Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 18th March 2026 at 7.00pm

Virtual via Teams

Present:	Becky Richards (BR) – Chair, Becky Snelling (BS) – Headteacher, Ioan Milosevic (IM), Richard Mulderij (RM), Ruth Noble (RN), Vicki Scott (VS), Jenny Weston (JW) and Cei Whitehouse (CW)
Visitors:	None
Clerk:	Amie Lill

Item	Discussion	Action by
1.0	**Welcome and apologies**	
1.1	**Welcome, apologies and introductions**	
1.1.1 1.1.2	The Chair welcomed everyone to the meeting. No apologies were received.	
1.2	**Quoracy**	
1.2.1	The meeting was quorate.	
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 4th February 2026**	
3.1.1 3.1.2	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	**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.** *04/02/26 comments: This will be completed for next FGB with data focus. Carry forward.* Completed.	

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3.2.2	**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.	**CW**
3.2.3	**FGB0212-05: All governors to send monitoring reports to the Clerk to upload onto GovernorHub `visits` tab.** Completed. RM H&S, RN completed writing focus link visit on Monday. Report to follow. IM completed curriculum focus link visit on Thursday. Report to follow. Closed.	
3.2.4	**FGB0402-01: Chair and HT to organise induction for CW – agree date for after February half term. Clerk to update website and GIAS.** Complete.	
3.2.5	**FGB0402-02: Clerk to update, Gov Hub website and GIAS. Clerk to inform central team.** No longer applicable. See item 4.1.	
3.2.6	**FGB0402-03: Clerk to correct attendance error and finalise 03.12.25 minutes.** Completed.	
3.2.7	**FGB0402-04: HT to bring SFVS to next FGB for sign off.** Complete. See item 11.4.	
3.2.8	**FGB0402-05: RM to completed finance training ASAP.** Complete.	
3.2.9	**FGB0402-06: All governors to complete NCSC Cyber Security training by the next FGB.** Complete. Chair reminded governors to not forget to update their training logs on GovernorHub. IM noted the end of training certificate did not load and came up with an error. The Chair confirmed the certificate wasn't required and to just update the log on GovernorHub.	
3.2.10	**FGB0402-07: All governors to book in their link visits with staff ASAP.** Complete.	
3.2.11	**FGB0402-08: HT to put the Equality Statement and Objectives on the website and update the policy tracker.** Complete.	
3.2.12	**FGB0402-09: HT to put the Emergency School Closure policy on the website and update the policy tracker.** Complete.	
3.2.13	**FGB0402-10: HT to put the Communication policy on the website and update the policy tracker.** Complete.	
3.2.14	**FGB0402-11: HT to put the Trip and Slip hazard policy on the web-site if appropriate and update the policy tracker.** Complete.	
3.2.15	**FGB0402-12: HT to update the Grievance Policy and Procedures on policy tracker.** Complete.	
3.2.16	**FGB0402-13: HT to update the Staff Discipline and Conduct Procedures on policy tracker.** Complete.	
4.0	**Any other urgent business**	
4.1	**Resignation of Chair of Governors (end of Spring 2)**	

