



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 16th July 2025 at 7.00pm

Present:	Becky Richards (BR – Chair, Becky Snelling (BS) – Headteacher, – Assistant Headteacher, Emma Cox (EC), Caroline Mulderij (CM), Richard Mulderij (RM), Sarah Yates (SY) and Vicki Scott (VS). Ioan Milosevic (IM) – arrived Wayne Laramée (WL) arrived 7.53pm.
In attendance	Samantha Chamberlain (SC)
Visitors:	None
Clerk:	Amie Lill

Item	Discussion	Action by
1.0	Welcome and apologies	
1.1	Welcome, apologies and introductions	
1.1.1	The Chair welcomed everyone to the meeting.	
1.1.2	Apologies were received and accepted from Kate Edwards (KE), Jenny Weston (JW) and 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 14th May 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 with the exception of one amendment: 3.3.1 – FPPC draft minutes. Remove CM, add KE. Action: FGB1607-01: Clerk to amend 3.3.1 before minutes approved by	CLERK



	Chair	
3.2	Matters arising	
3.2.2	FGB1405-01: The Chair to contact the school's Mental Health Lead teacher to work together / get her input on the survey questions. Complete. Chair decided to postpone staff survey to the Autumn term (near Oct half term) due to recent staff changes it was felt not appropriate. Wait for new term for new structures to be imbedded.	
3.2.3	FGB1405-02: Chair to schedule in Standards meetings to coincide with school data drops for 25/26. Complete.	
3.2.4	FGB1405-03: CM to complete visit entry on GovernorHub for SATs monitoring. Complete.	
3.2.5	FGB1405-04: All governors to book in monitoring visits with subject links. Complete. 14 visits during 24/25. Chair notes this is a good number. Need to get all the reports on GovernorHub.	
3.2.6	FGB1405-05: Governors to let the Chair know if they would like to be involved in the new SIP. No feedback received to date. Keeping action open.	ALL GOVERNORS
3.2.7	FGB1405-07: Governors to contact the Chair if able to help with the link roles review. Complete.	
3.2.8	FGB1405-08: Chair to send out dates to governors, to get the bespoke training date confirmed. Chair awaiting feedback from the LA. Remains open.	CHAIR
3.2.9	FGB1405-09: Chair to send out governance models (Committee vs Circular models) for Governors to read. Complete.	
	FGB1405-10: Chair to send out governance models (Committee vs Circular models) for Governors to read. Complete.	
3.3	Actions from committee meetings	
3.3.1	To be discussed under AOB.	
4.0	Any other urgent business	
4.1.1	The HT informed governors the LA have updated the admissions criteria. There have been no major changes. The Admissions criteria order has not changed, just a reword of the categories with regards to Looked After Children.	
4.1.2	The Admissions policy was reviewed and ratified in December 2024. The HT has added on the LA changes to the policy. Please can all governors look at the rewording and approve the amended policy. Action: FGB1607-02: All Governors to review and approve the updated Admissions Policy.	ALL GOVERNORS



5.0	Reports and Updates	
5.1	Headteacher's Report	
5.1.1	The HT report and SATS data was circulated in advance of the meeting. Q: A governor asked if the predicted versus actual results for the SATs were as expected? <i>A: The HT confirmed they are in line with teacher assessments. Noted one child missed out of expected standard by 1 mark. 39% in year 6 have SEND need. The HT is pleased with overall performance.</i>	
5.1.2	The governors congratulated the school on a strong set of results and thanked the teachers and support staff of the Year 6 class.	
5.1.3	A governor noted it is very helpful to have such a breakdown of the My Concern categories. The HT is confident this will benefit the school going forward with the new categories, and comparing future years to this year. Q: A governor noted behaviour incidents have gone up, but serious unacceptable behaviour has gone down. <i>A: The HT noted generally, behaviour has improved, but also some children who fell into the serious unacceptable category have left the school.</i>	
5.1.4	An Ofsted advisor came to visit the school to advise on behaviour. The HT noted the advisor gave positive comments on the children's behaviour. This is a positive step forward.	
5.1.5	The governors feedback positively to SC who has worked hard on attendance data throughout the year, following up on attendance and providing support to children and families to improve attendance. Q: A governor asked what happens next after attendance engagement and process has been exhausted at school? <i>A: SC confirmed the attendance process with the LA after attendance contracts; meetings have been exhausted. The LA follow up with fines and prosecution.</i>	
5.1.6	A discussion was had over the effectiveness of the process, if it is a deterrent and the knock-on impacts on learning (SEND and Pupil premium needs and support).	
5.1.7	The HT directed the governors to the community impact part of the HT report and how it links to the school values.	
5.1.8	A governor noted that they feel the school is feeling more part of the community compared to 18 months ago and the HT and school should celebrate that.	
5.1.9	It was highlighted there are only 19 pupils for the Early Years Foundation Stage (EYFS) intake in September. It was discussed lower pupils numbers are lower nationally. The HT confirmed KS2 classes all have new pupils joining in September.	
5.2	Pupil Premium Strategy	



