



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 24th September 2025 at 7.00pm

Present:	Becky Richards (BR) – Chair, Becky Snelling (BS) – Headteacher, Kate Edwards (KE), Wayne Laramie (WL), Richard Mulderij (RM), Jenny Weston (JW) and Vicki Scott (VS). Ioan Milosevic (IM) – arrived 7.08pm
In attendance	Samantha Chamberlain (SC) – Assistant Headteacher – joined virtually
Visitors:	None
Clerk:	Amie Lill

Item	Discussion	Action by
Election of Chair and Vice Chair		
	Election of Chair The governors voted unanimously to appoint BR as <u>Chair of governors.</u> Election of Vice Chair A discussion was had reading the extent of the Vice Chair role. The governors voted unanimously to appoint RM as <u>Vice Chair of governors.</u>	
1.0	Welcome and apologies	
1.1	Welcome, apologies and introductions	
1.1.1	The Chair welcomed everyone to the meeting.	
1.1.2	Apologies were received and accepted from Ruth Noble (RN).	
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 16th July 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	FGB1405-05: Governors to let the Chair know if they would like to be involved in the new GDP. Closed. Draft GDP to be circulated and discussed at the next FGB.	CHAIR
3.2.2	FGB1405-08: Chair to send out dates to governors, to get the bespoke training date confirmed. Date confirmed 16/10/25 at 6.30pm. Online training for all governors and the school's senior leadership team.	
3.2.3	FGB1607-01: Clerk to amend 3.3.1 before minutes approved by Chair. Completed.	
3.2.4	FGB1607-02: All Governors to review and approve the updated Admissions Policy. Completed.	
3.2.5	FGB1607-03: HT to amend date in PP strategy report on page 1 to 25/26. Completed.	
3.2.6	FGB1607-04: Clerk to add Pupil Premium to next FGB agenda. Completed.	
3.2.7	FGB1607-05: All governors to feedback any comments on the Annual Governance Statement to the Chair by 18.07.25. Completed. No comments received. Chair submitted to the Local Authority (LA).	
3.2.8	FGB1607-06: All governors to complete their visit reports by the next FGB. The Chair's Early Years Foundation Stage report to be circulated.	
3.2.9	FGB1607-07: All governors to contact the Chair with any 25/26 FGB date issues. Completed. Rescheduled the October meeting from the 22/10/25 to the 15/10/25.	
3.2.10	FGB1607-08: Clerk to add Vice Chair vote and pay committee to next FGB Agenda. Completed.	
3.2.11	FGB1607-09: Clerk to add missing link role leads to next FGB Agenda.	
3.2.12	Completed.	
3.2.13	FGB1607-10: HT to put SEND policy on the website and update the policy tracker. Completed.	
3.2.14	FGB1607-11: HT to put the Disability Equality policy on the website and update the policy tracker. Completed.	
	FGB1607-12: HT to put Equal opportunities and race equality policy on the website and update the policy tracker. Completed.	



4.0	Any other urgent business	
4.1.1	The HT discussed providing parents with an update on the school's progress regarding its Ofsted recommendations and distributed a draft version of the communication to the governors.	HEADTEACHER
4.1.2	The Chair stated the update was a positive move and great as evidence as a snapshot in time for Ofsted.	
4.1.3	Governors agreed to send the letter out. Action: FGB2409-01: HT to send update letter on the school's progress to all parents/carers.	
5.0	Governing Body Matters - Annual Housekeeping	
5.1	Standing Orders 2025-2026 – review and adopt	
5.1.1	The Chair summarised the changes made to the standing orders due to the FGB moving from a committee model to a circle model.	
5.1.2	The governors voted unanimously to <u>adopt the Standing Orders</u> .	
5.2	Terms of Reference FGB Circle 2025-2026 – review and adopt	
5.2.1	The Chair shared the new Terms of Reference (ToR) document to reflect the removal of the committee structure. <i>Q: The Chair had a Query over Page 3, point d) regarding delegated financial thresholds. Is the delegated HT financial function level still at £5,000?</i> <i>A: The HT confirmed yes, it is correct at £5,000.</i> <i>Q: The Chair had a query regarding the numbers on Page 8, point 5) – exclusions. Are the figures correct?</i> <i>A: The HT stated she would send the policy to the Chair as she wanted to double check the figures.</i> <i>Q: A governor asked about the pupil performance targets and that governing body should be setting these (Page 5, point 2). They cannot remember setting any targets last year.</i> <i>A: The HT clarified that the targets referred to were year group targets, not individual teacher performance targets. They confirmed that such targets were unlikely to have been set last year due to changes within the senior leadership team. The Chair added that Full Governing Body (FGB) meetings have been scheduled to align with data drops, and governors will now receive termly updates on pupil performance in relation to these targets.</i> <i>Q: A governors asked about relationships and sex education. Does this part of the curriculum need governor approval?</i> <i>A: The HT stated there has been an update from the DFE which will require governor input and parent consultation.</i> The Chair explained the ToR is the recommended template from the LA and National Governor Association (NGA).	