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4.1.1	The Chair, BR, shared her resignation from the LGB with all governors ahead of the meeting and confirmed that she will be leaving at the end of the Spring term. BR explained that she has prepared a handover document for the incoming Chair and will meet with them to ensure a thorough transition.	
4.1.2	The Clerk circulated an email to all governors in advance of the meeting from Chris Sutton (LA Governance Team), highlighting the need to appoint either a permanent or temporary Chair at this meeting to ensure the board remains compliant.	
4.2	**Appointment of Chair of Governors (start of Summer 1)**	
4.2.1	RN and RM have agreed to act as Co-Chairs on a temporary basis. While neither has the capacity to take on the role permanently, they are willing to Co-Chair to support the smooth running of the board during the interim period. ***Q: A governor asked how long co-Chairs can remain in a `temporary` capacity?*** *A: The Clerk advised that she would confirm this with the central team but suggested that continuing until the end of the Summer term would be reasonable, with a permanent Chair or Co-Chair arrangement to be in place from September 2026.* ***Q: A governor asked what the requirements are in relation to Ofsted, and whether it is the responsibility of the Vice-Chair if the Chair is unavailable?*** *A: The Chair (BR) explained that the governing board is expected to engage with Ofsted collectively, rather than this being the sole responsibility of the Chair or Vice-Chair. The Chair also highlighted the importance of maintaining a close working relationship with the HT and being available to provide support when situations arise within the school.*	
4.2.2	VS indicated that they are considering taking on the role of temporary Vice-Chair but would like to gain a clearer understanding of the level of commitment required before confirming.	
4.2.3	The governors voted unanimously to appoint RM and RN as temporary Co-Chairs. **ACTION 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.**	**CLERK**
4.2.4	The Chair stated she will meet with the new Co-Chairs for a through handover. Also voiced to express support the new co-Chairs. **ACTION FGB1803-02: BR to arrange handover with the new Co-Chairs.**	**CHAIR / RM / RN**
4.2.5	The Clerk thanked the governors for stepping forward to ensure continued compliance, support and stability for the school.	
4.3	**Appoint LA Governor**	

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4.3.1	With the Chair stepping down, the board identified the need to appoint a new candidate to fill the Local Authority (LA) governor vacancy.	
4.3.2	The Chair explained that the LA governor role carries a four-year term and that there is no material difference between an LA governor and a Co-opted governor.	
4.3.3	RM volunteered to take on the role on a temporary basis.	
4.3.4	The Chair proposed CW as a suitable candidate for the LA governor position, noting that as the newest member of the board, this would not extend his overall term of office. ***Q: CW asked whether the school had approached members of the local council within the community to join the governing board.*** *A: The Chair advised that this would be discussed under item 6 of the agenda and confirmed that potential new governors had already been contacted.*	
4.3.5	CW agreed to take on the role of LA governor. The governing board unanimously approved the appointment. **ACTION FGB1803-03: Clerk to send CW LA form and update GIAS, GovernorHub and school website.**	**CLERK**
4.4	**Assignment of link roles** *(Safeguarding & Attendance, SEND, Well Being, Behaviour)*	
4.4.1	The Chair gave a summary of the link roles and how they best fit together.	
4.4.2	The HT highlighted updates within the new Ofsted framework, noting that Attendance and Behaviour are now closely linked. As a result, it was agreed that these link roles should be combined.	
4.4.3	RM and RN confirmed that they had reviewed the link roles with the wider governing board ahead of the meeting, and the following allocations were agreed: • Safeguarding – VS • SEND – IM • Attendance and Behaviour – RN • EYFS and Wellbeing – to be agreed at the next Full Governing Board (FGB) meeting, following the recruitment of new governors ***Q: IM and RN noted that they are parents of children in EYFS and asked whether this would present a conflict if either took on the EYFS link governor role.*** *A: The Clerk advised that this would not be an issue, as they would be acting in their capacity as governors rather than as parents.* ***Q: A governor asked whether the school's Early Years Lead might feel a lack of support during the period without a designated link governor.*** *A: The HT confirmed that this would not be a concern, as LA support remains in place. The HT will also ensure that the Early Years Lead is informed of the changes to link governor roles and the plan moving forward.*	