5.2.1	The HT gave an overview of the Pupil Premium Strategy that was shared with all governors ahead of the meeting. Q: The Chair asked who is leading on Pupil Premium (PP) next year? A: The HT confirmed the SENCO will be leading on PP due to the number of overlap areas with SEND.	
5.2.2	The Chair discussed how the governor link role will work with the PP and SEND portfolio of work.	
5.2.3	A governor highlighted a date error in the report on Page 1. Date needs amending to 25/26 Action: FGB1607-03: HT to amend date in PP strategy report on page 1 to 25/26. A governor had a query regarding the End of Year Statement on page 7. All agreed to discuss at next FGB. Action: FGB1607-04: Clerk to add Pupil Premium to next agenda.	HEADTEACHER CLERK
5.3	Chair's Report (inc. KIT, RIG, LA Visits)	
5.3.1	The Chair's report was circulated in advance of the meeting.	
5.3.2	Rapid Improvement Group (RIG) meeting was summarised on the report. The LA are happy with the school's progress and will be re-grading the school to lesser of a concern. The school will be part of the Financial Improvement Group (FIG) group which will be combined with the RIG.	
5.3.3	The Chair thanked the Clerk for all her support as it is invaluable. Also, thanks were given to the central Governance Team for their expertise and guidance.	
5.3.4	The Chair thanked the governors for their support and volunteering their time in their busy work and life schedules.	
5.3.5	The Chair also thanked the leadership team and teachers.	
5.4	Standard's Committee Update (11/06/25)	
5.4.1	CM gave a verbal update of the meeting. Minutes are on GovernorHub.	
5.4.2	The committee looked at how PSHE supports the delivery of safeguarding at school.	
5.4.3	Ratified PE spend plan, pupils with additional needs and attendance policy. All policies taken to the committee were approved.	
5.5	FPPC Committee Update (25/06/25)	
5.5.1	The Chair gave a verbal update of the meeting. Minutes are on GovernorHub.	



5.5.2	The school has been awarded £5,000 towards the new phonics scheme from the English Hub. The HT has purchased the training and phonics books.	
5.5.3	The HT will be selling the previous phonics scheme on a resell site to maximise income for school.	
5.5.4	The SENCO will be starting a National Professional qualification (NPQ).	
5.5.4	Premises – evacuation drill was completed this term.	
5.5.4	Trees – A tree fell at the front of school. The LA have agreed to assess all trees on site. The schools' insurers will not pay out due to it being an 'act of god' force majeure. Discussions happening with the farmers insurers and school insurers.	
	Q: A governor asked if the boiler was fit for winter? A: The Chair stated if it fails, the school will work with the LA for them to replace it as the school must remain open. The insurers have been and have okayed it under their insurance. Q: A governor asked if there are any complaints statistics on parental complaints. Is it improving? A: The HT and Chair confirmed nothing has progressed to a formal stage. No complaints have been received to the HT. The Chair noted this is testament to the HT and how well concerns are dealt with.	
5.5.4	Wayne Laramie (WL) arrived 7.53pm.	
5.5.4	The governors re-shared the data item for the benefit of WL.	
5.5.4	All policies taken to the committee were approved.	
5.6	Annual Governance Statement 2024-2025	
5.6.1	The Chair summarised the statement to the governors and asked for feedback due to the recent appointment of the Chair. Action: FGB1607-05: All governors to feedback any comments on the Annual Governance Statement to the Chair by 18.07.25. Action: Chair to submit the AGS to Governor Services.	ALL GOVERNORS CLERK
5.7	Governor monitoring / link reports	
5.7.1	The Chair thanked governors for all their monitoring visits.	
5.7.2	Please can all governors complete their reports and share with staff, the Chair and Clerk. Action: FGB1607-06: All governors to complete their visit reports by the next FGB.	ALL GOVERNORS
5.8	Accessibility Plan	



