



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 3rd December 2025 at 7.00pm

In Person - School

Present:	Becky Richards (BR) – Chair, Becky Snelling (BS) – Headteacher, Ioan Milosevic (IM), Ruth Noble (RN), Vicki Scott (VS), and Jenny Weston (JW) Wayne Laramée (WL) – arrived 7.07pm,
Visitors:	Samantha Chamberlain (SC) – Deputy Headteacher (arrived at 7.02pm)
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. Apologies were received and accepted for Richard Mulderij (RM).	
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 15th October 2025	
3.1.1	The minutes were distributed prior to the meeting to allow governors time to review. These were approved as an accurate record.	
3.2	Matters arising	



3.2.1	FGB1510-01: Clerk to add FGB ToR document onto the website. Complete.	
3.2.2	FGB1510-02: All governors to check compliance statements on GovernorHub and complete outstanding confirmations.	
3.2.3	FGB1510-03: Clerk to remove Meridian KCSIE confirmations on GovernorHub as it is a duplicate. Complete. Clerk to note prevent training.	
3.2.4	FGB1510-04: VS to send safeguarding training certificates to Chair and WL training to be complete. Complete.	
3.2.5	FGB1510-05: Governors to send photos to the Chair and short biography to the school. Photos to be taken of outstanding governors at end of the meeting.	
3.2.6	FGB1510-06: Chair and HT to work on the Scheme of Financial Delegation ready for the next FGB for approval. Complete.	
3.2.7	FGB1510-07: KE and K.Halford to agree date to meet to move forward with the Stakeholders/parent survey/pupil voice/staff surveys. KE has since stepped down from the governing body. Chair and HT have decided to put the staff survey on hold due to the staff working hard implementing changes and it not being the right time. The HT is working on a new type of survey linked to staff JROs. Action closed. Move to summer term agenda.	
3.2.8	FGB1510-08: Clerk to amended instrument of governance and upload onto GovernorHub and inform the governance team. Complete.	
3.2.9	FGB1510-09: WI to liaise the Chair to finalise Governor Development Plan. Complete.	
3.2.10	FGB1510-10: All governors to complete the Termly Tip training by the December FGB. Complete.	
3.2.11	FGB1510-11: HT to upload SEF to the website. Complete.	
3.2.12	FGB1510-12: HT to put the Governor Visits and Monitoring Policy on the website and update the policy tracker. Complete.	
3.2.13	FGB1510-13: HT to put the Pay Policy on the website and update the policy tracker. Complete. The document is not required to be published on the school's website.	
3.2.14	FGB1510-14: HT to put the Acceptable Use of Mobile Phones & Devices Policy on the website and update the policy tracker. Complete.	
3.2.15	FGB1510-15: HT to put the separated Parent Policy (subject to amendment 2.2) on the website and update the policy tracker. Complete.	
4.0	Any other urgent business	
4.1	None.	



	KEY FOCUS	
5.0	Curriculum & Standards	
5.1	Review outcomes for national test results and curriculum offer	
5.1.1	The Chair noted the review is complete and results were shared at the end of the Summer term and there are no national tests in the autumn term.	
5.1.2	The HT explained all subject leaders check the Meridian curriculum is a progressive curriculum and bring the subjects to life and have purpose. For some subjects, there is a 'golden thread' approach to link prior learning and topics together. For example, conflict in Roman Times and in WW2. Embedding this approach within the school.	
5.1.3	The wider curriculum offer is increasing. There are a lot more experiences and curriculum visits on offer. The school also have visitors to school and have a broad curriculum. Q: The chair asked where the strengths and weaknesses are? <i>A: The HT stated a school strength is in reading and in maths. Writing is still an area to improve on. With the foundation curriculum science, history and geography are strong. Weaker in Art, music and DT due to the teachers lacking the confidence and new schemes still being embedded. The subject leaders are strong in those areas but need to support all staff delivering the curriculum.</i>	
5.1.4	SC noted teachers have more than one subject they are leading on. Q: A governor asked where the HT has stated the school is strong in certain subjects. What is this based on? Evidence on assessment by the teacher? <i>A: The HT stated she looks at outcomes. Pupil Voice demonstrates if the pupils are retaining and recalling what they have learnt. School advisors have also check. Summative assessments are also used in all subjects.</i> Q: The Chair asked when 'book looks' are completed. In staff meetings? <i>A: The HT stated the subject leads complete 'book looks' as well as SLT and all staff in staff meetings.</i>	
5.1.5	The Chair asked all governors to ask to look at books to show progression and understanding as part of their monitoring visits.	
5.2	Pupil attainment and progress data (following data drop 24 th Nov)	
5.2.1	The HT shared progress data ahead of the meeting for governors to review. The HT did provide a revision to include more recent SEND data figures.	
5.2.2	Pupil Premium is a still a concern. The HT explained it is why the focus of the funding has shifted to targeted support and high quality first teaching including afternoon interventions and catch-up sessions led by TAs. This includes SEND pupils as well. The outcomes of these interventions have not been seen yet.	