	ACTION FGB1803-04: Clerk to update GovernorHub and website with updated link roles.	**CLERK**
	KEY FOCUS	
5.0	**Curriculum & Standards**	
5.1	**Pupil attainment and progress data** *(following data drop 9th March)*	
5.1.1 5.1.2	The HT shared the Spring term data report, noting that Year 6 data was circulated later than planned due to the time required to complete the mock SATs analysis. Key points: • Year 2: Pupils are not making the expected levels of progress. The cohort has a high level of need, including a number of pupils with significant and evolving needs. The class is led by an Early Career Teacher (ECT), who is receiving additional support. The quality of teaching is not yet at the required standard and is an area of focus for improvement. • Year 6: Outcomes in some areas are not as strong as anticipated. The teacher had set ambitious predictions and continues to aim high for the cohort. Booster sessions are in place to support pupils, particularly in writing and spelling. ***Q: A governor asked about the percentages, noting that they do not total 100%, and queried whether this is because categories include more than one rating?*** *A: The HT confirmed that the "expected" category includes pupils working at expected and greater depth, which accounts for the totals not equalling 100%.* ***Q: A governor asked whether the November 2025 and March 2026 figures represent actual data or predictions?*** *A: The HT confirmed that these are actual figures. Targets were set in September, with November and March reflecting actual attainment data.* ***Q: A governor asked whether this indicates that the cohort is slipping back?*** *A: The HT explained that changes in cohort composition have impacted the data, including the arrival of new pupils with SEND needs. These changes have affected overall percentages, rather than a decline in progress.* ***Q: A governor asked whether the targets are based on teacher expectations or national targets?*** *A: The HT confirmed that targets are set at a school level, based on the specific cohort. The HT explained that these are informed by expected performance and teacher assessments.* ***Q: A governor asked, in relation to Year 3 and a new pupil joining after target setting, whether it would be helpful to review data excluding that pupil?***	

	A: The HT acknowledged that this is understood internally; however, such contextual adjustments would not be considered in external accountability measures and is not inclusive. ***Q: A governor raised particular concern about the Year 2 class and asked how much support is being provided?*** *A: The HT confirmed that Teaching Assistants (TAs) are in place to deliver interventions, catch-up support, and provide in-class support for the teacher.* ***Q: A governor noted that writing outcomes in Year 3 do not look great? What is being done to address this?*** *A: The HT confirmed that the quality of teaching in the class is good. Additional support is being provided, including moderation work. The teacher maintains high expectations, and the needs of a newly arrived pupil are also being addressed.*	
5.1.3	The Chair clarified that the targets relate to end-of-year outcomes, and with the Summer term remaining, there is still time to improve attainment percentages.	
5.1.4	Writing has been identified as a key priority within the School Development Plan.	
5.1.5	The HT shared the DfE Inspection Data Summary Report with governors during the meeting, including a summary of SATs outcomes for 2023 and 2024, alongside average attainment figures. The HT also presented pupil progress data from Key Stage 1 to Key Stage 2, highlighting writing as an area of relative weakness.	
5.1.6	Governors noted the value of reviewing trend data over time. The HT agreed to circulate the full report to all governors following the meeting. **ACTION FGB1803-05: HT to circulate DfE Inspection Data Summary Report to all governors.**	**HEADTEACHER**
5.2	**Curriculum update, teaching and learning**	
5.2.1	IM provided a verbal update following his recent link governor visit.	
5.2.2	IM met with the HT on Thursday of the previous week. During the meeting, the HT shared how she has reviewed the areas for improvement identified by Ofsted and undertaken a self-evaluation against these targets. As a result, the HT has revised the curriculum, with subject leaders contributing to the development of their respective areas.	
5.2.3	For the History curriculum, it was noted that the EYFS component is still to be completed.	
5.2.4	Discussions also covered enrichment opportunities and how these link to the curriculum, including museum visits, local community visits (such as to the village church), and residential experiences such as Hill Top. While these contribute to pupils' holistic development, they are not always directly linked to specific curriculum areas.	