5.2.2	Q: A governor questioned how onerous it would be for the HT to provide all the data required to governors? Mindful of the HT's workload and wellbeing. <i>A: The Chair explained it is very much strategic, and the role is to provide appropriate challenge.</i> <i>HT stated it is not an onerous additional report. The data and information will be provided through the HT reports, verbal updates, link visits etc.</i> Q: A governor expressed concern, stating they had been in the role for two years and did not believe the monitoring on this had not been addressed during that time. <i>A: The Chair emphasised the importance of focusing on the future direction of the governing body.</i> Action: FGB2409-02: HT to send exclusions policy to the Chair and Chair to finalise ToR and send to Clerk for upload onto the website.	HEADTEACHER / CHAIR / CLERK
5.3	Governor Code of Conduct 2025-2026 – to adopt	
5.3.1	The Chair shared the updated Code of Conduct, taken from the LAs recommended template.	
5.3.2	The Chair directs all governors to read the code of conduct and how the governors can be effective in the new circle model. The governors voted unanimously to <u>adopt the Code of Conduct</u>. Action: FGB2409-03: Clerk to upload Code of Conduct onto the website.	CLERK
5.4	Register of pecuniary interests	
5.4.1	Governors to complete declaration on Governor Hub for 2025-26.	
5.4.2	The Chair reminded all governors of how to record pecuniary interests on Governor Hub. Interests are: • Links to other educational establishments • Personal relationships with school staff or other governors • Relevant business and personal interests of close family members Action: FGB2409-04: All governors to update pecuniary interests' declaration on Governor Hub.	ALL
5.5	Keeping Children Safe in Education	
5.5.1	Governors to read relevant section and complete declaration on Governor Hub for 2025. Action: FGB2409-05: All governors to update KCSIE declaration on Governor Hub.	ALL
5.6	Committee and Panel membership	
5.6.1	<u>Pay Committee</u>	



5.6.2	Three governors will be assigned to the committee on an as-needed basis. The HT confirmed that a Pay Committee will not be required for the 2025/26 academic year, as no staff members are due to move between pay thresholds <u>Headteacher performance management Committee</u> IM and RM. It was suggested that, after one year, one governor steps down to allow for a rolling membership structure. This is best practice.	
5.7	Approve 24-25 committee minutes	
5.7.1	No actions to carry forward.	
5.7.2	Committees have been formally closed.	
5.8	Governor membership	
5.8.1	The governing body has two parent vacancies and one co-opted role.	
5.8.2	The Chair explained the governors can recruit and vote in more governors, or they can reduce the governance structure. It was highlighted the school have a high number of governors for the size of the school.	
5.8.3	Governors agreed having another co-opted governor would be beneficial to the governing body. The governing body is parent heavy, and all agreed a community governor without links to the school would be a positive appointment.	
5.8.4	The Chair reaffirmed that parents need to be objective and make decisions for the whole student body.	
5.8.5	A governor highlighted the importance of recruiting a community governor with specific skills. The Chair added that the focus will be on addressing the weaker areas identified in the skills audit, but ultimately, the priority is finding someone who is committed and willing to be actively involved. <i>Q: A governor asked if it would be helpful to get another Headteacher onto the board?</i> <i>A: The Chair advised it would need to be someone completely out of catchment. But a retired Headteacher would be an asset.</i>	
5.9	Review of governance structure – Instrument of Government	
5.9.1	<i>Q: The Chair asked whether the governing body wished to reduce the number of parent governors, proposing a reduction in the total number of governors from 12 to 10.</i> <i>A: The governors agreed to the proposed reduction.</i> Action: FGB2409-06: The Chair to move forward with the reconstitution of the Instrument of Government with the LA.	CHAIR
5.10	Allocation of link roles and responsibilities	



5.10.1	The Governors Roles and Responsibilities for 25/26 was shared ahead of the meeting.	
5.10.2	<u>Statutory</u> • Strategic direction and devolvement planning – Chair and HT to lead • School Improvement Plan – HT • Governor Development Plan – Chair and Vice Chair with all governor input • Governor wellbeing, training and development - Chair • Safeguarding and attendance – Chair to lead, with VS to support • Inclusion (SEND and PP) – WL • Health and Safety – RM • Curriculum - IM	
5.10.3	<u>Non-Statutory</u> • Equality and Diversity and wellbeing (staff and pupil) – KE • Sustainability – RM	
5.10.4	<u>Aligned to SIP</u> • Reading – RN • Writing - WL • Maths – VS • Behaviour – Chair	
5.10.5		
5.10.6	Finance – will be monitored on every FGB agenda and collective monitoring. Wrap around care is an ongoing project and will continue to be monitored through the FGB and have collective oversight.	
6.0	Strategic Development	
6.1	School Improvement Plan – review and approve	
6.1.1	The HT gave an overview of how the plan was developed.	
6.1.2	The focus areas include writing, SEND, behaviour, and curriculum, with the addition of maths and reading. A new phonics scheme has been introduced to address inconsistencies in the teaching of reading. There is also a focus on embedding writing skills, supported by a new writing lead who has recently joined the school.	
6.1.3	Maths is in the SIP as a core subject. While the school's overall maths performance is good, the results in the 2024/25 multiplication check were below expectations. Efforts are being made to improve recall and arithmetic skills	
6.1.4	The school had a SEND audit in July and the resulting actions / recommendations from the audit have been incorporated into the SIP. The school has a specialist SEND teacher coaching the SENCO every week for free (due to the school being in the Rapid Improvement Group). The focus includes reviewing ADPRs, monitoring progress, following up, holding staff to account, and liaising with parents. The HT noted that this provides excellent CPD for the SENCO.	



6.1.5	Behaviour was identified as an area for improvement by Ofsted. Significant progress has already been made, but ongoing monitoring is necessary to ensure the improvements are sustained and to assess their impact	
6.1.6	The school are focussing on creating a Meridian curriculum, ensuring clear progression of knowledge and skills, which is closely linked to assessment.	
6.1.7	Support for staff and CPD runs throughout the entire SIP in response to Ofsted's areas for improvement. This includes peer support, guidance from local authority advisors, SEND support, a phase leader completing a leadership course, and collaboration with the PE Schools Partnership from Comberton College.	
6.1.8	The SIP links up with the monitoring schedule and underneath the plan are subject leader action plans. It all feeds in and supports. Including staff appraisal objectives.	
6.1.9	The HT noted the school team is feeling positive over the SIP and acknowledged it is a team effort.	
6.1.10	The SIP is a working document and will evolve through the year based on advisor feedback	
	Q: A governor asked what yellow means on the SIP? A: The HT stated it is in progress. It is a RAG system. Green is completed and yellow is underway. It may be that full teacher training has not been completed yet so it will be a yellow and not a green. Q: A governor noted the school are trying to organise more trips and events. Has the HT noticed a drop in Pupil Premium children not attending due to the reduction of financial assistance from the school? A: No. The school is trying to be inventive in the choice of trips and combine local trips. Q: A governor asked if the governor suggestion box in the entryway is used? A: No. The Chair suggested to remove the box. The HT agreed.	
6.1.11	The governors provided positive feedback to the HT on the document and its level of detail.	
	Q: A governor asked if the HT has noticed behavioural changes amongst pupils? A: The HT has seen the impact and the school feels calm. The Staff governor noted that playground behaviour is better, and staff are consistent in their approach.	
6.1.12		
6.1.13	The governors voted unanimously to approve the SIP .	
6.1.14	The Chair reminded governors to focus on the SIP proprieties in their link areas and to pick out a couple of SIP areas per visit. Suggested two visits per year, maximum three visits.	



	The HT suggested to schedule in link visits with the Senior Leadership Team (in their leadership roles) directly. These visits can be in person or via Teams depending on the questions and monitoring required. Q: A governor asked when the expectation is for the entire SIP to be marked as green? A: The HT stated by the end of the academic year.	
6.2	Self-Evaluation Form - review	
6.2.1	The HT is still working on the SEF, which covers six Ofsted areas linked to the SIP. The aim is to keep it concise while accurately reflecting the school's current position.	
6.2.2	The Chair explained that recent revisions to the Ofsted framework have required the Headteacher to revise the SEF	
6.2.3	The HT has also shared the SEF with the SLT for their feedback.	
6.2.4	It was agreed to discuss further and review at the October FGB.	
6.3	School vision and mission statement – review	
6.3.1	The HT ran through the school's mission statement. Being a 'lifelong learner' is a key vision. Q: The Chair asked if all staff know the school's mission statement off by heart? A: The HT believes most do. There us a new display being created in the school foyer. Q: A governor asked if the values are displayed in the classrooms? A: No. They used to be. The HT agreed to add these to the classrooms. Action: FGB2409-07: HT to arrange school values to be displayed in every classroom.	HEADTEACHER
6.3.3	Governors agree to keep the mission statement as it is.	
	STANDING ITEMS	
7.0	Reports and Updates	
7.1	Headteacher's verbal update (inc. Pupil Premium update)	
7.1.1	The HT gave a verbal update.	
7.1.2	183 pupils currently on role. This is a reduction from the 24/25 academic year. The school has had four children from three families join the school. Feedback received from the families is they have joined the school due to the reputation of the school improving.	
7.1.3	The school are advertising for the 26/27 intake. The HT thanked governors for sharing the advert on social media.	



7.1.4	Staff have settled in well. New staff have had all their inductions.	
7.1.5	There is one member of staff on long term sick (TA). The school have covered this absence through the redeployment of existing staff and not through supply.	
7.1.6	Recruitment is underway for a TA. It is a full time Early Years Foundation Stage (EYFS) TA which is why the post is not being left vacant. The RIG has supported this decision.	
7.1.7	Confidential item removed.	
7.1.8	SEND – The school has received excellent support from the Local Authority. The SEN register has been revised using profiling tools, resulting in 15 children currently on the register and 19 on the monitoring list — a reduction in overall numbers. Importantly, the children who have been removed from the register continue to receive the same level of support, now more readily embedded within classroom provision. Clear and careful communication has taken place with parents to explain why their child may no longer have an ADPR	
7.1.9	The HT stated there had been one homophobic incident of language this term.	
7.1.10	Attendance – 97.9%. 14 unauthorised absence (7 days) which have been attributed to holidays at the start of term.	
7.1.11	The school currently has one family on an attendance contract; however, attendance has started positively this year.	
7.1.12		
7.1.13	The school have 18 children identified as Pupil Premium. This is down from 21 children in 24/25. The school is sharing how to apply for pupil premium with parents.	
7.1.14	The last RIG held on 18/09/25 was positive. They are happy with the improvements seen at school. They want to move to termly meetings but the school have asked for one more to ensure Ofsted readiness. Finance Improvement Group – The HT provided context regarding the school's current financial position to the FIG members and the factors contributing to the budget situation. The group agreed that the school has taken all reasonable steps and has a clear recovery plan in place. The outcome of the meeting was as positive as could be expected	
7.2	Chair's verbal update (inc. KIT, RIG, FIG, LA visits)	
7.2.1	The Chair stated once the minutes from the September RIG are received, she will write up and share a report with governors.	
7.2.2	The Chair will attend the governance team's Termly Briefing on 30/09/25	
7.2.3		



7.2.4	The Chair has developed a Governor Development Plan aligned with the SIP to ensure a shared goal. It will be circulated for review at the October FGB meeting.	
7.2.5	Governor training needs to be undertaken relevant to governor link areas as well as refresher training for safeguarding. There is bite sized training available on Governor Hub to make it more manageable.	
7.2.6	The Chair and HT visited a school to look at their wrap-around care provisions. They spoke to the Headteacher to discuss their experience and gain insight into the workload involved for Meridian.	
7.2.7	The Chair confirmed the school will be in the Ofsted visit window from November 2025. Need to be prepared for it and be available to come into school. The Chair will collate a folder of evidence in readiness. She will also create a crib sheet for snapshots of information. There is a preparing an Ofsted course which the Chair will be attending in October led by the School Intervention Lead at the LA. It is governor focused training. The Chair asked if governors are available to attend. It will cover the new Ofsted framework.	
7.2.8	All governors to attend strategy training on the 16/09/25. The Chair highlighted that all governors now have access to Knowledge (The Key) now via Governor Hub and suggest all governors to take a look and the bitesized refresher videos by the LAs governance team.	
7.3	Governor Monitoring and Visit Reports	
7.3.1	Focus is SIP priorities and governors can now contact staff to arrange meetings.	
7.3.2	Agenda item to be moved to October FGB to look at in more.	
7.4	Clerks update	
7.4.1	The clerk provided an update on the CCC Finance Audit and highlighted the recommendation that School Business Managers and Headteacher's as well as governors should have declaration of interest published on the school's website.	
7.4.2	It was also noted that it is best practice for governors to select a different area of internal financial control to review, ultimately serving a similar purpose to a narrower audit from which they will make recommendations for the school to improve, Bank reconciliation, purchasing etc.	
7.4.3	The clerk notified governors of a newly released DfE webpage - Effective governance resources - GOV.UK which may be of use to the board.	
8.0	Financial Management	
8.1	LA Schools Finance Team recommendations and checks – letter 9th July 2025	
8.1.1	To be discussed at next FGB.	



8.2	Staff roles and responsibilities	
8.2.1	The HT summarised the changes in staff structure.	
8.2.2	SLT structure (HT, Deputy, phase leaders, EYFS and KS1 lead, SENCO, Finance). There are also subject leads and TA leads All responsibilities are shared out amongst the school to reflect staff hours and salaries. Q: A governor noted the HT must complete appraisals for 11 staff members. Is that too many? A: The HT stated it is based on line management roles and not appraising those that you work directly with. The HT needs to ensure she is supporting staff that have not carried out appraisal before.	
9.0	Risk Management	
9.1.1	No items to discuss.	
10.0	Premises, Health and Safety	
10.1	Premises general update	
10.1.1	The HT stated the school are on track for staffing and expected utilities costs. However there have been a lot of premises issues already this term which is impacting the budget. For example, no hot water at the start of term which resulted in having to invest £3,000 on plant room equipment.	
10.1.2	The HT spoke with John Clayton from the LA regarding the compliance of the plant room, noting that the system operates manually rather than automatically. The HT expressed concern that the plant room may not be compliant.	
10.1.3		
10.1.4	The school conditions survey has highlighted all internal and external doors need replacing, including the locks due to safeguarding concerns. They are ineffective in lockdown drills. Lighting has also been highlighted for potential replacement.	
10.1.5	The school has had two floods, one in a classroom (reason unknown) and the other in the school kitchen due to a grease trap blocking the drainage of water.	
10.1.6		
10.1.7	The school fence is awaiting replacement after the fallen tree damage. This is awaiting school insurance and procurement of a contractor. Redcare – the LA no longer support the Redcare alarm line. The school will need to take on the responsibility and cost of a new line. The school's electric meter was due for replacement. However, the school's cables are the wrong size and not compatible. The HT has passed this to John Clayutn at the LA to liaise with the electricity company and resolve.	
11.0	Wellbeing – staff and pupil	



11.1.1	The HT stated it is a busy time of year. Staff have new classes to get to know and have high expectations for improvement.	
11.1.2		
11.1.3	The HT is mindful of workload of staff and gives time-in-lieu where possible. The Chair needs to work KE to review the wellbeing survey. Action: FGB2409-08: The Chair and KE to meet and discuss the format of the wellbeing survey.	CHAIR / KE
12.0	Governor Training / CPD	
12.1	CCC Governor Training Programme 2025-2026	
12.1.1	See 7.2.6 - 7.2.8 above.	
12.2	Strategic vs Operational Training update	
12.2.1	See 7.2.6 - 7.2.8 above.	
12.3	Safeguarding Training	
12.3.1	Statutory training for all governors to complete. Action: FGB2409-09: All governors to complete the NGA safeguarding for governance training by the next FGB. The Chair to circulate the link.	CHAIR / ALL
13.0	Safeguarding	
13.1	Annual safeguarding report	
13.1.1	See 7.1 above.	
13.1.2		
13.1.3	The HT confirmed all staff have completed safeguarding refresher training and read Keeping Children Safe In Education.	
13.1.4	The HT noted there have been a few low-level concerns with families this term.	
13.1.5	Safeguarding monitoring has been scheduled and pupil voice. The Chair will book in with the HT and Deputy forr Safeguarding, attendance and behaviour link visits.	
14.0	Policies for approval / ratification	
14.1	Safeguarding and Child Protection Policy	
14.1.1	The policy was distributed prior to the meeting to allow governors time to review.	



	The governors voted unanimously to <u>adopt the Safeguarding and Child Protection Policy.</u> Action: FGB2409-10: HT to put the Safeguarding and Child Protection policy on the website and update the policy tracker.	HEADTEACHER
14.2	Governor Visits and Monitoring Policy	
14.2.	Move to next FGB.	
14.3	Behaviour Management Policy	
14.3.1	The policy was distributed prior to the meeting to allow governors time to review. Q: A governor asked how does it relate to after school club? A: The HT stated the school does get feedback sometimes over behaviour at after school clubs or if there has been an incident at breakfast club in the morning. The after-school club have a different policy and approach. This will change when wrap-around care is brought in house.	
14.3.2	The governors voted unanimously to <u>adopt the Behaviour Management Policy.</u> Action: FGB2409-11 - HT to put the Behaviour Management policy on the website and update the policy tracker.	HEADTEACHER
14.3.3	The Behaviour principles statement to be discussed at next FGB.	
14.4	Safer Working Practices Policy	
14.4.1	The policy was distributed prior to the meeting to allow governors time to review.	
14.4.2	The HT stated the document is based on the model LA document which has not changed since September 2022.	
14.4.3	The governors voted unanimously to <u>adopt the Safer Working Practices Policy.</u> Action: FGB2409-12: HT to put the Safer working practices policy on the website and update the policy tracker.	HEADTEACHER
14.5	Responding to Prejudice Related Incidents Policy	
14.5.1	The policy was distributed prior to the meeting to allow governors time to review. The governors voted unanimously to <u>adopt the policy.</u> Action: FGB2409-13: HT to put Responding to Prejudice Related Incidents policy on the website and update the policy tracker.	HEADTEACHER
15.0	Review and impact of meeting	



15.1	Impact of meeting	
15.1.1	1. Fulfilled all annual governance obligations. 2. Appointed a new Vice Chair. 3. Agreed all governor link roles. 4. Reviewed the School Improvement Plan.	
16.0	Any other business	
16.0.1	Governors agreed to move the virtual October FGB date from the 22/10/25 to the 15/10/25.	
16.0.2	Photos of governors for website – Photos and brief descriptions of all governors are to be provided for the school website and foyer entrance board. Governors are asked to send a photo of themselves against a white background. This will help improve governor visibility within the school community. Action: FGB2409-14: All governors to provide a photo and short biography to the school.	ALL
16.1	Items for next agenda	
16.1.1	SEF – review Governor development plan Governor monitoring and visit reports LA Schools Finance Team recommendations and checks – letter 9 th July 2025 Governor visits and monitoring policy Behaviour principles statement	
16.2	Ofsted Preparation	
16.2.1	Discussed in 7.2.6 above.	
17.0	Date of next meeting	
17.1	Wednesday 22 nd October at 7.00pm - virtual	
	The meeting closed at 9.32pm	

Action No.	Action	Owner	Open
FGB1405-05	Governors to let the Chair know if they would like to be involved in the new GDP. Closed. Draft GDP to be circulated and discussed at the next FGB	Chair	Open
FGB1607-06	All governors to complete their visit reports by the next FGB. The Chair's Early Years Foundation Stage report to be circulated.	Chair	Open
FGB2409-01	HT to send update letter on the school's progress to all parents/carers.	Headteacher	Open
FGB2409-02	HT to send exclusions policy to the Chair and Chair to finalise ToR and send to Clerk for upload onto the website.	Headteacher Chair	Open



		Clerk	
FGB2409-03	Clerk to upload Code of Conduct onto the website.	Clerk	Closed
FGB2409-04	All governors to update pecuniary interests' declaration on Governor Hub.	ALL	Open
FGB2409-05	All governors to update KCSIE declaration on Governor Hub.	ALL	Open
FGB2409-06	The Chair to move forward with the reconstitution of the Instrument of Government with the LA.	Chair	Open
FGB2409-07	HT to arrange school values to be displayed in every classroom.	Headteacher	Open
FGB2409-08	The Chair and KE to meet and discuss the format of the wellbeing survey.	Chair / EY	Open
FGB2409-09	All governors to complete the NGA safeguarding for governance training by the next FGB. The Chair to circulate the link.	ALL	Open
FGB2409-10	HT to put the Safeguarding and Child Protection policy on the website and update the policy tracker.	Headteacher	Open
FGB2409-11	HT to put the Behaviour Management policy on the website and update the policy tracker.	Headteacher	Open
FGB2409-12	HT to put the Safer working practices policy on the website and update the policy tracker.	Headteacher	Open
FGB2409-13	HT to put Responding to Prejudice Related Incidents policy on the website and update the policy tracker.	Headteacher	Open
FGB2409-14	All governors to provide a photo and short biography to the school.	ALL	Open