5.2.3	The HT noted most PP pupils are on track to meet their targets. Where they are not, the school are aware and know why. The HT has had pupil progress meetings to discuss these children and teachers know where to target interventions.	HEADTEACHER
5.2.4	Writing – Compared to other subjects, writing is lower than other areas. It is a focus in the SIP. The HT explained although reading and maths are also areas to improve, there is a definite need to improve writing.	
5.2.5	The HT stated she hopes to see an impact in the summer term once the consistent scheme had time to embed.	
5.2.6	The Chair stated she feels the HT is being hard on herself. They are ambitious targets, and the school is on track. It is a great start and set of figures.	
5.2.7	The HT noted the school has new children which have come from another country and have never been to school so their starting points are very low. Q: A governor asked are children receiving interventions for those 'working towards' with the aim to get to 'expected' or those that should be 'greater depth' but not yet? A: The HT explained there are in class adaptations for greater depth children. There are some PP children which are greater depth.	
5.2.8	A discussion was had about adaptations and starting points for each child and group work with TA support and teacher support in class. Maths and White Rose were given as an example. The HT emphasised that teachers know their children.	
5.2.9	The HT explained the data shows on 'track to achieve'. Governors noted this for the next data drop.	
5.2.10	A request from governors is for the next data drop to add a column to show comparative data to see trends on the data. Action: FGB0312-01: HT to add column into the next set of data to show comparative data to enable governors to see trends on the data. Q: A governor asked is the data looked at year by year to show the classes tracking through? A: The HT confirmed yes this is looked at. Q: A governor asked how are the targets set? A: HT looks at the cohort and the previous year's data. National trends and LA data is also looked at. The HT explained there is no value in setting unrealistic targets but they want to set ambitious targets. The 2025 national outcomes were 62% for combined in KS2. Last year the school was behind this figure This has been worked through with the school's advisor. Inspection Data Summary Report (IDSR) document has trends of data by different demographic groups. The HT does refer to this document and will be working with the school's advisor on their next visit.	
5.3	Curriculum update, teaching and learning	