5.2.5	Subject leaders were reported to be actively overseeing the implementation of the curriculum through activities such as book scrutiny's and pupil voice sessions. ***Q: The Chair asked how progress in foundation subjects (e.g. History and Geography) is monitored?*** *A: The HT explained that the school uses a tracking document where pupils are assessed each half term as working towards, meeting, or achieving greater depth. Subject leaders review this data to analyse trends and identify any anomalies.*	
5.2.6	The HT noted that, while assessment criteria are well established in Maths and English, assessment in foundation subjects is more challenging. For example, in Computing there are fewer formal assessment tasks, while in Art, assessment is based on sketchbooks and final pieces of work. ***Q: The Chair asked how subject leaders carry out their monitoring responsibilities.*** *A: The HT confirmed that subject leaders follow a structured subject monitoring plan to guide their evaluations.*	
5.2.7	IM noted the visit also covered safeguarding within the curriculum, including online safety in Computing and content within the PSHE curriculum. He also noted how the school's values are being embedded and consistently threaded throughout the curriculum.	
5.3	**Review Sports Premium Plan (on website by 31st July)**	
5.3.1	The HT confirmed that the school is on track to fully utilise the Sports Premium funding. An online reporting form will be completed for submission.	
5.3.2	The HT outlined the typical areas of expenditure, including: • A sports coach delivering sessions every Thursday, with a focus on encouraging participation from Pupil Premium (PP) and disadvantaged pupils. • Funding for two Midday Supervisors (MDS) for two days per week to support active play during lunchtimes. • Purchase of sports equipment and provision of supply cover to enable staff to attend sporting events. • Sports training and CPD opportunities for staff. • Sports leader training for Year 5 and Year 6 pupils. • Swimming instruction. • Travel costs associated with attending sporting events • Sports Week in the Summer term (e.g. external coaching provision such as tennis previously, with pickleball being considered this year). • Annual Sports Safe inspection. • Initiatives to increase pupil activity levels and participation, alongside staff CPD.	
5.3.3	The new Co-Chairs will be required to review and formally approve the final submission.	
5.4	**Review equality information and objectives · Pupil well being**	

5.4.1	It was agreed that sufficient equality information was provided at the last FGB.	
5.4.2	Pupil Wellbeing - The HT reported that the school undertakes extensive work to support pupil wellbeing, through both targeted and whole-class approaches.	
5.4.3	Key strategies include: • PSHE lessons and circle time activities in class. • Use of calming strategies and promoting physical activity. • Encouraging healthy habits such as drinking water and eating well. • Fostering supportive relationships among pupils, reflecting the school value of kindness.	
5.4.4	Specific initiatives include: • Buddy system: Year 6 pupils paired with younger pupils to support them in feeling safe and settled • ChilZone provision at lunchtimes to promote social wellbeing. • Pupil voice and School Council: enabling children to share concerns with trusted adults. • Leadership and responsibilities: play leaders and classroom responsibilities help foster belonging and positive wellbeing. • Diversity and inclusion work: supporting all pupils to feel valued and included within the school community.	
5.4.5	The HT shared positive feedback received from the organiser of a football event, noting that the Meridian team was described as the most supportive and encouraging, reflecting the school's culture of kindness and the character it aims to develop in pupils. The HT shared it was lovely feedback to receive.	
	STANDING ITEMS	
6.0	**Governor Body Matters**	
6.1	**Governor recruitment and board membership/recruitment**	
6.1.1	It was confirmed that, following the reclassification of the CW as an LA governor (see section 4.3), and stepping down of the Chair at the end of the Spring term, there will be three Co-opted governor vacancies to fill on the board.	
6.1.2	It was noted that a parent may be co-opted onto the board if they possess the relevant skills.	
6.1.3	Two community members have expressed interest in the Co-opted governor vacancies. The Chair contacted both applicants on Wednesday evening to discuss their potential involvement: • Applicant 1 - Retired, with extensive experience in education, including roles in universities and internal school settings. Previously served as a school governor. The applicant is keen to visit the school and meet with the HT. • Applicant 2 - Retired, with experience in education. Appeared more tentative regarding time commitment for meetings and monitoring visits but is still interested in visiting the school.	

