



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 14th May 2025 at 7.00pm

Present:	Becky Richards (BR – Chair, Becky Snelling (BS) – Headteacher, Emma Cox (EC), Kate Edwards (KE), Wayne Laramée (WL), Caroline Mulderij (CM), Richard Mulderij (RM), Ruth Noble (RN), Vicki Scott (VS) and Jenny Weston (JW). Ioan Milosevic (IM) – arrived 7.08pm, Sarah Yates (SY) - arrived 7.35pm.
Visitors:	Samantha Chamberlain (SC) – Assistant Headteacher
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.	
1.2	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 26th March 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	FGB0503-03: Governors to contact the HT if they can attend during SATs week. Complete.	
3.2.2	FGB0503-04: BR and HT investigate CB23 network group. The HT noted this was raised at last Heads meeting. As most schools in the CB23 network are now attached to an academy trust, the network group is unlikely to meet again. Action closed.	



3.2.3	FGB0503-05: BR and Clerk to review Visits notes. Chair asked all governors to add reports directly to the `visits` folder on Governorhub. The Chair asked to be copied into all Governor visits reports.	
3.2.4	FGB0503-06: HT to correct error and clarify ambulance chaperone. Complete.	
3.2.5	FGB0503-07: HT to correct date on medical conditions policy. Complete.	
3.2.6	FGB0503-08: HT to correct headlice protocol notification. Complete.	
3.2.7	FGB0503-09: HT to publish policies on the website. Complete.	
3.2.8	FGB0503-10: HT to submit the SVFS to the LA. Complete.	
3.2.9	FGB0503-11: HT to publish policies on the website. Complete.	
3.2.10	All minutes are currently published on the website. The Chair proposed from September 2025 that parents/carers can request minutes rather than accessing them via the school website. The governors had a discussion regarding the minutes, and the preference is to keep the minutes on the website for transparency. The HT agreed. The Clerk is to continue to put approved minutes on website but to be mindful of confidential items.	
3.3	Actions from committee meetings	
3.3.1	The FPPC draft minutes from the 07/05/25 need to be checked before sharing with the full FGB. KE provided a brief verbal update and confirmed there are no action for the FGB apart from the approval of the school budget, to be discussed later in the agenda (item 7.0)	
4.0	Any other urgent business	
4.1	None.	
5.0	Reports and Updates	
5.1	Headteacher's Report	
5.1.1	The HT report was circulated in advance of the meeting.	
5.1.2	The new Chair praised the HT for her informative and concise HT report.	
5.1.3	Leadership & Management <i>Q. The Chair asked are volunteers in school DBS cleared etc/safeguard trained? How do we ensure confidentiality is maintained i.e if witness pupils displaying behavioural challenges if volunteers are parents?</i> <i>A. The HT confirmed all volunteers are DBS cleared, and all full checks are carried out. Part of the volunteer induction involves reading Keeping Children Safe in Education (KCSIE) and the school's safeguarding policy. Volunteers having training on `What would you do if?` scenarios and confidentiality is part of the induction and code of conduct. The process is robust. There has recently been clearer guidance from the LA regarding the requirements for</i>	



	DBS checks for Parent Teacher Association (PTA) members etc. The school is following the new guidance. Q. The Chair asked if the Mental Health lead wanted to be involved with the staff survey? A. The HT confirmed the mental health lead was due to run a survey but has put it on hold, due to the governors running a similar survey. She would like to be involved in formulating the questions. Action: FGB1405-01: The Chair to contact the school's Mental Health lead teacher, to work together / get her input on the survey questions. My Concern Q. The Chair asked if the noted My Concern Child abuse records under 'physical and emotional', is for the same pupil? A. The HT stated yes. It involved a parent at school drop off pushing child which wasn't their own child. The school couldn't verify exactly what happened. Q. Domestic violence incident recorded. Was this towards a child or witnessing domestic violence or both? A. The HT confirmed the reports were for a child witnessing a couple of incidents. One report was of an older sibling. Q. The Chair asked if the self-harm incidents were for the same child? How are we supporting these pupils? A. The HT confirmed the reports were for two different children. One has high level Special Educational Needs and Disabilities (SEND) and Social Emotional Mental Health Needs (SEMH). They are receiving Emotional Literacy Support Assistance (ELSA) and other internal support. One has external support linked to their Educational Health Care Plan (EHCP).	
5.1.4	The HT summarised a few key points from the My Concern section of the report. There have been seven counts of racism in school. Parents have been engaged and communication sent home. Staff have focused on education and awareness with the children. It is clear in some incidents the children are not aware of the meaning of what they are saying. Q. A governor asked if tiredness is a potential red flag for physical/sexual abuse? A. The HT confirmed incidents are always investigated. It was noted two children with SEMH needs are part of families with a lack of routine and routine bedtimes. These families have external support from support workers. Q. A governor noted the 'family issues/wellbeing/emotional health' section all have high incidents recorded. Are these the same individuals / repeated incidents? A. The HT explained five families are in that bracket. All have more than one sibling which creates additional incident logs. The families are supported via the Early Help assessment, social worker support and mental health support in school.	
5.1.6	Personal Development Q. The Chair asked who runs the extra-curricular clubs, staff or external and are the well-attended?	

CHAIR



5.1.6 5.1.7 5.1.8	A. The HT confirmed most clubs are externally run, but some staff do volunteer for clubs. This is not an expectation of staff though. Many clubs are well attended and established. Behaviour & Attitudes Q. The Chair asked how the Diamond scheme will work when Cambridgeshire Therapeutic Thinking (CTT) is adopted as the behaviour management approach in school. CTT is very specific? A. The HT acknowledged CTT does not align with Diamond scheme. CTT will be adapted for restorative approach but with the recognition of awards (i.e. celebration assembly). Q. When will it be implemented? A. The HT needs time to implement CTT. Staff require approx. 6hrs training. Attendance Q. The Chair noted 179 unauthorised absences for the academic year to date, is a high number. Is this down to holidays in term time? What plans/strategies are in place to change parent culture in taking term time holidays? A. The HT explained the 'unauthorised' absence category includes three types of absence: • L code - late after registers close, • O code - not an acceptable reason for absence, and • U code – unauthorised absence. The U and O codes equate to 152 absent sessions. The school support the families via the use of attendance contracts, meetings to address any barriers to attendance etc. and build a relationship of support for the children and families. Family Holidays have accounted for 27 sessions missed. The school now fine if a child has 10 unauthorised session absences (5 days) in line with LA policy. The HT noted the school had recorded 875 unauthorised session absences in 23/24. A huge improvement can clearly be seen. The HT went on to explain there was little to no attendance monitoring before SC took it on. Q. A governor asked if the school thinks attendance absence will increase towards the end of the summer term? A. The HT believes there will be a few holidays taken by families but still much improved on last year. Q. A governor asked if the HT could put more trend data into the report, if it can be done easily, to enable the governors to see the impact of the new Leadership Team. It is important to also share this with the parents to show the positive impact. A. Yes, the HT can do this. The Chair proposed the link governor works with SC and report to the Standards Committee and FGB. It was agreed to set the 25/26 academic year Standards Committee meetings to coincide after a data drop to make best use of the meetings to analyse and discuss. Action: FGB1405-02: Chair to schedule in Standards meetings to coincide with school data drops for 25/26.	CHAIR
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5.1.9	Q. A governor asked if the 'Red' authorised tag on the attendance data is for sickness absence? <i>A. The HT confirmed Red is for sickness and medical appointment absences. The absence data in this category is higher in Early Years Foundation Stage (EYFS) due to the children being new to the school environment and more susceptible to picking up infections.</i> Q. A governor asked if there is anything in particular the governors can support the HT with? <i>A. The HT asked governors to keep supporting and asking the analytical questions.</i> SATs update – The HT noted the children have managed well with SATs so far and the staff have supported the children. The HT thanked all governor volunteers for their support during SATs week.	
5.2	Chair's Report (inc. KIT, RIG, LA Visits)	
5.2.1 5.2.2 5.2.3 5.2.4	The Chair's report was circulated in advance of the meeting. The Chair noted the absence of a Rapid Improvement Group (RIG) update on the report, due to the last RIG meeting being this week, 12/05/25. It was a positive meeting. The LA are pleased with progress being made and how the school is driving forward. The Chair is awaiting the report from the LA and will circulate to governors as soon as it's been received. Q. A governor asked how many more RIG meetings do the school expect to have? <i>A. The Chair explained the school could have one more in the Summer term, but this could be delayed until the Autumn term, if the school felt this would be beneficial.</i> The Chair summarised the School Improvement Advisor (SIA) visit within the report as much as she could, given the sometimes confidential nature of the items discussed.	
5.3	Standard's Committee Update (30/04/25)	
5.3.1 5.3.2 5.3.3 5.3.4	CM gave a verbal update of the meeting. Minutes to be circulated once finalised. An in-depth discussion on SEND and how many children sit within each 'wave' was had. Safeguarding – The HT ran through the procedure with trips and visits with regards to safeguarding. CM noted it was very thorough and interesting. All policies taken to the committee were approved.	
5.4	FPPC Committee Update (07/05/25)	
5.4.1	The Chair gave a verbal update of the meeting. Minutes to be circulated once finalised.	



5.4.2	The meeting was a heavy focused on scrutinising the budget. All agreed this was important and needed.	
5.4.3	The governance and training package via the Primary Offer was discussed and agreed.	
5.4.4	The committee discussed recruitment and the success of the ground's day at school.	
5.4.5	Communication to parents over changes to teaching staff was discussed and the importance of communicating in a productive way.	
5.4.6	All policies taken to the committee were approved.	
5.5	Governor monitoring / link reports	
5.5.1	CM completed a visit on 12/05/25 for monitoring the SATs procedures of handling and administering the papers. The Chair requested to complete an entry on GovernorHub under the `visits` tab. Action: FGB1405-03: CM to complete visit entry on GovernorHub for SATs monitoring.	CM
5.5.2	The Chair asked link governors to book in their monitoring visits with their subject links (following on from their Spring visits). These could be virtual meetings if it fits in with the monitoring focus. Action: FGB1405-04: All governors to book in monitoring visits with subject links.	All Governors
6.0	Strategic Development	
6.1	SIP Update	
6.1.1	The HT confirmed the April update is still the most current School Improvement Plan version.	
6.1.2	The HT stated Continuous Professional Development (CPD) and staff meetings all focus on the curriculum and quality of education. The school is also developing a SEND strategy and behaviour will be the Autumn term focus.	
6.1.3	The Chair has Red Amber Green (RAG) rated the SIP.	
6.1.4	The Chair stated that in the last RIG meeting, it was suggested the SIP could be closed at the end of the academic year and have a new refreshed SIP from September. This was suggested due to the number of changes that have happened over the past term. The Chair proposed setting up a working group (3-4 governors) to focus on creating a new plan. Action: FGB1405-05: Governors to let the Chair know if they would like to be involved in the new SIP.	All Governors
6.2	Governor Development Plan	



6.2.1	Not discussed. To be moved to next meeting.	
7.0	Financial Management	
7.1	Approve budget for 2025/2026 (as recommended by FPPC)	
7.1.1	The HT summarised the changes to the budget since the FPPC meeting on the 07/05/25: - The school sadly need to make redundancies to support staff. The cost of redundancies has now been added to the model (figures from EPM). There is an LA grant to help support schools with redundancy costs (i.e. the pension strain). - An agreed increase in cost has been added (an additional £1,300) for enhanced governance support.	
7.1.2	The Chair noted the RIG were encouraged that the school has signed up to the enhanced governance support (Primary offer) due to the position the school is in. It is important advice is readily available for all governors.	
7.1.3	The HT explained that within the school's deficit application, future plans to bring wrap around care (breakfast/after school clubs) in-house. The school does not have an itemised business case yet, but costings worked on with the school and School Improvement Advisor indicatively show an achievable deficit recovery plan. Q. A governor asked if the staff changes will impact staff morale? <i>A. The HT stated it will impact morale but it's how we navigate and support staff through that. Support staff will still be deployed around school to where the support is needed.</i>	
7.1.4	The Chair reminds all governors that this is highly sensitive and confidential and to be aware of the sensitivity.	
7.1.5	HT notes EPM are working with the school to ensure everything is done correctly. The school are being supported by the central finance team.	
7.1.6	A discussion was had over the current requirement for permanent teaching posts. The HT confirmed the school has received one teacher resignation (change of career) and reaffirmed it is the support staff, not teaching staff who are being made redundant.	
7.1.7	A governor noted the tight financial controls that will be needed on educational supplies and resources. Q. A governor noted low pupil number in reception for September 2025. The school will be losing associated funding for x15 pupils which will be an additional pressure. Is there a timeline for the wrap around care business case? <i>A. The HT stated the business case will ideally be completed with the wrap around care starting for the September 2026 intake. The current provider only pays £3,000 a year to the school in rent. Potentially claw back the deficit in 3 years.</i>	



7.1.8	Resolution: That the Governing Board approves the School Budget Plan for the financial year 2025/2026 total spend of £1,174,507.38 (- £150,559.61 deficit licence) Governors thank the HT, Finance manager and FPPC for all their work on the budget.	
8.0	Governing Body Matters	
8.1	Governing Body membership and vacancies	
8.1.1 8.1.2 8.1.3	The Chair notes there will be x1 Co-opted vacancy at end of Summer term as CM steps down as governor. It is proposed to wait until September to put out a fresh campaign to recruit. A governor stated the PTA Summer fete on the 07/06/25 is an opportunity to gain interest for the co-opted governor role. The Chair asks all governors to complete the skills audit as it is important to see what skills the group already has and the favourable skills required for an incoming Co-opted governor. Action: FGB1405-06: Clerk to resend out link to all governors that have not completed the skills audit to date.	Clerk
8.2	Governor Induction Process	
8.2.1 8.2.2	The Chair will be reviewing the induction process. She is using the LA's induction checklist. RM will be inducted using the new format on the 16/05/25. RM can feedback any gaps in the process / further information he feels would be valuable.	
8.3	Governor link roles	
8.3.1 8.3.2	Health and Safety Link Governor – RM has volunteered to be new link governor. Link roles and responsibilities from September – the Chair proposes to review and align the roles with the SIP. If any governors would like to work with the Chair to run through the roles and responsibilities, please contact the Chair. The aim is to have statutory roles and SIP aligned roles. There will be roles which will no longer be needed and will be dealt with during FGB/Committee meetings going forward. This is a shift away from the when the FGB needed to be more operational. Action: FGB1405-07: Governors to contact the Chair if able to help with the link roles review.	All Governors
8.4	Governor training – latest taken with key points discussed	
8.4.1 8.4.2	The Chair attended the LA Heads and Chairs briefing and Understanding Assessments refresher course.	



	RIG have offered the governors a bespoke in person training session free of charge to be delivered by the governance team. The Chair to send out potential dates to governors. Action: FGB1405-08: Chair to send out dates to governors, to get the bespoke training date confirmed.	
8.5	FGB and Committee meetings - dates for 2025/2026	
8.5.1	The Chair has a list of proposed dates which she needs to check with the HT to ensure the dates align with data drops.	
8.5.2	The Chair also asked governors to review the structure of meetings and whether to keep with the committee structure or move to circle model. The Chair will send out guidance for governors to read and absorb. The topic will be added to the next FGB agenda. Action: FGB1405-09: Chair to send out governance models (Committee vs Circular models) for Governors to read. Q. A governor asked what preference the HT has? <i>A. The HT stated when she has worked with the circle model before, all governors are aware of everything and had a deeper understanding of the school. There are pros of cons to both structure types.</i>	Chair
8.6	Annual Governance Statement	
8.6.1	The Chair will pull together draft of document and circulate for sign off at next FGB. Action: FGB1405-10: Chair to circulate draft annual governance statement.	Chair
9.0	Safeguarding	
9.1	Safeguarding Wheel – Focus item: <i>Single Central Record</i>	
9.1.1	The HT briefed governors on Single Central Record (SCR). It is a legal requirement for all educational settings and guidance is set out in KCSIE.	
9.1.2	The SCR is a large excel document which includes all staff, volunteers, club providers, contractors and governors on different tabs. It covers identity checks, qualification checks as well as annual checks ie. KCSIE checks. Due to nature of data, it is only visible to office staff and the HT. It is stored securely and backed up.	
9.1.3	The SCR is looked at as part of the governor safeguarding checks.	
10.0	Policies for approval / ratification	
10.1.1	<i>None put forward for this meeting.</i>	
11.0	Review and impact of meeting	



11.1	Impact of meeting	
11.1.1	1. Approved the budget with extensive scrutiny and challenge. 2. Analysed attendance data and requested further trend data. 3. SATs update – governors have supported the school during SATs week. 4. Looked at governor structure and roles and responsibilities. 5. Welcome new Chair to her first meeting.	
12.0	Any other business	
12.1	Items for next agenda	
12.1.1	Annual Governor Conference is on the 19/06/25 online. There are a limited number of free places. The Chair has been asked to be a panel member to discuss positive reflective practices.	Chair
12.1.2	Action: FGB1405-11: The Chair to circulate the governor conference agenda and timings to governors.	
12.1.3	Committee vs Circular models	
12.1.4	Annual Governance Statement	
13.0	Date of next meeting	
13.1	Thursday 10 th July at 7.00pm in School	
10.2	Note next committee meetings scheduled for: CoC: xx at 7.30pm virtual via Teams Standards: xx at 7.30pm virtual via Teams FPPC: xx 7.30pm virtual via Teams	
	The meeting closed at 8.45pm	

Action No.	Action	Owner	Open
FGB1405-01	The Chair to contact the school's Mental Health Lead teacher to work together / get her input on the survey questions.	Chair	Open
FGB1405-02	Chair to schedule in Standards meetings to coincide with school data drops for 25/26.	Chair	Open
FGB1405-03	CM to complete visit entry on GovernorHub for SATs monitoring.	CM	Open
FGB1405-04	All governors to book in monitoring visits with subject links.	All Governors	Open
FGB1405-05	Governors to let the Chair know if they would like to be involved in the new SIP.	All Governors	Open
FGB1405-06	Clerk to resend out link to all governors that have not completed the skills audit to date.	Clerk	Closed
FGB1405-07	Governors to contact the Chair if able to help with the link roles review.	Chair	Open
FGB1405-08	Chair to send out dates to governors, to get the bespoke training date confirmed.	Chair	Open



FGB1405-09	Chair to send out governance models (Committee vs Circular models) for Governors to read.	Chair	Open
FGB1405-10	Chair to circulate draft annual governance statement.	Chair	Open
FGB1405-11	The Chair to circulate the governor conference agenda and timings to governors.	Chair	Open