



Meridian Primary School
Minutes of the Full Governing Body Meeting
held on Wednesday 5th February 2025 at 7.15pm

Present:	Mel Collins (MC) – Chair, Becky Snelling (BS) – Headteacher, Debbie Jack (DJ) – Vice Chair, Sam Chamberlain (SC) – Assistant Headteacher, Kate Edwards (KE), Wayne Laramée (WL), Caroline Mulderij (CM), Vicki Scott (VS) Jenny Weston (JW) Sarah Yates (SY). Ruth Noble (RN), Emma Cox (EC) via Teams Ioan Milsovic (IM) via Teams (joined at 7.48pm) Vicki Scott (VS) via Teams (arrived in person 7.57pm),
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. No apologies were received.	
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 with regard to items on the agenda.	
2.2.1	There were no declarations of confidential items with regards to items on the agenda.	
3.0	Approval of Minutes and any matters arising	
3.1	Minutes of the meeting held on 4th December 2024	
3.1.1	The minutes were distributed prior to the meeting to allow governors time to review. These were approved as an accurate record.	
4.0	Actions from last FGB meeting	
4.1	AP01 - Minutes to be placed on the website. Completed.	
4.2	AP02 - LS to clarify school numbers with school office. Completed.	



4.3	AP03 - All governors to email IM with any questions re PP for GC. Completed.	
4.4	AP04 - All governors to check their submission on Governor Hub in respect to KCSiE and SG. Completed	
4.5	AP05 - LS to write SEND report for RS. Completed.	
4.6	AP06 - MC to place slides from The National Governors Association (NGA) held their Chairs of Governors (CoG) Conference last month on Governor Hub. Completed	
4.7	AP07 - JW to clarify training with Comberton Pool Lifeguards. This was raised and addressed at the Standards Committee. This is operational and being managed by the PE lead and Senior Leadership Team in conjunction with the Comberton sports partnership.	
5.0	Any other urgent business	
5.1	FGB Meeting start time – proposed new time	
5.1.1	The Headteacher put forward a proposal for an earlier start time for the FGB meetings, or alternating start times, to allow teaching staff to get home at a more reasonable hour. A 6pm start time was suggested.	
5.1.2	The Chair and Deputy considered the request and considered governor work commitments, travel time and childcare arrangements. A discussion was had regarding some governors' individual constraints regarding childcare and commute times.	
5.1.3	It was agreed to try a prompt 7pm start with the aim for a 8.30pm finish.	
5.1.4	This will be reviewed in the Summer term.	
5.2	Committee Minutes	
5.2.1	The Headteacher requested that all Committee minutes are sent to her before they are distributed to all governors, to ensure confidentiality. An example was given regarding recent Standards Committee minutes, referencing a particular class which needed removing before distributing.	
5.2.2	All Governors agreed.	
5.3	Village 20mph zone application	
5.3.1	The Headteacher shared a communication received from Comberton Parish Council regarding an application for a village 20mph zone. A previous application had been turned down. The Parish Council would like the school to write a letter of support to form part of the application to Cambridgeshire County Council. <i>Q: The Headteacher asked the governors for their village perspective and if it was a political issue in the village.</i>	



	<i>A: A governor stated they were not aware of any political issue, and they haven't seen anything contentious on the village social media groups.</i> Q: The Chair asked a governor if they were concerned. <i>A: The governor confirmed they were not as they were used to living in 20mph zones in London.</i>	
5.3.2	A general discussion was had, and it was highlighted there will always be people who support and resist change and some roads are used as a `rat-run` in the village.	
5.3.3	A governor state that a 20mph zone would need enforcing to change driver behaviour.	
5.3.4	All governors agreed that the school should support the Parish Council's application for the safety of the children of the school. Action: FGB0502-01: Headteacher to provide letter of support to the Parish Council.	HEADTEACHER
5.4	Grounds Day – 8th April 2025	
5.4.1	The Headteacher invited all governors to Grounds Day on Tuesday 8 th April 2025 at school.	
5.5	Published Admission Number (PAN)	
5.5.1	The governors discussed how the reduction in PAN should be communicated out to the school community.	
5.5.2	The Chair will provide text for the school's newsletter explaining the reasons for the reduction and process the governors went through. Action: FGB0502-02: Chair to provide text for school newsletter on PAN reduction.	CHAIR
6.1	Safeguarding	
6.1.1	CM governor safeguarding report shared with governors.	
6.1.2	CM raised that her term, and the other safeguarding governor's term are coming to an end and encouraged the remaining governors to consider becoming a safeguarding governor.	
6.1.3	It was noted the Local Authority have very good safeguarding courses and recommends all governors look on Governor Hub.	
6.1.4	The Headteacher confirmed there is nothing more to add above what is covered in the Headteacher's Report and discussed at Committee meetings regarding safeguarding.	
6.1.5	The Headteacher directed governors to the Safeguarding Audit and the actions and recommendations already being put in place at school. This was circulated with the Headteacher's Report.	