6.1.4	Chair to pass on details to the new Co-Chairs. Suggest they are invited to attend the FGb after budget setting. **ACTION FGB1803-06: Chair to circulate the 2 community member's bio summaries to all governors.**	**CHAIR**
6.2	**Review and update Governor Development Plan**	
6.2.1 6.2.2 6.2.3	The Chair provided an update on the School Development Plan. Items highlighted in red indicate priorities that need to be completed by the end of the term. The document serves as evidence of how the priorities identified through the skills audit have been addressed. It was noted that the skills audit will need to be completed again in September. The Chair requested that all governors provide feedback on any additional evidence that should be included in the plan.	
7.0	**Strategic Development**	
7.1	**SIP areas: review Curriculum and Reading**	
7.1.1 7.1.2 7.1.3 7.1.4 7.1.5 7.1.6 7.1.7	The HT provided a verbal update on the School Improvement Plan (SIP). Governors were reminded of the colour coding used to track progress: • Green: Completed and embedded • Amber: In progress; started or introduced but not yet embedded • Red: Not yet started or requiring significant work During the termly review, RM suggested including the impact of each SIP area, detailing evidence of why an item is classified as green. The HT agreed that this information will be incorporated into the SIP going forward. RM also suggested using gradations within the amber category to provide a clearer narrative of progress, how far along the journey the school are. Regarding curriculum monitoring, RN noted that a reading link visit still needs to be arranged, while a writing link visit has already been completed. The HT explained the phonics scheme in use (Little Wandle) and emphasised the importance of clear evidence for interventions to ensure progress can be tracked. Discussion on the wider curriculum was noted under section 5.2 above.	
8.0	**Reports and Updates**	
8.1	**Headteacher's Report (written)**	
8.1.1	On agreement with the HT report is verbal due to current priorities and workload in school.	

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8.1.2	Attendance - Current attendance stands at 96.86%, higher than the national average. The Attendance Lead has been diligent and robust in working with parents.	
8.1.3	Unauthorised absences have decreased, with most absences this half term due to illness.	
8.1.4	Two families are on attendance contracts in partnership with the LA, which are having a positive impact, particularly for one family.	
8.1.5	Behaviour - Behaviour policy and approach are in place and becoming embedded. This is reflected as green in the SIP.	
8.1.6	Regular reviews of MyConcern are conducted.	
8.1.7	One suspension has occurred since the last FGB (half-day), along with two racist incidents (one involving a sibling).	
8.1.8	Pupil Numbers and Admissions - Pupil numbers remain stable.	
8.1.9	Two EHCPs have been agreed but funding has not yet been received. Two further EHCPs are in assessment. ***Q: A governor asked if the delay in EHCPs is a trend across schools and whether the DfE is clearing the backlog ahead of policy changes?*** *A: The HT confirmed that there is a significant backlog especially in Cambridgeshire.*	
8.1.10	23 pupils have listed the school as their first choice for September 2026.	
8.1.11	Two appeals for Year 2 places are ongoing. The current Year 2 cohort stands at 30 pupils. The HT has submitted statements addressing physical class size. ***Q: A governor asked why the school couldn't delay the submission of the Year 2 pupils for a term because the requirements will change when the class moves into KS2?*** *A: The HT confirmed that while the legal requirements will change, the physical capacity of the class remains the limiting factor. It was noted that the Year 2 class is a high-needs group, and current pupil data indicates that some pupils are not achieving expected progress.*	
8.1.12	The Chair noted that it needs to be acknowledged that the school will not be getting the per pupil funding for those additional two places.	
8.1.13	The HT confirmed that the two additional pupils' funding would not be sufficient to fund an additional teacher which would be legally required for going over 30 pupils per class in KS1.	
8.1.14	Governors agreed that the school structure should not change, as there are no exceptional circumstances.	
8.1.15	Staffing – One new teacher will start after Easter; induction and handover are underway.	

