



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 5th February 2025 at 7.00pm

Present:	Mel Collins (MC) – Chair, Becky Snelling (BS) – Headteacher, Debbie Jack (DJ) – Vice Chair, Emma Cox (EC), Samantha Chamberlain (SC) – Assistant Headteacher, Emma Cox (EC), Kate Edwards (KE), Wayne Laramée (WL), Caroline Mulderij (CM), Ruth Noble (RN), Vicki Scott (VS) Jenny Weston (JW) AND Sarah Yates (SY).
Visitors:	Richard Mulderij (RM) – arrived at 7.07pm, Becky Richards (BR) – arrived at 7.07pm
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 from IM (unwell)	
1.2	Quoracy	
1.2.1	The meeting was quorate.	
1.3.1	New Appointment - The Chair summarised in-person and online meetings between the Chair, HT and a proposed new governor, BR. With the Chair's term coming to an end and no existing Meridian governor registering an interest to become the new Chair; help and advice was sought from the Local Authority's Governance Team. The Governance Team put the school in contact with BR who has FGB Chair experience and would like to offer her services as Chair of Governors for Meridian.	
1.3.2	The Chair shared BR's experience and biography with the governors. BR has over seven years' experience at her current school (Bushmead – St Neots) as Chair.	
1.3.3	The governors voted unanimously to appoint RB as a <u>co-opted governor</u> .	
1.3.4	The governors voted unanimously to appoint RB as <u>Chair of governors</u> .	
1.3.5	Signed declaration of Eligibility form received and Id check completed. DBS (update service) details checked by the school office.	
1.3.6	It was agreed the existing Chair would work with BR over the Easter break as part of the transition. This meeting would be the existing Chair's last governors' meeting.	
1.4.1	New appointment - The Chair shared RM's experience in Health and Safety, property and business. RM would become a new co-opted governor to replace DJ as her term is coming to an end on 04.04.25.	



1.4.2	The governors voted unanimously to appoint RM as a <u>co-opted governor</u> . Action: FGB0502-01: Clerk to follow up with RM and the school office for Declaration of Eligibility form, Id and DBS check.	Clerk
1.4.3	BR and RM were welcomed into the meeting at 7:07pm.	
1.4.4	All governors introduced themselves to the new governors.	
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 5th February 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 one correction to LMs surname. Action: FGB0502-02: Clerk to correct LMs surname and put minutes on the school website.	Clerk
4.0	Actions from last FGB meeting	
4.1	FGB050225-01- Headteacher to provide letter of support to the Parish Council. Completed.	
4.2	FGB050225-02 - Chair to provide text for school newsletter on PAN reduction. Completed.	
4.3	FGB050225-03 - Headteacher and Chair to set date for Spring 2 term parent governor meeting. Completed.	
4.4	FGB050225-04 - Headteacher to arrange governor vacancy adverts to share on local social media pages. Completed.	
4.5	FGB050225-05 - Clerk to provide guidance on moving a parent governor to a co-opted governor once their child leaves school. Completed	
4.6	FGB050225-06 - Clerk to liaise with Chair and upload. Completed	
4.7	FGB050225-07 - The Headteacher will share the policy tracker with the Clerk to ensure they are captured of the FGB agenda where appropriate. Completed.	
5.0	Any other urgent business	



5.1	SATs – Governor support	
5.1.1	The Chair briefed the governors on the importance of governor support during SATs week (12.05.25-15.05.25). If governors are available to attend school at any time during this period, to let the HT know.	ALL GOVERNORS
5.1.2	The HT explains this is for quality assurance and not a hands-on role assisting the children. It is for transparency so the governors can oversee the secure storage of the papers and the administering of the exams.	
5.1.3	Governors of parents in Year 6 are exempt due to conflict of interest. Action: FGB0502-03: Governors to contact the HT if they can attend during SATs week.	
6.1	Safeguarding	
6.1.1	The Safeguarding report was circulated in advance of the meeting.	
6.1.2	Notes are on the `Visits` section of Governor Hub.	
6.1.3	The Chair provided positive feedback on CM's safeguarding report.	
3.1.4	The Chair raised the need for another governor to be on the Head Teachers Performance Management (HTPM) group. BR explains what is involved and the importance of this vital role.	
3.1.5	There are currently 3 governors on the group. The Chair asks governors to get in touch with BR and notes there is very good training available.	
7.0	Raising Standards	
7.1	SEND Update	
7.1.1	SEND process flow chart and SEND Wave Descriptors documents were circulated in advance of the meeting.	
7.1.2	The HT explains SEND is on the School Improvement Plan. SEND is very challenging now, not just at Meridian but in Cambridgeshire and nationally. Educational Health Care Plans (EHCPs) timescales are not being met by the Local Authority (LA).	
7.1.3	The HT informed governors of a SEND audit in the Autumn and the need to make some `big changes`.	
7.1.4	The HT summarised SEND issues in the LA with a £60 million deficit in High Needs. There are very few educational psychologists and recruitment is an ongoing issue. Due to these pressures, all thresholds for support are higher. The HT informs the governors that staff are having to manage more in school. The HT is trying to focus on training/upskilling staff.	
7.1.5	The HT summarises pressures at Meridian: • Pre-Covid – 9% additional needs	



	• Current – 17% additional needs • Increase in need – less support. • Social Emotional Mental Health Needs (SEMHN) in children is on the increase	
7.1.6	The HT highlighted the difference between the funds received to school for those pupils with EHCPs compared to actual staff pay and the shortfall.	
7.1.7	The school's SENDCO works 2 days a week which the HT noted is positive and more than minimum requirement for the number of SEND children in school.	
7.1.8	The HT has developed (jointly with LA) WAVE descriptors. The HT explains how the WAVE system works and that it has been used successfully in her previous school. The HT and SENDCO will look at all SEN children and where they sit within the WAVE system.	
7.1.9	The HT presents the flow chart for the process of concern (raised by a member of staff or parent). The HT notes how parents are getting private diagnosis or Right to Choose route will not result in the children being moved 'up the list'. The children are assessed in school separately from external factors although external factors will be considered. This is to be fair and equitable to all children.	
7.1.10	The website needs updating on the school's SEND approach to be able to clearly signpost parents. There will also be more communication in the school's newsletter.	
7.1.11	The HT explains about being transparent with parents and will be making the SENDCO more accessible. This is based on feedback from a recent parent drop-in session.	
	Q. The Chair asks if this is a similar situation to all maintained primary schools? A. The HT explains yes, it is the case. BR explained at her previous school, they set up a specialist provision to manage SEND need themselves. Q. A governor referenced in the report a request for volunteers. Are the volunteers to help with SEND children? Q. The HT confirmed no. It is not appropriate to ask volunteers to work with vulnerable children. The school has a responsibility to keep the volunteers safe. But, if the volunteers work with other children, it frees up the TAs to work with a SEND child.	
7.1.12		
7.1.13	WL (link governor) praised the HT on her strategic approach. He noted low level interventions are already being seen in school every day (dyslexia friendly classroom displays etc.). He noted class size is important and bigger class sizes may mean children in need may not be noticed as quickly. WL noted the speed of the approach in response to the Ofsted recommendations.	
7.1.14	The HT noted SEND and PP data shared with governors. She believes expectations for the children need to be higher and the PP strategy needs to change. There is a lot of high-quality teaching and interventions with TA. She noted a lot of overlap with PP and SEND children.	



	The HT will be upskilling TAs and moving all PP funding onto TA upskilling and interventions with the pupils rather than the school's previous approach with paying for all clubs and trips for PP children. She explained the need to explain this shift in approach to parents and that the transfer of funds will be done gradually. Q. A governor asks how the governors can communicate to parents the financial pressures? A. The HT and governors agree this question is for the FFPC committee and needs to include PTA involvement.	
7.2	Headteacher's Report	
7.2.1	The HT report was circulated in advance of the meeting. Q. The Chair asked how can we get more parents to parent-governor events? A. The HT said she will keep trying different times for availability. She is also looking to tag the event onto something else, i.e. an open morning for example, surveys during parent consultations (paper base or QR code to online google form). Q. The Chair asked when will the school know final numbers for the Reception intake for September 2025? A. The HT confirmed 16.04.25. As soon as the school knows, transition information is provided. Q. The Chair noted the CB23 CoG network which Meridian supported has dwindled/finished - it would be great if CB23 HTs tried to support the CoG group to get it going again. When the Chair first took on the role, CB23 CoG were meeting but it was a small group. A. The new Chair, BR and the HT will investigate the benefits of getting the group going again. Action: FGB0502-04: BR and HT investigate CB23 network group. Q The Chair requested the HT and Clerk work together to get all the recent governor visit notes onto the Governor Involvement Form, so they can be helpful to the HT and staff. The Chair notes the forms are supposed to be back in time for FGB, but only two forms on GovernorHub. A. The visit reports are on the 'Visits' tab on GovernorHub. Clerk and BR to work together to review. Action: FGB0502-05: BR and Clerk to review Visits notes. Q A governor asked if the school had a response from Coton regarding support for Kitchen costs? A. The HT stated she negotiated £14,000/yr reduced from £15,000/yr for school lunches with Lunchtime Co. Coton Primary pay the Lunchtime Co. directly. 38% of meals made in school go to Coton Primary. The HT has worked out the costs of running the school kitchen (i.e. electricity / gas / water / sewerage) and wants to recharge the costs onto Coton Primary. The governors agree for the HT to approach Coton regarding the recharge.	BR AND HEADTEACHER BR AND CLERK



7.1.2	A governor thanked the HT for splitting down the MyConcern categories. It is beneficial. Q. A governor asked if the HT is seeing an increase in terms of incidents from the start of the year to now? <i>A. The HT explained most of the behaviour issues are related to SEND children. SC states serious unacceptable behaviour was higher this time last year. It has greatly lowered. SC notes the wellbeing of families is an issue as families are struggling. This term is mostly low-level behaviour but there has been a slight increase in racist language but the school are taking a robust approach on this.</i> Q. A governor asked if there are any active risk reduction plans in the school at the moment? <i>A. The HT confirmed there are. They concern higher needs SEND children. The plans are scripted individual behaviour plans (IBPs). The school has had two suspensions recently (both half days) relating to children with IBPs.</i>	
7.1.3	BR wanted to note suspensions are not uncommon in a primary school due to physical injury to staff and/or children. The HT explains these dysregulated children need specialist support. Q. A governor asked if the Behaviour Books were for just low-level issue and how does it integrate with MyConcern? <i>A. SC stated the leadership team look at the books regularly. Repeated low level behaviour patterns (ie. speaking over teacher, disruptive behaviours, peer-peer conflicts) will be considered for MyConcern. The HT explained it follows the school's policy. She also noted the benefit for staff handover / job shares. The books are professionally recorded with GDPR and Subject Data Requests in mind.</i> Q. A governor asks if all staff have access to MyConcern, including lunchtime supervisors, and what constitutes low-level behaviours and tolerance? <i>A. The HT confirms all staff have access to MyConcern. She noted lunchtime supervisors have logged less regularly than other staff in the past. Some lunchtime staff pass onto teachers to log which is down to confidence. The HT has met with staff to increase awareness of logging.</i>	
7.2	Chair's Report (inc KIT meeting)	
7.2.1	The Chair's report was circulated in advance of the meeting.	
7.2.2	The Chair summarised the report.	
7.2.3	The Air Source Heat Pump (ASHP) issues have put back the school's sustainability programme.	
7.2.4	The schools Rapid Improvement Groups (RIG) grading has been reduced from 3 to 2. The LA provided positive feedback to the school leadership team and governor support for the swift progress of the school since January.	
7.2.5	The Chair noted to all governors that the school's Employee Assistance Programme is available to all governors to access.	

7.2.6	Both KIT meetings are on GovernorHub to view.	
7.3	Chairs' of Committee	
7.3.1	The CoC's minutes was circulated in advance of the meeting. No questions were raised.	
7.4	Standards Committee	
	Meeting held on 12.03.25. CM summarised it was a productive meeting with four policies for review: Suspension and exclusion policy - The governors voted unanimously to <u>adopt the policy</u>. First aid and administration of medicines policy – A governor noted an error on paragraph 10.2. It states `see above`, but its below. <i>Q. A governor asked with reference to a child going to hospital by ambulance, does a staff member go if the child's parent has not arrived in time?</i> <i>A. The HT confirmed yes, a staff member would accompany the child in the ambulance with the ambulance staff.</i> Action: FGB0502-06: HT to correct error and clarify ambulance chaperone. The governors voted unanimously to <u>adopt the policy</u> after corrections made. Supporting children with medical conditions policy - The governors voted unanimously to <u>adopt the policy</u>. Positive Behaviour policy – states Dec 2025, amend to Dec 2024. Action: FGB0502-07: HT to correct date on medical conditions policy. The governors voted unanimously to <u>adopt the policy</u> after corrections made. Headlice protocol – A governor noted the policy states a notification of headlice in school will be communicated out via the newsletter. However, in practice an email is sent out on the same day. HT to update the policy. The governors voted unanimously to <u>adopt the protocol</u> after corrections made. Action: FGB0502-08: HT to correct headlice protocol notification procedure. All policies approved to go on the website. Action: FGB0502-09: HT to publish policies on the website.	HEADTEACHER HEADTEACHER HEADTEACHER HEADTEACHER



7.5	Finance, Premises., Personnel and Communications Committee	
7.5.1	Meeting held on 10.03.25	HEADTEACHER
7.5.2	The Committee Chair thanked the HT for her comprehensive summary.	
7.5.3	SFVS - The School Financial Standards (SFVS) submission was circulated in advance of the meeting. SY to send electronic signature to HT and HT to submit.	
7.5.4	The governors voted unanimously to <u>approve the submission of SFVS.</u> Action: FGB0502-10: HT to submit the SVFS to the LA.	
7.5.5	ASHP – The governors sent a strong communication to the LA on the withdrawal of the ASHP project. A frank confidential discussion about Equans was had between the LA and the school. Early checks regarding asbestos not completed as it should have been. Equans pulled out of the project due to asbestos being a bigger issue than originally thought. The HT and Chair explained the school have two options, to try again for a ASHP project in 2026, or the LA can repurpose the money for a fossil fuel boiler and LED lights in the 2025 Autumn term. Bio-fuels were also considered but it is not a viable option from the LA's perspective. Q. A governor asked if the boiler will last another winter? <i>A. The HT stated its still operational but is nearing the end of its life. If the boiler fails, the LA will have to support the school with a replacement. BR added at her previous school, they made the decision to leave the boiler costs to the LA if it failed.</i>	
7.5.6	The next stages of the ASHP is to be discussed in detail at the FPP Committee in more depth.	
7.5.7	Lettings policy - The policy was distributed prior to the meeting to allow governors time to review.	
7.5.8	The governors voted unanimously to <u>adopt the policy.</u>	
7.5.9	Critical incident policy - The policy was distributed prior to the meeting to allow governors time to review.	
7.5.10	The Chair feedback that the policy is a vast improvement on previous version of the policy.	
7.5.1	The governors voted unanimously to <u>adopt the policy.</u>	
7.5.12	Complaints policy - The policy was distributed prior to the meeting to allow governors time to review.	
7.5.13		
7.5.1	The governors voted unanimously to <u>adopt the policy.</u>	
7.5.15	Data protection policy - The policy was distributed prior to the meeting to allow governors time to review.	
7.5.16		



	The governors voted unanimously to <u>adopt the policy.</u> All policies approved to go on the website. Action: FGB0502-11: HT to publish policies on the website.	HEADTEACHER
8.0	Governance	
8.1	Governing Body upcoming vacancies	
8.1.1	No vacancies due to the new appointments of RM and BR.	
8.2	Governor training reports	
8.2.1	Skills Audit Return – 7 governor responses received so far. The new Chair to review once settled into post.	
8.3	Governor Visit Reports	
8.3.1	RN History and Geography Reports – The report was distributed prior to the meeting.	
8.3.2	Chair EYFS Report - The report was distributed prior to the meeting.	
8.3.3	No questions were raised.	
9.0	Review of meeting	
9.1	Impact statement for Newsletter	
9.1.1	1. Welcomed new governors, BR and RM. Thank you and goodbye to Chair and DJ.	
9.1.2	2. Discussion had on SEND support and provision.	
9.1.3	3. Heartfelt thanks to Chair and DJ for all their work on the governing board. Gifts and card given by governors.	
9.1.4	4. Chair thanks all governors and reflects on the school's journey.	
10.0	Date of next meeting	
10.1	Wednesday 14th May at 7.00pm in school Wednesday 9th July at 7.00pm in School	
10.2	Note next committee meetings scheduled for: CoC: Wednesday 23rd April at 7.30pm virtual via Teams Standards: Wednesday 30th April at 7.30pm virtual via Teams FPPC: Wednesday 7th May at 7.30pm virtual via Teams	
	The meeting closed at 8.32 pm	



Action No.	Action	Owner	Open
FGB0502-01	Clerk to follow up with RM and the school office for Declaration of Eligibility form, Id and DBS check.	Clerk	Closed
FGB0502-02	Clerk to correct LMs surname and put minuities on the school website.	Clerk	Closed
FGB0502-03	Governors to contact the HR if they can attend during SATs week.	All Governors	Open
FGB0502-04	BR and HT investigate CB23 network group.	BR and HT	Open
FGB0502-05	BR and Clerk to review Visits notes.	BR and Clerk	Open
FGB0502-06	HT to correct error and clarify ambulance chaperone.	Headteacher	Open
FGB0502-07	HT to correct date on medical conditions policy.	Headteacher	Open
FGB0502-08	HT to correct headlice protocol notification	Headteacher	Open
FGB0502-09	HT to publish policies on the website.	Headteacher	Open
FGB0502-10	HT to submit the SVFS to the LA.	Headteacher	Open
FGB0502-11	HT to publish policies on the website.	Headteacher	Open