7.0	Raising Standards	
7.1	Headteacher's Report	
7.1.1	The Chair thanked the Headteacher for her report.	
7.1.2	Applications for 2025/26 reception class intake was discussed. Q. The Chair asked how many first and second choices are listed for September 2025 reception class admission compared to the figures for September 2024? <i>A: The Headteacher confirmed the school has received 17 first choice applications for 25/26 intake. Last year the school had 23 first choice applications, with 2 additional places before the September start.</i> Q. The Chair asked if 'second' choices normally end up coming to the school? <i>A: The Headteacher stated in her experience the school should get a couple more pupils. However, she noted the numbers were on the low side. The timing of the Ofsted report was unfortunate and may have impacted admission numbers.</i>	
7.1.3	The Headteacher liaised with neighbouring schools. None have met their Published Admission Numbers (PAN) for September 2025 applications. This follows demographer's predictions of a low rates. Q. The Chair asked if the school may get additional children if they can't gain a place at nearby school i.e. Barton.? <i>A. The Headteacher confirmed this is unlikely this year as Barton's applications are not at PAN.</i>	
7.1.4	The Behaviour and Attitudes section of the Headteacher's report was discussed. Q: The Chair asked for more information on the 'Behaviour Book' idea. What is being recorded in it? Does it link into MyConcern? How often would it be used? <i>A: The Headteacher explained that High Level concerns are recorded on My Concern but there is no mechanism in place to monitor and track Low Level behaviours. The Headteacher wants to be able to track and put mechanism in place to prevent Low Level behaviours escalating to High Level. She explained the Behaviour Books will be rolled out to all staff including Midday Supervisors. There will be guidelines and expectations of what to write. The Senior Leadership Team will review the books regularly. It will help to build up a picture of behaviours which will be used to form discussions with parents.</i> Q. A governor asked what constitutes Low Level concern? <i>A: The Headteacher explained there would be clear guidance in the front of the book. Examples include unkindness and disruption.</i> Q. The Chair asked if the school's after school club would use it? <i>A: The Headteacher explained due to data protection and nature of the information in the book, they would not have access to it. Any incidents at after school clubs should be reported to school.</i>	