8.1.16	A support staff member has been off sick but is due to return. The HT noted their absence has impacted school.	
8.1.17	Cover is in place for a support staff member going on maternity leave. An appropriate handover has been completed.	
8.1.18	A teacher is on long-term absence. This is being monitored and cover provided in accordance with the school's policy on using supply staff. ***Q: A governor asked if the teacher absence is being covered by the school's insurance?*** *A: The HT explained the insurance does not cover the first ten days of absence and then only partially covers the actual supply costs.* ***Q: A governor asked with the new employment rights bill being passed if any policies that need changing?*** *A: The HT noted that the Employment Rights Bill will require policy updates; the school will liaise with EPM for guidance. The Clerk advised for example zero hours, direct supply contracts will need looking at.*	
8.1.19	Safeguarding – A significant safeguarding situation is being managed in school. The HT reassured governors that all relevant procedures have been followed, pupils are safe, and support from external agencies and the LA has been excellent.	
8.1.20	The Chair confirmed she has been kept informed and is confident that all safeguarding requirements are being fully met by the school.	
8.2	**Chair's Report (written)**	
8.2.1	The Chair shared a written update ahead of the meeting for all to view.	
8.2.2	No questions.	
8.3	**Clerk's update**	
8.3.1	The Clerk noted the LA Education restructure consultation and confirmed the governance team is unaffected by the proposals.	
8.4	**Finance - approve SFVS** *(submitted to LA no later than 31st March)*	
8.4.1	HT noted that, for the benefit of new governors, the School Financial Value Standard (SFVS) focuses on reviewing the previous year. ***Q: A governor asked, in relation to Q1 on financial regulations, whether the board currently includes governors with relevant experience?*** *A: The Chair confirmed that all governors have completed relevant training, and RM has received additional finance training.*	
8.4.2	It was acknowledged that the board has lost three governors with finance experience over the past year. The HT assured governors that the school works closely with the Schools Finance Adviser (SFA).	

8.4.3 8.4.4	The HT also noted that minor typo errors and edits had been highlighted by a governors ahead to the FGB and have been addressed. The governors agreed the SFVS submission. **ACTION FGB1803-07: HT to send SFVS submission to Chair for signature and HT to submit to LA by the 31/03/26.**	**HEADTEACHER / CHAIR**
9.0	**Safeguarding**	
9.1	**Behaviour**	
9.1.1 9.1.2	All agreed sufficient discussion had already taken place in section above. Discussed in 5.4 and 8.1 above. It was confirmed the school have a zero tolerance of harmful behaviours .	
9.2	**Contextual Safeguarding / Extra Familial Harms, ROTH**	
9.2.1	The HT explained Risks Outside the Home (ROTH) is anything children may face beyond the family environment. This includes online.	
9.3	**CCE (CSA/CSE/Gangs), Serious Violence / Prevent Duty**	
9.3.1 9.3.2 9.3.3 9.3.4 9.3.5 9.3.6	The HT provided an overview of safeguarding procedures, with a focus on ROTH (Risk of Harm to Children) assessments. Peer-on-peer abuse can occur in multiple settings, including on the street, in parks, and online. The school follows established procedures, supported by a detailed ROTH assessment and guidance document, which outlines levels of risk. This document has been developed in partnership with Cambridgeshire and Peterborough local authorities. The HT highlighted the importance of understanding local context, citing recent incidents such as a new graffiti tags appearing in Cambourne. Early warning signs are monitored within the school, including changes in behaviour, attendance, secrecy, or other concerning patterns. The school's role is to provide a safe environment for pupils to raise concerns, share information, and work with external agencies to safeguard children from risks outside the home. ***Q: A governor asked how many safeguarding referrals the school typically makes in a year?*** *A: The HT stated that the average is around three referrals per year, though this can vary depending on individual family circumstances. The HT noted that no ROTH referrals have been made in the past two years, emphasising the importance of proactive teaching to support children.*	
10.0	**Policies for approval / ratification**	