5.8.1	The plan was circulated in advance of the meeting.	
5.8.2	The Chair thanked all involved in formulating the plan.	
5.8.3	Q: The Chair asked if the governors need to audit as suggested in the plan? Should they have more of an oversight? Should this point be amended? <i>A: A discussion was had over audit requirements. WL stated he looked at physical features of the school with regards to accessibility and is happy to continue to do this as a link governor.</i>	
5.8.4	All agreed to keep with the current wording.	
5.8.5	The governors voted unanimously to <u>adopt the Accessibility Plan.</u>	
6.0	Strategic Development	
6.1	SIP Update	
6.1.1	The HT gave an update on the short-term objectives in the School Improvement plan (SIP) and ran through the RAG rating. Spelling remains on amber due to timing in the school year and the need to imbed the new spelling scheme. This will move off amber in September once embedded.	
6.1.2	<u>SEND</u> - The HT noted the SEND audit was fairly positive There are things to work on but this will be embedded in the Autumn term.	
6.1.3	<u>Behaviour</u> – The HT noted a lot of work has been done on this and behaviour is in a better place since Autumn 2024. However it is still not where the school want it to be. The Behaviour policy will be updated in the Autumn term to reflect this.	
6.1.4	<u>Curriculum</u> – The HT highlighted this is still a work in in progress with a focus for subject leaders.	
6.1.5	The HT shared the initial ideas for 25/26 SIP. Maths will be a focus for Yr4 and the national Multiplication Tables Check.	
6.1.6	<u>CPD</u> – The HT proposed a golden thread running all the way through the curriculum rather than single objective. This reflects Ofsted need.	
6.1.7	More details are in the SIP report shared on GovernorHub.	
6.1.8	The HT and Chair will work on this in more detail at the start of the new school year and will bring to FGB. Q: A governor asked if the school set targets for reading, writing etc for the particular year groups. <i>A: The HT explained the school will do this based on each year group cohort based on the solid data they have been building (in the summer term) as a baseline. The HT noted they will be aspirational targets of how the school can move forward to the targets.</i> Q: A governor asked if the governors would see termly updates to see how the classes are progressing towards the targets?	



6.1.9 6.1.10 6.1.11	<i>A: The HT noted governors need to be mindful of not setting data targets for teachers due to fluctuations (new children joining) which are out of the teaching staff's control. Of course, if there is a teacher performance issue, this will be managed.</i> The Chair stated the governors just need to know what strategies are in place and that these are reported to the governors through the Autumn/Spring/Summer terms. This will ensure they have oversight of progress and monitoring. Governors understand external factors. The Chair emphasised the focus must be on the trend data rather than actual numbers. The HT noted reading, writing, and maths are on the SIP so these can be monitored with governors. A discussion was had amongst all governors regarding how they can oversight and monitor performance data. <i>Q: A governor asked why the multiplication test results were lower than hoped, but the maths results on a whole looked okay. Why?</i> <i>A: The HT explained the multiplication test is hard as it is a timed test completed on an electronic device (iPad). The pupils need to find the number on the keypad quickly. Sometimes the children know the correct answer but input after the time. Also, some children have a greater strength in reasoning over timetables and vice versa.</i>	
6.2	Governor Development Plan	
6.2.1 6.2.2 6.2.3 6.2.4 6.2.5 6.2.6 6.2.7	The Chair stated that the RIG asked what the governors plans are for the governor development plan. The RIG would like it closed and restarted. The Chair summarised the plan and noted it is positive that so many items can be closed. The Chair focussed on training and the importance of it. The Chair proposed that the group undertake 'bite sized' training sessions. All governors are to ensure their link role training subjects are refreshed. <i>Q: A governor asked if governors can use AI to help with training and writing policies?</i> <i>A: The Chair and Clerk confirmed AI can be used but with caveats of accuracy and not uploading school data to AI systems.</i> The LA are producing a new AI policy which will be shared with governors as soon as it is published. The Chair noted that she would like to invite staff / subject leads to some FGB meetings on a rota basis. Exit interviews – The Chair stated governors do not need to be involved in these. A governor noted they were involved in the past as the school were not undertaking them but agree governors no longer need to be involved. Review staff turnover – all agreed the governors do not need this information going forward.	