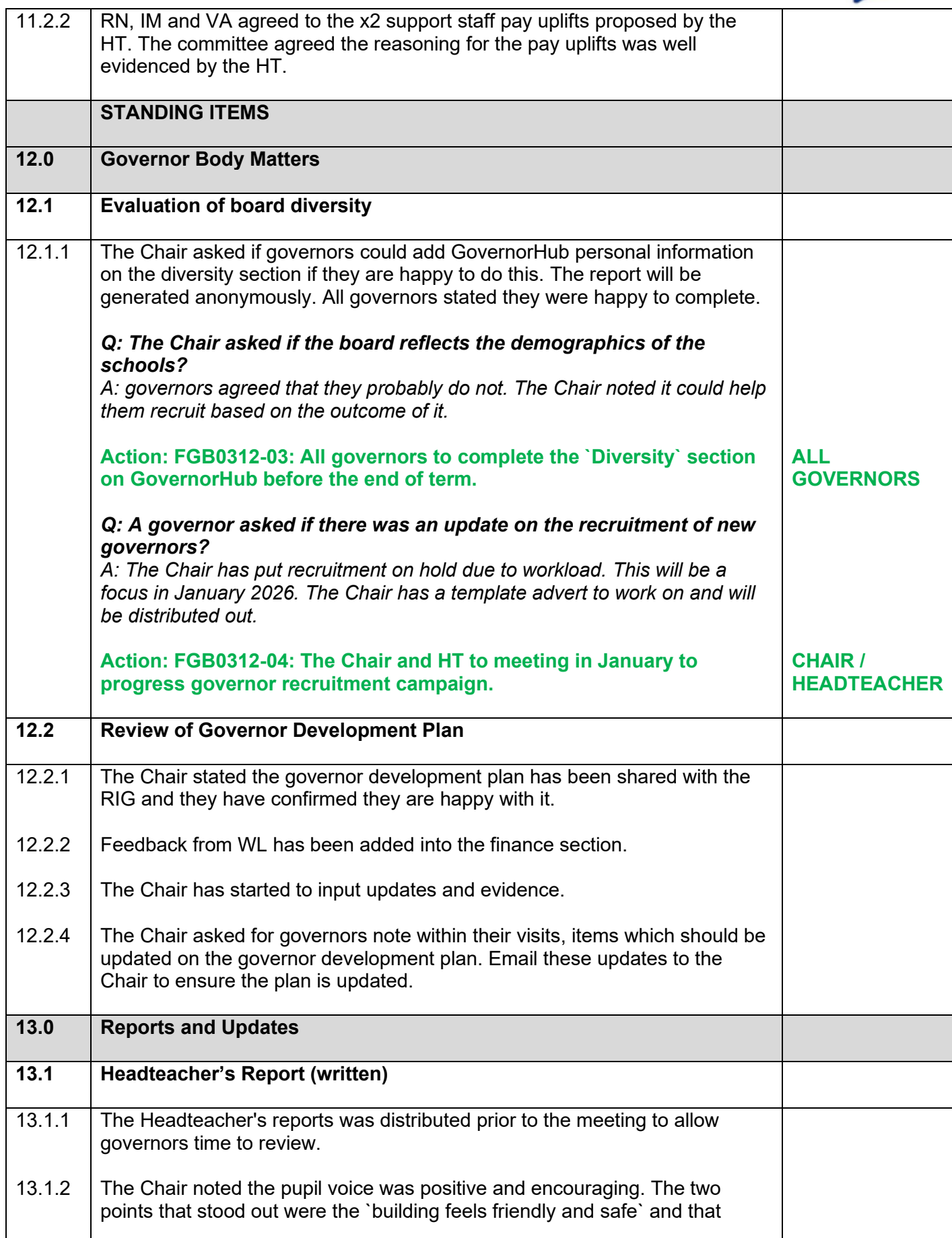
5.3.1	See above.	
6.0	Pupil Premium Plan (to be published on website by 31 st Dec)	
6.1	Review	
6.1.1	The HT confirmed the document has been published on the school's website. It was approved in July 2025.	
7.0	SEND Information Report – annual review	
7.1	Annual Review	
7.1.1	The HT gave a verbal update. Provision maps are complete for all disadvantaged pupils. These look at attainment, attendance and assessment scores. These map the pupils' barriers and track the impact of the school's adaptations. These are working 'live' documents.	
7.1.2	The blank template document was shared with governors.	
7.1.3	The governors expressed they feel this is a positive step.	
7.1.4	The HT noted she has been working with an Ofsted colleague to complete a review. Q: A governor asked how often the disadvantaged provision map will be updated. A: The HT confirmed it is a live document which will be updated. The maps are not just for children in receipt of PP but all children with a disadvantage/barrier. Young carers, EAL, etc.	
7.1.15	The HT stated there is no change in the number of SEND pupils since the July 2025. Q: The Chair asked is there are any SEND needs in the new reception intake? A: The HT stated the school are still assessing the EYFS children for need. Q: A governor asked if there were many SEND children in a single class, does it attract any further funding? A: The HT confirmed no additional funding is received for this. It needs to be targeted support above what is being delivered in class. Assess, plan, do, review reports for the children. There are some speech and language need in the class. A speech and language therapist does come in from the LA to provide guidance.	
7.1.16	The HT stated they have 1 Education Health Care Plan (EHCP) currently with 5 waiting above the deadline time with the LA. A discussion was had around the delays in SEND EHCP assessment and funding not meeting support costs provided by the school.	
8.0	School Website	