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10.1.	**Homework Policy**	
10.1.1 10.1.2 10.1.3 10.1.4	The policy was distributed prior to the meeting to allow governors time to review. The HT has received typo and minor amendments feedback from a governor. The HT noted that the policy has undergone a few changes, mostly around spellings. ***Q: A governor asked whether the homework policy should include a statement that formal feedback will not be provided, but that pupils' efforts are celebrated in class, and also noted that there is no reference to reading records.*** *A: The HT agreed to make the amendments.* The governors voted unanimously to **adopt the Homework Policy after minor amendments.** **Action: FGB1803-08: HT to put the Homework Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.2	**Monitoring and observation policy - new for Meridian**	
10.2.1 10.2.2 10.2.3	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 Monitoring and observation policy.** **Action: FGB1803-09: HT to put the Monitoring and observation policy on the website and update the policy tracker.**	**HEADTEACHER**
10.3	**Lettings policy**	
10.3.1 10.3.2	The policy was distributed prior to the meeting to allow governors time to review. The HT stated the policy hasn't changed since last year. The lettings rates have remained the same. ***Q. A governor asked whether staff involved in a school letting are required to have a DBS check?*** *A: The HT explained that, as part of the letting agreement, the lessee is required to follow the school's safeguarding expectations.* ***Q: A governor asked how the school monitors compliance with these requirements.*** *A: The HT stated that monitoring depends on the type of letting. For example, the Farmers' Market is expected to follow the school's safeguarding*	

	procedures, including securing the building and maintaining public liability insurance.	
10.3.3	RM suggested that the policy be amended to remove the requirement for DBS checks in such lettings, while also emphasising adherence to health and safety, including restrictions such as not climbing on roofs (a lessee has been observed doing this by a governor) or parking on soft landscaping.	
10.3.4	RM and the HT will meet offline to discuss the policy further and bring recommendations to the next meeting. **Action: FGB1803-10: HT and RM to meet to finalise policy and bring to next FGB for approval.**	**HEADTEACHER / RM**
10.4	**Physical intervention Policy**	
10.4.1	The policy was distributed prior to the meeting to allow governors time to review.	
10.4.2	The HT confirmed the policy includes new DFE guidance and noted the school record every time on MyConcern any physical intervention. ***Q: A governor asked if an physical interventions are shared with parents.*** *A: The HT confirmed any physical intervention are shared with parent daily.*	
10.4.3	The governors voted unanimously to **adopt the Physical intervention policy.** **Action: FGB1803-11: HT to put the Physical intervention Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.5	**RE and world views Policy**	
10.5.1	The policy was distributed prior to the meeting to allow governors time to review.	
10.5.2	The governors voted unanimously to **adopt the RE and world views Policy.** **Action: FGB1803-12: HT to put the RE and world views Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.6	**SMSC Policy**	
10.6.1	The policy was distributed prior to the meeting to allow governors time to review.	
10.6.2	The governors voted unanimously to **adopt the SMSC Policy.** **Action: FGB1803-13: HT to put the SMSC Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.7	**Prevent action plan**	

10.7.1	The policy was distributed prior to the meeting to allow governors time to review. The governors voted unanimously to **adopt the Prevent action plan.** **Action: FGB1803-14: HT to put the Prevent action plan on the website and update the policy tracker.**	**HEADTEACHER**
10.8	**Complaints Policy**	
10.8.1	Differed to the Summer term due to the LA model policy update due.	
10.9	**Data protection Policy**	
10.9.1 10.9.2	The policy was distributed prior to the meeting to allow governors time to review. The governors voted unanimously to **adopt the Data protection Policy.** **Action: FGB1803-15: HT to put the Data protection Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.10	**Supporting pupils with medical conditions Policy**	
10.10.1 10.10.2	The policy was distributed prior to the meeting to allow governors time to review. The governors voted unanimously to **adopt the Supporting pupils with medical conditions Policy after minor amendments.** **Action: FGB1803-16: HT to put the Supporting pupils with medical conditions Policy on the website and update the policy tracker.**	**HEADTEACHER**
10.11	**Suspension and Permanent Exclusions Policy**	
10.11.1 10.11.2 10.11.3	The policy was distributed prior to the meeting to allow governors time to review. ***Q: A governor asked whether the policy is a LA policy.*** *A: The HT confirmed that it is a model LA policy.* A governor noted that the Appendix is missing from the document. The HT will check and circulate the complete policy, including the Appendix, to all governors. The governors voted unanimously to **adopt the Suspension and Permanent Exclusions Policy after Appendix shared with governors.** **Action: FGB1803-17: HT add and circulate Appendix and to put the Suspension and Permanent Exclusions Policy on the website and update the policy tracker.**	**HEADTEACHER**