6.2.8	Pupil Voice – all agreed that pupil voice is not needed at every link visit, only if it is appropriate.	
6.2.9	The Chair asked for confirmation that the governors are happy with the GDP and to move some priorities over to the new plan. All governors agreed.	
7.0	Financial Management	
7.1	Sports Premium Expenditure 2024-2025 and Planned Spend for 2025-2026	
7.1.1	VS met the PE lead and completed a monitoring report.	
7.1.2	The HT summarised expenditure and it is as planned. The school are having issues with the DfE online form which keeps crashing (national issue) but will get the data submitted to the DfE but the deadline at the end of July. HT shared 25/26 priorities: • Midday Supervisor budget for structured play. • Sports clubs • Sports partnership subscription • Playleader equipment • Less expenditure planned on enrichment, as more focus on staff led sport. • The school will use PTA funds on additional items.	
7.2	Pupil Premium Expenditure 2024-2025 and Forecast for 2025-2026	
7.2.1	Discussed about in item 5.2	
8.0	Governing Body Matters	
8.1	Approve meeting structure for 2025/2026 (Committee / Circle models)	
8.1.1	Documents and plans and Q&A documents were circulated in advance of the meeting.	
8.1.2	The Chair summarised the options.	
8.1.3	A governor noted they like the idea that they will hear about everything, rather than just what is summarised from the committees. They believe a circle model would be a positive step forward.	
8.1.4	The Chair has always been involved in committee structure; the HT has used a circle model in the past. The Chair has researched and asked advice from other Chairs that use a circle model. Q: A governor asked if the meetings will be longer if using circle model? A: The Chair noted one meeting will be standards/curriculum focused; the next meeting will be finance focused but all will be on the standing agenda items. It will require governors to read all paperwork ahead of the meeting with questions prepared.	



8.1.5 8.1.6 8.1.7	Q: How do the school pay for the extra meeting with regards to clerking resource. <i>A: The additional meetings will cost the school £270 per meeting. The Chair and HT have spoken about how the school can fund the additional cost and felt it was a justified spend to ensure an effective meeting process is in place.</i> A governor voiced that the circle model appeals, especially with not having to chair and write up minutes, set agendas etc which governors currently have to do for the committee meetings. Q: A governor asked the HT for her preference for meeting. <i>A: The HT supports the circle model but is also happy with committee meetings as long as meetings are reduced as per the proposal documents.</i> A discussion was had over the merits and constraints of both committee and circle structure. The governors voted unanimously to <u>adopt a Circle Model for the Governing Body for the 2025/26 academic year.</u>	
8.2	Approve meeting dates for 2025/2026	
8.2.1 8.2.2	The circle model draft scheduled was shared. The budget finance meeting date (29.04.26) may need to be rescheduled due to clerking availability. The Chair asked governors to email the Chair separately with any date issues for attendance. Action: FGB1607-07: All governors to contact the Chair with any 25/26 FGB date issues.	ALL GOVERNORS
8.3	Governing Body membership and vacancies	
8.3.1 8.3.2	The Chair noted current and upcoming vacancies: • x1 Co-opted vacancy when CMs term expires on 31.07.25. • x2 parent governor vacancies when EC and SY step down on 31.07.25 The Chair noted they will be looking at the structure of the board and if there is value in restructuring the number of co-opted and parent members ahead of a recruitment drive in the new school year.	
8.4	Appointments	
	a) FGB Chair – unanimously voted to appoint BR to continue as Chair of Governors. b) FGB Vice Chair – The Chair summarised the Vice Chair responsibilities. As not all governors were in attendance, voting will be moved to the next FGB.	



	c) FPPC & Standards Committee Chairs, members, Minute takers (if approved structure) – No committees from September (see 8.1). Not required. d) Pay Committee for Autumn Term – As not all governors were in attendance, voting will be moved to the next FGB. e) HTPM Panel Chair, membership – Keep members as they are. RM offered to join the panel. RN, IM and RM. IM to stay as Chair. Action: FGB1607-08: Clerk to add Vice Chair vote and pay committee to next FGB Agenda.	CLERK
8.5	Assign mandatory Governor link roles for 2025/2026	
8.5.1	The Chair set out the statutory and non-statutory governor link roles and responsibilities:	
8.5.2	Statutory • Strategic planning – Chair and HT to lead • School Improvement Plan – HT • Governor Development Plan – Chair with governor input • Safeguarding and attendance – Chair to lead, with VS to support • Inclusion (SEND and PP) - WL • Health and Safety – RM	
8.5.3	Non-Statutory • Equality and Diversity and wellbeing – link governor to be confirmed in September • Sustainability – RM • Wrap around care – to be confirmed in September • SIP monitoring areas: • Reading, Writing, Maths – to be confirmed in September • Behaviour - to be confirmed in September Action: FGB1607-09: Clerk to add missing link role leads to next FGB Agenda.	CLERK
9.0	Governor Training	
9.1	NGA Skills matrix	
9.1.1	The matrix was shared ahead of the meeting.	
9.1.2	The Chair highlighted the gaps in expertise from governors leaving and how these gaps need to be the focus on recruitment. The matrix also highlights areas for the 2025-26 training plan.	
9.2	Recent training undertaken	
9.2.1	VS completed Food and nutrition training.	
9.2.2	RN completed understanding childhoods anxiety training	



9.2.3	The HT highlighted KCSIE training is due in September. The Safeguarding audit showed not all governors have up to date training.	
9.3	Bespoke LA training session Autumn term - update	
9.3.1	The Chair confirmed the bespoke training will take place but may be put back until new governors have been recruited.	
10.0	Safeguarding	
10.1	Safeguarding Wheel – Focus item: <i>Bullying, Sexual, Harassment & Discrimination, Child on Child Abuse</i>	
10.1.1	Focus item to move to next meeting to keep to time.	CLERK
11.0	Policies for approval / ratification	
11.1	SEND Policy	
11.1.1	The policy was distributed prior to the meeting to allow governors time to review.	
11.1.2	The HT has re-written the policy. Q: A governor asked if records are being dealt with in accordance with data protection and retention. A: The HT stated files are secure and confidential, but some items do need destroying in accordance with GDPR. The school are due to have an audit, and these will be looked at and dealt with in accordance with Data retention laws.	
11.1.3	The governors voted unanimously to <u>adopt the policy</u> . Action: FGB1607-10: HT to put SEND policy on the website and update the policy tracker.	HEADTEACHER
11.2	Disability Equality Policy- new policy for the school	
11.2.1	The policy was distributed prior to the meeting to allow governors time to review.	
11.2.2	The governors voted unanimously to <u>adopt the Disability Equality Policy</u> . Action: FGB1607-11: HT to put the Disability Equality policy on the website and update the policy tracker.	HEADTEACHER
11.3	Equal opportunities and race equality policy - new policy for the school	
11.3.1	The policy was distributed prior to the meeting to allow governors time to review.	
11.3.2	The governors voted unanimously to <u>adopt the Equal Opportunities and Race Equality Policy</u> .	



	Action: FGB1607-12: HT to put Equal opportunities and race equality policy on the website and update the policy tracker.	HEADTEACHER
12.0	Review and impact of meeting	
12.1	Impact of meeting	
12.1.1	1. Changing the governor method of working to a circle model and statutory link roles. 2. Reviewing end of year data. 3. Lengthy discussion on SIP priorities from operational to strategic. 4. Talked extensively about targets and how to monitor it across the term. 5. Accessibility plan and how to audit its effectiveness.	
13.0	Any other business	
13.1	Items for next agenda	
13.1.1	a) School vision and mission statement b) Link roles relating to Vice Chair and non statutory areas c) Approve committee minutes, take actions and close the committees. d) Safeguarding Wheel – Focus item: <i>Bullying, Sexual, Harassment & Discrimination, Child on Child Abuse</i>	
13.1.2	Governors thanked the leadership team for all their hard work and the difference they have made to school. It is amazing to see.	
13.1.3		
13.1.4	Goodbyes to governors stepping down (SY, EC and CM) with thank you cards and small gifts of appreciation. The Chair thanked all staff, governors for their efforts and commitment in the short time she has been involved in the school.	
14.0	Date of next meeting	
14.1	Wednesday 24 th September at 7.00pm in School	
	The meeting closed at 9.35pm	

Action No.	Action	Owner	Open
FGB1405-05	Governors to let the Chair know if they would like to be involved in the new SIP. No feedback received to date. Keeping action open.	All Governors	Open
FGB1405-08	Chair to send out dates to governors, to get the bespoke training date confirmed. Chair awaiting feedback from the LA. Remains open.	Chair	Open
FGB1607-01	Clerk to amend 3.3.1 before minutes approved by Chair.	Clerk	Closed
FGB1607-02	All Governors to review and approve the updated	All Governors	Open



	Admissions Policy.		
FGB1607-03	HT to amend date in PP strategy report on page 1 to 25/26.	Headteacher	Open
FGB1607-04	Clerk to add Pupil Premium to next FGB agenda.	Clerk	Closed
FGB1607-05	All governors to feedback any comments on the Annual Governance Statement to the Chair by 18.07.25.	All Governors	Open
FGB1607-06	All governors to complete their visit reports by the next FGB.	All Governors	Open
FGB1607-07	All governors to contact the Chair with any 25/26 FGB date issues.	All Governors	Open
FGB1607-08	Clerk to add Vice Chair vote and pay committee to next FGB Agenda.	Clerk	Closed
FGB1607-09	Clerk to add missing link role leads to next FGB Agenda.	Clerk	Closed
FGB1607-10	HT to put SEND policy on the website and update the policy tracker.	Headteacher	Open
FGB1607-11	HT to put the Disability Equality policy on the website and update the policy tracker.	Headteacher	Open
FGB1607-12	HT to put Equal opportunities and race equality policy on the website and update the policy tracker.	Headteacher	Open