8.1	Compliance update / report	
8.1.1	The HT stated the website provider is being taken over. The school's contract stays the same, but the new company will be checking for compliance.	
8.2	GIAS	
8.2.1	The Clerk and Chair confirmed it is all up to date.	
8.3	Governor Page	
8.3.1	The Clerk and Chair confirmed it is all up to date.	
8.3.1	The Clerk will add the revised link roles to the website once confirmed this evening. Action: FGB0312-02: Clerk to update school website with new governor link roles.	CLERK
9.0	School vision and values	
9.1	Review	
9.1.1	Governors agreed the school vision and values still stand and do not feel it is appropriate to change them.	
9.1.2	The HT explained the school values are embedded with the children and are used in day-to-day school life and link behaviour and dojo points to the values. The curriculum links with values. i.e PSHE, PE etc.	
9.1.3	Assemblies are also linked. British Values are on a Monday and are linked to Community.	
9.1.4	All the children made lanterns for the Church after a request by the Church.. The Church were very grateful, and the children are keen to visit the Church and see their lanterns. This is a great link to the community.	
9.1.5	Comberton's Men's Shedders have also worked with the school and are keen to build bird boxes. They have made a bench for the school and flower beds.	
9.1.5	The Chair noted these links to the community are important and good demonstration of community.	
9.1.6	All governors agree to work through a different value at each meeting. Q: A governor asked if the values are to be added to the end of school reports for pupils? A: The HT thinks this is a great idea and will add to the reports template.	
10.0	Pupil Wellbeing	
10.1	Update	



10.1.1	Pupil Voice has been completed recently. Overarching message from pupils is that they are happy and safe which is really positive.	
10.1.2	Staff have completed Cambridgeshire Therapeutic Thinking (CTT) training. This has included practical steps for in the classroom – mindfulness and movement breaks. Also Emotional Literacy Support Assistant (ELSA) support for high needs.	
10.1.3	The wellbeing survey showed that all the children spoken to, said they had someone in school as a trusted adults to speak to. Q: The Chair asked about young carers. <i>A: The HT confirmed they do not have any young carers in school at the moment. External support is available for support in school and outside of school.</i>	
11.0	Finance	
11.1	Scheme of Financial Delegation	
11.1.1	The governors reviewed the November 2025 Scheme of Financial Delegation.	
11.1.2	The governors voted unanimously to <u>adopt the updated Scheme of Financial Delegation.</u>	
11.1.3	The HT stated the internal financial processes document is being amended and will be brought to another FGB for approval.	
11.1.4	The LA Finance Audit document has been reviewed and the only outstanding item for Meridian is the asset register. Updating to remove old equipment and add in new equipment such as the new iPads. Q: Has the school purchased anything above £5k this term? <i>A: The HT confirmed no purchases have been made above £5k yet. The school's property management company are going out of business, and they need to find a new one. The school are getting quotes but looking to be around £4k.</i>	
11.1.5	The HT highlighted that as the school is in a FIG, all costs above a set threshold must go through the FIG for approval.	
11.1.5	The Chair voiced the positive help the LA have provided with regards to RIG and FIG support. Q: A governor asked what the plans are about the wrap around cares. <i>A: The HT noted a detailed plan for staffing has been completed and submitted to the FIG. In the Spring term there will be more details and focus in the next FGB.</i>	
11.2	Pay awards to support staff	
11.2.1	It was acknowledged that the pay awards for the support staff had been approved at a Pay Committee meeting held virtually on 15/10/25.	