Signed:
Date:

10.11.4	A general discussion took place regarding how to reference "current statutory acts" within school policies. The HT stated that the school's own policies will include an overarching statement, but model LA documents will not be amended in this way. ***Q: A governor suggested a general practice for policy updates would be to share updated policies with highlighted edits (track changes) to make changes clear.*** *A: The HT agreed to circulate the previous versions of policies as part of the review process to assist governors in identifying updates. This was agreed to not be burdensome for the HT, rather than track changes.*	
10.11.5	It was also agreed that all acronyms should be fully spelled out, particularly to support understanding for new governors.	
11.0	**Review and impact of meeting**	
11.1	Impact of meeting	
11.1.1	1. Appointed new temporary Co-Chairs and link roles appointed. 2. In depth scrutiny of progress data. 3. SIP to be adapted to include the impact of where the school are.	
12.0	**Any other business**	
	Q: A governor asked about the logistics of a previous board member returning to offer support. Could they rejoin to see out their previous term end date? *A: The Clerk confirmed that this would not be possible; they would need to join under a new term.*	
12.0.1	The HT noted that Grounds Day will take place on Saturday from 9:00am to 2:00pm, including activities such as painting and weeding. All are welcome to attend.	
12.0.2	The HT also expressed her thanks to governors who had checked in on her wellbeing. Several governors had reached out directly following the recent challenging safeguarding incident at the school.	
12.0.3	RM thanked the Chair for her extensive work on the board over the past year and wished her well for the future.	
12.0.4	The Chair reflected on her year on the board, noting that she has enjoyed her time at Meridian and commended the HT for steering the school in the right direction. She also noted that the LA is satisfied with the school's progress. She acknowledged that her decision to step down was difficult but expressed confidence in the board's ability to continue positively with processes already in place.	
12.0.5	It was agreed that staff should be notified of the governor changes and informed about the new Co-Chairs. **Action: FGB1803-18: HT and new Co-Chairs to communicate governance changes for parent community.**	**HEADTEACHER / RM /RN**

Signed:
Date:

12.1	**Items for next agenda**	
12.1.1	Lettings Policy	
13.0	**Date of next meeting**	
13.1	Wednesday 29th April 2026, 7pm – online	
	The meeting closed at 9.29pm	

Action No.	Action	Owner	Status
FGB0212-03	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.	CW	Open
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.	Clerk	Closed
FGB1803-02	BR to arrange handover with the new Co-Chairs.	BR / RM / RN	Open
FGB1803-03	Clerk to send CW LA form and update GIAS, GovernorHub and school website.	Clerk	Open
FGB1803-04	Clerk to update GovernorHub and website with updated link roles.	Clerk	Open
FGB1803-05	HT to circulate DfE Inspection Data Summary Report to all governors.	Headteacher	Open
FGB1803-06	Chair to circulate the 2 community member's bio summaries to all governors.	Chair	Open
FGB1803-07	HT to send SFVS submission to Chair for signature and HT to submit to LA by the 31/03/26.	Headteacher / Chair	Open
FGB1803-08	HT to put the Homework Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-09	HT to put the Monitoring and observation policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-10	HT and RM to meet to finalise policy and bring to next FGB for approval.	Headteacher / RM	Open
FGB1803-11	HT to put the Physical intervention Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-12	HT to put the RE and world views Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-13	HT to put the SMSC Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-14	HT to put the Prevent action plan on the website and update the policy tracker.	Headteacher	Open
FGB1803-15	HT to put the Data protection Policy on the website and update the policy tracker.	Headteacher	Open

FGB1803-16	HT to put the Supporting pupils with medical conditions Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-17	HT add and circulate Appendix and to put the Suspension and Permanent Exclusions Policy on the website and update the policy tracker.	Headteacher	Open
FGB1803-18	HT and new Co-Chairs to communicate governance changes for parent community.	Headteacher / RM / RN	Open

Signed:
Date: