	
1.2.1	The meeting was quorate.	
1.3	**Election of Community Governor – Jenny Gilbert (JG) and Julie Horne (JH)**	
1.3.1	The Chair and the HT met with JG and JH and outlined the role and responsibilities of a governor.	
1.3.2	JH was not available to attend this meeting but is due to attend the next FGB.	
1.3.3	All governors introduced themselves to JG and described their respective roles. JG introduced themselves and summarised their experience and background.	
1.3.4	*JG left the meeting.*	
1.3.5	The governors voted unanimously to appoint JG as a Community (co-opted) governor.	
	ACTION FGB0605-1: Chair and HT to organise checks (DBS) and induction for JG – agree date. Clerk to update website and GIAS.	**HT / CHAIR / CLERK**
2.0	**Declarations of Interest**	
2.1	**Declarations of interest for items on the agenda**	

Signed:
Date:

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 29th April 2026**	
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**	
	<u>March FGB</u>	
3.2.1	**FGB0212-03: All governors to complete the `Diversity` section on GovernorHub before the end of term.** CW to complete as a new member Carry forward. Closed.	
3.2.2	**FGB1803-01: Clerk to update the central governance team and link the Co-Chairs for support. Clerk to also update GIAS, GovernorHub and school website at end of Spring term.** Complete.	
3.2.3	**FGB1803-02: BR to arrange handover with the new Co-Chairs**. Complete.	
3.2.4	**FGB1803-03: Clerk to send CW LA form and update GIAS, GovernorHub and school website.** Complete.	
3.2.5	**FGB1803-04: Clerk to update GovernorHub and website with updated link roles.** Complete.	
3.2.6	**FGB1803-05: HT to circulate DfE Inspection Data Summary Report to all governors.** Complete.	
3.2.7	**FGB1803-06: Chair to circulate the 2 community member's bio summaries to all governors.** Complete.	
3.2.8	**FGB1803-07: HT to send SFVS submission to Chair for signature and HT to submit to LA by the 31/03/26.** Complete.	
3.2.9	**FGB1803-08: HT to put the Homework Policy on the website and update the policy tracker.** Complete.	
3.2.10	**FGB1803-09: HT to put the Monitoring and observation policy on the website and update the policy tracker**. Complete.	
3.2.11	**FGB1803-10: HT and RM to meet to finalise policy and bring to next FGB for approval.** Complete.	
3.2.12	**FGB1803-11: HT to put the Physical intervention Policy on the website and update the policy tracker.** Complete.	
3.2.13	**FGB1803-12: HT to put the RE and world views Policy on the website and update the policy tracker.** Complete.	

3.2.14	**FGB1803-13: HT to put the SMSC Policy on the website and update the policy tracker.** Complete.	
3.2.15	**FGB1803-14: HT to put the Prevent action plan on the website and update the policy tracker.** Complete.	
3.2.16	**FGB1803-15: HT to put the Data protection Policy on the website and update the policy tracker.** Complete.	
3.2.17	**FGB1803-16: HT to put the Supporting pupils with medical conditions Policy on the website and update the policy tracker.** Complete.	
3.2.18	**FGB1803-17: HT add and circulate Appendix and to put the Suspension and Permanent Exclusions Policy on the website and update the policy tracker.** Complete.	
3.2.19	**FGB1803-18: HT and new Co-Chairs to communicate governance changes for parent community.** Complete.	
3.2.20	<u>April Budget focus FGB</u> **FGB2904-01: HT to circulate the photocopier contract procurement documentation for governors to review, with a decision to be taken at the next Full Governing Body meeting.** Complete. To be discussed in item 4.0.	
3.2.21	**FGB2904-02: HT and Finance Manager to submit the approved finalised budget to CCC before 22/05/26 deadline.** Complete.	
4.0	**Any other urgent business**	
4.1.1	**Photocopier Contract – *approval required***	
4.1.2	The HT shared the contract analysis document with governors prior to the meeting to allow governors time to scrutinise the information.	
4.1.3	The HT summarised the situation for the new governor regarding the buy-out of the existing photocopier contract. ***Q: A governor asked if the amount of colour copies stated within the quotes were realistic and accurate?*** *A: The HT confirmed the accuracy, noting the are representative of the school's usage across the year, although there can be peaks in demand.* ***Q: A governor asked how likely is it that the school would be able to activate the price reduction element of the quote?*** *A: The HT confirmed it would be available after three years. The school is careful with printing volumes so this should be achievable.* ***Q: A governor noted that the third company, Edutech Solutions, was the lowest-cost option. Governors acknowledged why the school was cautious about proceeding with them given the reviews received. Has there been any feedback from Hardwick Primary?***	