13.1.3 13.1.4 13.1.5	`everyone is kind at school`. They are special comments and the Chair expressed her pride in being a part of the school board. A: A governor asked if there were any negatives? <i>Q: The HT stated there were a few about the school fence and people being able to see through it. Staff spoke to the pupils about safety, safeguarding and about the hedge growing which will cover the fence.</i> Behaviour trend – The Chair noted a clear drop in reported incidents. This is positive. The HT noted that more logging of incidents is taking place to the actual difference is even greater. Attendance – the rate is good at 96.62% for the autumn term and 97.42% year to date. Pupil leadership opportunity – the Chair noted what an array of opportunities the pupils have and expressed the fantastic variety of clubs and opportunities on offer. Q: A governor asked if the opportunities are spread amongst all the children? <i>A: The HT stated the opportunities are mostly in year 5 and 6. They act as a `stepping up` opportunity for secondary school readiness and becoming more independent. The Eco council and school council involves all year groups. All classes have leaders and jobs in each class – book monitors etc. For higher ranking jobs and everyone has an opportunity. Some pupils have more than one responsibility, especially in Year 6 all children have a role. Staff try to make it as fair as possible and practical. Linking back to disadvantaged pupils, any job/leadership opportunities are included on their provision maps.</i> Q: A governor asked about the schools staff absence insurance. Are the school still claiming on it? <i>A: The HT confirmed the school has the LA staff insurance which is straight forward to claim on.</i>	
13.2	Chair's Report (written)	
11.2.1 11.2.2	The Chair's report was distributed prior to the meeting to allow governors time to review. No questions received.	
13.3	Clerk's update	
13.3.1 13.3.2	The Clerk gave a verbal update on the LAs finance audits. The LA are focussing on deficit schools in the FIG. The HT noted Meridian had an audit only a few years ago. It was agreed it was unlikely an audit would take place this year at Meridian.	
13.4	Monitoring visit reports – Governor and LA	
13.4.1	The Chair attended Welcome Wednesday, a parent engagement session in class for Early years and KS1 on 08/10/25.	



13.4.2	Attendance monitoring was completed on 20/11/25 by the Chair and a behaviour visit is planned for tomorrow.	ALL GOVERNORS
13.4.3	RN has attended a phonics event.	
13.4.4	VS has a maths monitoring visit booked with SC.	
13.4.5	IM is planning on arranging a curriculum visit early next term.	
13.4.6	WL has met the SENCO to monitor inclusion and SEND. The report is being finalised and will be shared with governors.	
13.4.7	A writing monitoring visit is booked in for next Monday.	
13.4.8	Pupil premium and SEND – need to get visit booked in with the HT for early spring.	
13.4.9	WL noted the discussion on monitoring visits and reports was very helpful.	
13.4.10	JW confirmed she has completed her sustainability report and will share with RM. Action: FGB0312-05: All governors to send monitoring reports to the Clerk to upload onto GovernorHub `visits` tab..	
14.0	Strategic Development	
14.1	SIP areas: Curriculum and writing	
14.1.1	The HT provided an overview. The targets have been tweaked to reflect current status and outcomes. Reading is currently good and secure, so the wording has changed to `strengthen` reading.	
14.1.2	A lot of the RAG rating is Amber because although the school are making improvements, monitoring is not showing enough impact yet. The HT is waiting until improvements are embedded before changing the RAG status.	
14.1.3	Subject Leaders – The HT has an overview of all subjects. There is a cycle of improvement. Reports are completed from all subject leaders which enables the HT to hold them to account.	
14.1.4	Adaptions – every child can access the curriculum, stretching and supporting pupil's learning.	
14.1.5	Summative assessment – the HT stated they have looked at foundation subject tracking. This has helped with workload and data is more meaningful.	
14.1.6	Basic skills – The HT explained the school are working on foundational knowledge. As a school, staff are looking at foundational knowledge in reading, grammar, handwriting, spelling, times tables and basic arithmetic. This is a shift for staff and challenging to fit all in, but it's getting there.	
14.1.7		



14.1.8	Writing – new English lead who is very experienced and is driving writing forward. There is ongoing targeted CPD for teachers. The approach is very analytical based on book looks and linking to targeted support. The LA advisor has been in to support staff. The key focus in all year groups is how are the pupils editing and improving.	
14.1.9	The HT expressed to governors that the daily expectations are clear in what the school expects to see in teaching and pupils works.	
14.1.10	The HT is using the teaching assessment framework and what the DFE publishes to benchmark what the school should see in writing. Moderation is taking place tomorrow.	
14.1.11	The HT noted that new quality texts have been purchased to support the English curriculum. The HT informed governors it is expected there will be a really big impact on `mark making` in Early Years Foundation Stage (EYFS). The staff can see the impact already. This should result in the pupils having a higher baseline when they move into KS1.	
14.2	School long term strategy plan	
14.2.1	The Chair summarised the need to form a working party to meet with the HT to help formulate the SIP.	
14.2.2	This will include wrap around care and what is sustainable for example. Governors need to give some thought on what they would like the school to do.	
14.2.3	The aim will be to start developing the plan in the Spring term.	
14.2.4	The Chair will email all governors asking for governors to step forward to form the group.	
14.2.5	<i>SC left the meeting at 8.32pm as agreed. This was pre-arranged and approved.</i>	
15.0	Safeguarding	
15.1	Safeguarding wheel • Online safety / Internet and use of images / sextortion • Online filtering and monitoring	
15.1.1	The HT explained to governors' the online safety approach in school.	
15.1.2	Staff are reminded how to log on My Concern and to log all incidents. Concerns are always raised with parents. For example with access to computer games or tv, age ratings are always noted. It is parental choice, but the school always remind and share advice.	
15.1.3	Online safety is covered in PSHE as well and through the computer curriculum.	



15.1.4	The HT noted some Year 5s and 6s have WhatsApp.	
15.1.5	Online Safety is part of Pupil Voice. Questions are asked around if pupils know how to stay safe online. Q: A governor asked if anything is noted in the school newsletter about online safety to get parents engaged? A: The HT stated it is included from time to time but not in every issue.	
15.1.6	WL will share with the HT something that was used at his old school which the HT may want to use on the school's website about online safety.	
15.1.7	Filtering – The HT gets weekly monitoring reports for all school devices. It identifies a staff id or pupil device and the HT can track down which pupil. There are different levels of filtering for staff and pupil devices.	
15.1.8	The HT has not had any valid concerns. The filtering is very sensitive. The school has 2 factor authentication at school. Every time you log in there is a monitoring statement as a reminder/prompt to all users.	
15.1.9	The HT noted most devices are on Windows 11 which ensures all updates are provided.	
16.0	Policies for approval / ratification	
16.1.	Healthy School Policy (inc food and snacks)	
16.1.1	The policy was distributed prior to the meeting to allow governors time to review.	
16.1.2	The governors voted unanimously to <u>adopt the Healthy School Policy (inc food and snacks) Policy.</u> Action: FGB0312-06: HT to put the Healthy School Policy (inc food and snacks) on the website and update the policy tracker.	HEADTEACHER
16.2	Admissions arrangements	
16.2.1	The policy was distributed prior to the meeting to allow governors time to review.	
13.6.2	The HT confirmed it is a model policy.	
13.6.3	The governors voted unanimously to <u>adopt the Admissions arrangements Policy.</u> Action: FGB0312-07: HT to put the Admissions Arrangements document on the website and update the policy tracker.	HEADTEACHER
16.3	Appraisal and Capability Policy	
16.3.1	The policy was distributed prior to the meeting to allow governors time to review.	



16.3.2	The HT confirmed this is an EPM model policy.	
16.3.3	The governors voted unanimously to <u>adopt the Appraisal and Capability Policy.</u> Action: FGB0312-08: HT to put the Appraisal and Capability Policy on the website and update the policy tracker.	HEADTEACHER
16.4	Health and Safety Policy	
16.4.1	The policy was distributed prior to the meeting to allow governors time to review.	
16.4.2	The governors voted unanimously to <u>adopt the Health and Safety Policy.</u> Action: FGB0312-09: HT to put the Health and Safety Policy on the website and update the policy tracker.	HEADTEACHER
16.5	School Uniform Policy	
16.5.1	The policy was distributed prior to the meeting to allow governors time to review. <i>Q: A governor questioned whether the school meeting what is set out in the policy.</i> <i>A: The previous Chair researched and provided a detailed report which demonstrated the school are meeting it.</i>	
16.5.2	Governors are not actively reported to on uniform issues. It was agreed to amend the wording to add `at policy review`.	
16.5.3	The governors voted unanimously to <u>adopt the A School Uniform Policy with amended wording.</u> Action: FGB0312-10: HT to amend and put the School Uniform Policy on the website and update the policy tracker.	HEADTEACHER
17.0	Review and impact of meeting	
17.1	Impact of meeting	
17.1.1	1. Evidence of the new disadvantaged provision maps seen. 2. Scheme of financial delegation and internal financial procedures in place. 3. Completing board diversity. 4. Looked at visions and values in greater depth 5. Start recruitment campaign for new governors.	
18.0	Any other business	
18.1	Ofsted preparation	



18.1.1	The Chair circulated the slides on the Ofsted preparation presentation. All governors are encouraged to look through the slides and book onto a course to better understand the new framework. The scope is a lot wider.	
18.1.2	RN has a recording of the training video and will share with all governors. Action: FGB0312-11: RB to share the Ofsted preparation recording and all governors to look through the presentation recording.	RB / ALL GOVERNORS
18.1.3	The Chair will create an Ofsted folder on GovernorHub.	
18.1.4	Autumn training – all governors have completed the Monitoring the Curriculum article.	
18.1.5	Next training to focus on – finance training. The Chair noted there is LA training, training via the learning link or training via reading material.	
18.1.6	Please choose one of the three to be completed by the next FGB. It was noted this is important for the Schools Financial Value Standards (SFVS) submission and budget setting in the Spring term. Action: FGB0312-12: All governors to complete one form of finance training by the next FGB.	ALL GOVERNORS
18.1.7	The Chair confirmed that RM is booked onto a school property management course in relation to his link role.	
18.1.8	The Chair has completed independent review panel training and SFVS training.	
18.2	Items for next agenda	
18.2.1	None noted.	
19.0	Date of next meeting	
19.1	Wednesday 4 th February 2026, 7pm – in person	
	The meeting closed at 9.15pm	

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
FGB0212-02	Clerk to update school website with new governor link roles.	Clerk	Closed
FGB0212-03	All governors to complete the `Diversity` section on GovernorHub before the end of term.	All governors	Open
FGB0212-04	The Chair and HT to meeting in January to progress governor recruitment campaign.	Chair / HT	Open
FGB0212-05	All governors to send monitoring reports to the Clerk to upload onto GovernorHub `visits` tab.	All governors	Open



FGB0212-06	HT to put the Healthy School Policy (inc food and snacks) on the website and update the policy tracker.	Headteacher	Open
FGB0212-07	HT to put the Admissions Arrangements document on the website and update the policy tracker.	Headteacher	Open
FGB0212-08	HT to put the Appraisal and Capability Policy on the website and update the policy tracker.	Headteacher	Open
FGB0212-09	HT to put the Health and Safety Policy on the website and update the policy tracker.	Headteacher	Open
FGB0212-10	HT to amend and put the School Uniform Policy on the website and update the policy tracker.	Headteacher	Open
FGB0212-11	RB to share the Ofsted preparation recording and all governors to look through the presentation recording.	RB / All governors	Open
FGB0212-12	All governors to complete one form of finance training by the next FGB	All governors	Open