4.1.4	*A: The HT confirmed that no feedback had yet been received. The HT is meeting with the Headteacher of Hardwick Primary tomorrow and will seek their views. Based on research and the figures, the school has greater confidence in Future Digital Systems. The cost of the current photocopying contract is already included within the budget, therefore any savings achieved would contribute positively to the carry forward.* ***Q: A governor asked if there any guarantee regarding the speed of photocopier repairs?*** *A: The HT confirmed Yes. The contract includes a four-hour response time. Under the current contract, repairs have previously taken several days, including one occasion where the copier was out of action for four days.* ***Q: A governor asked if the repairs response for the third option (Edutech Solutions) telephone support only? Whereas the other two options provide on-site support?*** *A: The HT confirmed this was the case. The first company (Future Digital Systems) provide in-person support and has been responsive throughout the procurement process.* ***Q: A governor asked how soon could the new contract could be in place? Would this be before the summer?*** *A: The HT confirmed the school would be able to join straight away and make cost savings.* **Governors approve Company Option 1 – Future Digital Systems** contract at £1,805 per quarter (a five-year term at a fixed cost, possibility to reduce after 3 years)	
	KEY FOCUS	
5.0	**Finance Review**	
5.1	**Budget Approval**	
5.1.1	2026-27 budget approved at approved at 29/04/26 FGB. Submitted to CCC bank account team and acknowledged.	
5.2	**Review impact of Pupil premium and Sports Premium**	
5.2.1 5.2.2	The HT gave a verbal summary on Pupil Premium and Sports Premium target areas and spend linked to the approved budget. Pupil premium funding is used for: • TA led interventions; • CPD for whole school impact on core subjects; • Targeted CPD – for example Dyslexia focused training; • ELSA trained staff; • Release time for English Leads, with writing identified as a key school improvement focus, enabling leaders time to drive developments forward;	

	• Purchase of resources, including grammar and handwriting materials, to support pupils in securing the basics of writing; • Cambridgeshire Therapeutic Thinking training in September, including funding for training and inset hours for staff who do not usually work on inset days. ***Q: A governor asked what information is available to evidence the impact of the funding? What evidence is gathered throughout the year to show that it has had an impact?*** *A: The HT explained that TA interventions are monitored through tracking evidence to demonstrate impact. Further detail will also be included within the School Improvement Plan discussion later in the meeting. Improvements in behaviour are evident through school data and feedback from external advisors.* ***Q: A governor asked if there plans for any additional support, or is the school satisfied with the current provision?*** *A: The HT confirmed that disadvantaged pupils' writing remains a key focus area. The school has ensured that no child has missed a school trip due to financial barriers, therefore the movement of funding away from supporting trips remains justified. Funding is being targeted towards identified areas for improvement, particularly writing outcomes for disadvantaged pupils, based on trends over time within the school's data. The HT also noted that the presence of TAs within classrooms continues to be crucial.*	
5.2.3	Sports Premium funding is used for: • Providing free lunchtime sports clubs for disadvantaged pupils; • Developing active playtimes, including supporting midday supervisor hours to deliver organised games and activities; • Enhancing curriculum delivery through the purchase of PE equipment and resources; • CPD opportunities, including team games training delivered by a Comberton College employee; • Additional resources for Sports Day, including paddle sports and indoor curling equipment; • Sports Leaders training; • Enabling pupils to attend sports competitions (transport and registration costs).	
6.0	**Premises**	
6.1	**Health & Safety Audit**	
6.1.1	The HT noted that the Health and Safety audit is carried out every three to four years. The previous audit was completed shortly after the HT joined the school in 2025, and all identified actions were subsequently completed.	
6.1.2	The HT has completed an IOSH Health and Safety training qualification.	
6.1.3	A recent H&S CPD session has been completed with all staff, including training relating to risk assessments. ***Q: A governor asked if anything has arisen from the staff training?*** *A: The HT explained that staff had raised the issue of counselling support for staff involved in incidents with children. While the school does not formally*	

	provide counselling, regular check-ins and debriefs are always carried out following incidents.	
6.1.4	The HT shared an example of a pupil identifying a hole under a fence. This was logged immediately and repaired straight away. The school maintains a reporting folder in the office for any site or health and safety actions, which are then addressed by the site managers.	
6.1.5	If someone is injured, the incident is recorded on an incident form and reported to the Local Authority. Near misses are also logged. ***Q: A governor asked how serious does an incident needs to be before it is reported to the Local Authority?*** *A: The HT explained that most incidents are logged and reviewed in line with Local Authority guidance and reporting procedures.*	
6.2	**Estates management update**	
	Q: A governor asked if there were any updates on when the door works are due to be completed? *A: The HT confirmed that the LA are still gathering the final quote required as part of the three-quote process.*	
6.2.1	The HT provided an overview of ongoing site maintenance and development priorities, including the general upkeep of the site and tree management.	
6.2.2	A strategic long-term plan is in place to identify and address future site priorities.	
6.2.3	Following the Fire Risk Assessment, fire-resistant shutters were identified as a requirement. However, the priority at present is to complete the security/fire door works first.	
6.2.4	The HT also noted that the school works closely with the property management company to ensure compliance in areas such as legionella, oil safety, and accessibility legislation, and to ensure statutory checks are completed as required. **Q*: A governor asked if there any update regarding the heat pump plan?*** *A: The HT confirmed that the project has been withdrawn by the LA. An audit of the plant room identified that much of the existing infrastructure is no longer fit for purpose, although it remained operational throughout the previous winter. The LA has requested that the windows and doors project is completed first before reviewing the boiler replacement programme.*	
6.2.5	The HT confirmed that the windows and doors project is scheduled to begin on 6 July. Discussions have taken place regarding which elements of the project could be completed ahead of the summer holiday closure. The HT noted that this is a significant project, valued at approximately £500,000, and will greatly improve the appearance of the school as well as providing double glazing and improved insulation.	
6.2.6	The HT also outlined estates management work regarding the school's site security checks, including CCTV, fencing, and a site security risk assessment.	

6.2.7	Governors were informed that by September all schools will be required to have a sustainability action plan in place.	
6.3	**Risk Management**	
6.3.1 6.3.2 6.3.3 6.3.4	The HT noted the schools Accessibility Plan which considers both physical accessibility, such as door widths and ramps, and accessibility to the curriculum. The HT noted the school's Critical Incident Plan and that the Co-Chair's need updated `grab packs`. **ACTION FGB0605-2: HT to arrange updated Critical Incident `grab packs` for the Co-Chairs.** The HT confirmed that the school maintains both standard and specific risk assessments for activities such as events, educational visits, DT, and cooking activities, using Local Authority guidance and risk assessment templates. All areas are overseen through the RM link governor role.	**HEADTECAHER**
7.0	**Personnel**	
7.1	**Staff Well being / CPD / roles and responsibilities**	
7.1.1 7.1.2 7.1.3 7.1.4	The HT noted that this information was included within the HT report, which had been viewed by all governors. The HT shared the leadership structure, including roles and responsibilities, alongside a weekly timetable showing where all staff are deployed throughout the school day ahead of the meeting. The HT explained that one class had recently experienced a significant number of staffing changes, including instability caused by staff absence, supply cover, and the needs of several high-needs pupils. Additional TA support has therefore been allocated to the class in the short term. A governor commented that they had found the document to be a very useful visual overview.	
8.0	**Communication**	
8.1	**Community engagement update**	
8.1.1	HT noted this is included in the HT report which all governors have viewed.	
	STANDING ITEMS	
9.0	**Governor Body Matters**	
9.1	**Governor training update**	
9.1.1	The Chair shared the governor training schedule, noting the Ethical Behaviour training module to be completed by all governors.	

9.1.2	IM and JW were noted as still needing to complete the training. **ACTION FGB0605-3: IM and JW to complete ethical behaviour training module.**	**IM and JW**
9.1.3	IM highlighted the AI tool available on GovHub, which appeared potentially useful in supporting governors with generating questions for link visits.	
9.1.4	The Chair summarised the skills audit process for the benefit of the new governors and noted that the next skills audit will be due again at the end of the academic year.	
9.1.5	The Chair also highlighted the "Stakeholder Engagement in the Governance Role" training module available on GovHub and requested that all governors complete the two training modules. **ACTION FGB0605-4: All governors to complete Stakeholder Engagement in the Governance Role training.**	**All Governors**
9.2	**Governor SEF / Skills audit**	
9.2.1	It was agreed an updated Skills Audit would be appropriate in September 2026 once the new governors are settled.	
9.3	**Review Governor development plan**	
9.3.1	The Chair gave a brief update and stated the document will be updated for next FGB. The outgoing Chair highlighted key areas before leaving.	
10.0	**Strategic Development**	
10.1	**SIP areas: review Staff CPD and SEND**	
10.1.1	The HT apologised that the document had only been uploaded for governors to view today, but wished to go through it in detail with governors.	
10.1.2	The HT confirmed that the main focus areas remain unchanged: CPD, writing, reading, and maths.	
10.1.3	Reading continues to be a strength overall, with a new phonics scheme recently introduced.	
10.1.4	Maths and SEND remain key areas of focus, alongside the whole-school curriculum framework.	
10.1.5	Behaviour was reported as good, with a consistent approach embedded across the school.	
10.1.6	The HT noted that overall the school is performing well. The SIP uses a RAG rating system: green indicates in place and embedded, amber indicates work has started, CPD has been delivered, but further monitoring and data are required.	

10.1.7	The LA has advised additional evidence to be included within the SIP. By the end of the school year, the HT will update the document with current data and comparative analysis. At present, the SIP contains narrative evidence and emerging impact.	
10.1.8	An example was given regarding writing schemes, where progress has been low but gaps are beginning to be addressed. Slight improvement in data is expected, with a stronger impact anticipated next year.	
10.1.9	The HT also confirmed that pupil and staff voice evidence will be included.	
10.1.10	The HT is already planning for the next academic year, working with the English lead and other subject leads, with a proposed focus on disadvantaged pupils. ***Q: A governor noted that on the reports, everything is shown as green in areas such as maths. Does that mean no further action or monitoring is required?*** *A: The HT explained that current data is showing progress, particularly in areas such as Year 4, where outcomes have improved significantly.* ***Q: A governor asked if it would be helpful to have a clear statement indicating when an action is closed?*** *A: The HT agreed, noting that there will be a full end-of-year update incorporating data and evidence. Any actions not fully met will be carried forward into the next year's School Improvement Plan.*	
11.0	**Reports and Updates**	
11.1	**Headteacher's Report (written)**	
11.1.1	The HT shared a written report ahead of the meeting to allow all governors to review. All governors read the report.	
11.1.2	No questions received.	
11.1.3	It was noted positively that LA advisers have recommended Meridian as a school for others to visit, highlighting good practice in Maths and EYFS. ***Q: A governor asked if staff aware of this positive feedback?*** *A: The HT confirmed they are. Subject leads and teachers have been informed. The feedback has provided a real boost to staff morale.*	
11.1.4	The HT also referenced positive feedback received from job applicants, noting that it is encouraging that improvements within the school are being recognised externally.	
11.1.5	The Chair suggested that this positive feedback could also be shared in the school newsletter. ***Q: A governor asked what the timeframe is for the two EHCPs?*** *A: The HT confirmed that one is expected imminently and the second is not far behind, with progress continuing.*	
11.1.6		

11.1.7 11.1.8 11.1.9	The HT acknowledged that staff wellbeing has been impacted over recent years due to significant changes and challenges, but also highlighted positive signs, including increased interest from applicants wishing to work at the school. Further detail are included within the report. The HT noted the need to maintain accountability and continue to drive rapid improvement. Staff morale is currently positive, with a supportive culture in the staff room where colleagues are willing to support one another. The staff wellbeing survey is planned for September, and governors agreed that this is an important tool to complete. ***Q: A governor asked if staff wellbeing has been addressed?*** *A: The HT confirmed yes. It has been covered through staff training and ongoing discussions with all staff. The HT noted that some positive practices are already embedded within the school and are valued by staff.* ***Q: A governor asked if exit interviews carried out?*** *A: The HT confirmed they are. The previous Chair has conducted some recent exit interviews.*	
11.2	**Chair's Report (written)**	
11.2.1 11.2.2	The HT shared a written report ahead of the meeting to allow all governors to review. Thanks was noted to the outgoing Chair for her efficient and well prepared handover of the Chairing role.	
11.3	**Clerk's Update**	
11.3.1 11.3.2 11.3.3	The Clerk directed governors to the DfE Prevent lead training. It is recommended that at least one governor from the FGB attends the DfE Prevent lead training which specifically focusses on the Governor role. Governor agreed that once link roles are redistributed, this would naturally sit with the safeguarding governor to compete the training. The co-Chairs raised a query regarding the need for a Vice Chair, given that the governing board operates with co-Chairs. The Clerk will check the standing orders and seek guidance from the governance team to confirm the appropriate requirements. **ACTION FGB0605-5: Clerk to check with the governance team regarding need for an FGB Vice Chair in a co-Chair structure.**	**Clerk**
12.0	**Safeguarding**	
12.1	**Annual Safeguarding report**	
12.1.1	The HT noted that the document is a LA safeguarding summary report, which is completed and submitted to the LA.	

12.1.2	It was agreed to move this item to the July FGB to align with the submission date.	
12.2	**Safeguarding wheel: Health and Safety and Safeguarding Systems Monitoring**	
12.2.1	**Health and Safety** Discussed in item 6.1.	
12.2.2	**Safeguarding Systems** The HT gave a verbal update on the safeguarding systems used in school. The school uses MyConcern as its safeguarding recording system, which is used by the majority of schools. The local catchment secondary school uses the same system, supporting smooth and secure transfer of child protection files.	
12.2.3	All staff have individual logins. Any concerns are recorded on MyConcern and automatically sent to the Designated Safeguarding Lead (DSL) for review and triage according to urgency. The safeguarding data graph included in the HT report is generated from MyConcern. ***Q: A governor asked if it is difficult to extract data from the last academic year?*** *A: The HT stated No. The HT confirmed that a comparison can be completed, similar to last year's analysis.* ***Q: A governor asked if the data is compared against similar schools?*** *A: The HT confirmed the data is not currently shared or benchmarked externally.*	
12.2.4	The HT noted that the most recent School Improvement Advisor (SIA) visit reviewed MyConcern. One action related to historic logs marked "continue to monitor," which now need to be closed appropriately or updated with clear actions. Current logs are all up to date and appropriately managed. ***Q: A governor asked what proportion of pupils are recorded on MyConcern?*** *A: The HT explained that this cannot be stated precisely, as multiple logs may relate to a single child. The system can be filtered by child or by type of incident, and examples were provided.*	
12.2.5	Governors discussed whether it would be helpful to distinguish between repeated behaviour concerns for individual pupils versus the number of different children involved. The HT agreed this analysis should be possible. ***Q: A governor asked if all staff report in the same way, given some subjectivity in thresholds?*** *A: The HT confirmed that this is addressed through staff training. While thresholds are covered, training also emphasises that small concerns can build into a wider safeguarding picture. Supply staff are also trained in how to use MyConcern and how to log concerns appropriately.* ***Q: A governor asked what is the retention schedule?*** *A: The HT explained records are maintained from EYFS through to Year 6 and are transferred to the receiving secondary school. Records are also maintained for children who are home educated where appropriate.*	

	Q: A governor asked if sibling records are linked? *A: The HT confirmed they are. Staff are expected to link sibling records, and the DSL ensures this is maintained.* ***Q: A governor asked if parents are informed when a log is made?*** *A: The HT explained it depends on the nature of the concern. In most cases parents are informed, although there may be occasions where this is not appropriate if it could place a child at risk of harm. Lower-level behaviour concerns are typically communicated via Class Dojo.*	
13.0	**Policies for approval / ratification**	
13.1	**Attendance Policy**	
13.1.1	The policy was distributed prior to the meeting to allow governors time to review.	
13.1.2	The HT noted that the policy underwent a significant overhaul in 2025 following updated guidance and legislative changes. Since that revision, there have been no further substantive changes to the policy, with only a slight amendment to Appendix D (template letter).	
13.1.3	A governor noted that "SC" should be amended to "Deputy Head	
13.1.4	The governors voted unanimously to **adopt the Attendance Policy.** **Action: FGB0605-06: HT to put the Attendance policy on the website and update the policy tracker.**	**HEADTEACHER**
14.0	**Review and impact of meeting**	
14.1	Impact of meeting	
14.1.1	1. Appointed new governor. 2. Approved a significant saving in photocopier charges. 3. Appropriate challenge and scrutiny over safeguarding and H&S.	
15.0	**Any other business**	
15.1.1	**SATs** - The HT noted that SATs will take place next week and thanked governors who are supporting during this period. A SATs monitoring visit will also be completed during the week.	
15.1.2	**Link visit** – The Chair reminded governors to arrange their summer term link visits. The HT added that it would be helpful for these visits to be fed into the School Improvement Plan (SIP). RM requested that all link visits include a safeguarding focus question.	
15.1.3	FGB meetings - It was agreed that the proposed June FGB meeting was no longer needed and to cancel the meeting and focus on the July meeting and review data.	

Signed:
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	Action: FGB0605-07: Clerk to update the FGB meeting schedule on GovernorHub and inform the governance team of removal of the June meeting.	**CLERK**
15.1.4	A governor commented on the positive atmosphere within the FGB.	
15.1.5	IM informed the board that, due to exam commitments and work pressures, they will be resigning as a governor at the end of the academic year. The Chair acknowledged IM's contribution and understanding of their work commitments.	
15.1.6	**HT Performance Management (HTPM)** - IM, RM, and RN currently sit on the HTPM committee. A replacement governor is required. JG has offered to undertake training to join the committee. **Action: FGB0605-08: Chair to include HTPM training as part of JG's induction**.	**CHAIR**
15.1	**Items for next agenda**	
15.1.1 15.1.2 15.1.3	Co-opted governors – recruitment Skills audit – Clerk to send link round for end of summer term. Annual Safeguarding Report	
16.0	**Date of next meeting**	
16.1	Wednesday 15th July 2026, 7pm – in person	
	The meeting closed at 8.45 pm	

Action No.	Action	Owner	Status
FGB0605-01	Chair and HT to organise checks (DBS) and induction for JG – agree date. Clerk to update website and GIAS.	Chair / Headteacher / Clerk	Open
FGB0605-02	HT to arrange updated Critical Incident `grab packs` for the Co-Chairs.	Headteacher	Open
FGB0605-03	IM and JW to complete ethical behaviour training module.	IM / JW	Open
FGB0605-04	All governors to complete Stakeholder Engagement in the Governance Role training.	All Governors	Open
FGB0605-05	Clerk to check with the governance team regarding need for an FGB Vice Chair in a co-Chair structure.	Clerk	Open
FGB0605-06	HT to put the Attendance policy on the website and update the policy tracker.	Headteacher	Open
FGB0605-07	Clerk to update the FGB meeting schedule on GovernorHub and inform the governance team of removal of the June meeting.	Clerk	Closed
FGB0605-08	Chair to include HTPM training as part of JG's induction.	Chair	

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