	Q: A governor asked if the book could be digitised? <i>A: The Headteacher explained that some staff, i.e. Midday Supervisors do not have access to laptops/iPads. There is a concern that making it digital would put a barrier up from reporting low level incidents. The Headteacher is aware a `book` seems simple, but it does work effectively. She used the system in a previous school, and it is great for evidence.</i> Q: The Chair asked what were `parent responses` the Headteacher referred to in the Headteacher's report? <i>A: The Headteacher stated it was parent feedback from playground conversations and teacher conversations. It did include feedback from the Parent Survey. However, responses to the survey were low.</i>	
7.1.5	The Headteacher informed all governors there had been some good constructive responses from the Parent Survey. However, there were a few mixed responses and two rude responses. All responses from the survey are anonymous.	
7.1.6	A governor stated that they can appreciate some negative responses, due to past experiences still being fresh in their heads.	
7.1.7	A discussion was had around strengthening links with parents.	
	Q: A governor asked if there will be future communication over development changes in the school and the impact on school improvements? <i>A: The Headteacher states this can take place in the summer term once she has been in post a few more months. A parent governor meeting can be held to present on changes.</i> Action: FGB0502-03: Headteacher and Chair to set date for summer term parent governor meeting.	HEADTEACHER CHAIR
7.1.8	The governors thank RN and Cathy Swift (past governor, left Dec 24) for draft of questionnaire.	
	Q: A governor asked why there were 43 'no category' incidents recorded in MyConcern? <i>A: The Headteacher and Assistant Headteacher confirmed that the number in that category should be 0. They are working towards eliminating concerns not being assigned to a category.</i> Q: A governor asked if assessment data be included in future Headteacher' Reports? <i>A: CM confirmed that this was discussed at the committee meeting and are working on bringing it to the next FGB.</i>	
7.1.9	The Headteacher spoke to the Pupil Premium Lead teacher this week. The Pupil Premium Strategy will be published on the website by the end of the week. The Headteacher will be reviewing the strategy and hopes to be more creative with the money, to increase the number of children benefiting from it.	
7.2	Chair's Report	
7.2.1	The Chair confirmed the Air Source Heat Pump project is still going ahead.	



7.2.2	All governors need to review the contract and agree.	
7.2.3	The Chair thanked all governors in supporting the reduction of the Published Admission Number (PAN) from 45 to 30 pupils from September 2026 at the school.	
7.2.4	The Chair highlighted the requirement for a school's Climate Action Plan. It is not statutory but guidance.	
7.2.5	The Headteacher will be setting up a school eco-team.	
7.2.6	The Chair stated the need to secure new governors due to 3 governors term ending, including the Chairs: • Chair term ends 04.04.25 but will stay on to the end of the summer term. • EC parent governor term ending 22.11.25 • CM co-opted governor term ending 31.07.25 • DJ co-opted governor term ending 04.04.25	
7.2.7	The Chair is having a meeting with Anna Caroe, Cambridgeshire County Council's Governance Team to help support recruitment of governors.	
7.2.8	The vacancies have been advertised in the school newsletter with no success.	
7.2.9	The Headteacher confirmed local recruitment has worked for volunteers to school. It was agreed to try advertising the posts on the local village Facebook pages/groups. Action: FGB0502-04: Headteacher to arrange governor vacancy adverts to share on local social media pages Action: FGB0502-05: Clerk to provide guidance on moving a parent governor to a co-opted governor once their child leaves school.	HEADTEACHER CLERK
7.3	Chairs' of Committee	
7.3.1	Meeting scheduled for 15.01.25 cancelled due to attendee illness.	
7.4	Standards Committee	
	Meeting held on 29.01.25. Draft minutes to be put on Governor Hub once the Headteacher has agreed them (see paragraph 5.2.1). Action: FGB0502-06: Clerk to liaise with Chair and upload.	CLERK
7.5	Finance, Premises., Personnel and Communications Committee	
7.5.1	The Policy Tracker hasn't been shared this month. The Headteacher will be the owner of the Tracker going forward.	
7.5.2		



7.5.3	The Headteacher confirmed that governors do not need to approve and ratify all policies at the FGB, if the policies have been through the relevant committee meeting. The Headteacher stated that policies can be distributed amongst governors, rather than all governors reviewing all policies. It makes it less onerous on governors. The policies can be distributed throughout the year to review. Action: FGB0502-07: The Headteacher will share the policy tracker with the Clerk to ensure they are captured of the FGB agenda where appropriate.	HEADTEACHER
8.0	Governance	
8.1	Governing Body upcoming vacancies	
8.1.1	Discussed as part of Chair's Report – see paragraphs 7.2.6- 7.2.9	
8.2	Governor training reports	
8.2.1	DJ completed Health, Safety and Wellbeing training on 12 th November 2024.	
8.2.2	SY and VS both completed Being and Effective Governing Body (Getting Ofsted Ready) training on 28 th January 2025.	
8.2.3	IM completed Headteacher Performance Management training.	
8.3	Governor Visit Reports – all Link Governor school visits scheduled from 03/02/25-14/05/25	
8.3.1	The Headteacher confirmed all governors have now booked in with their link teachers for monitoring visits with one governor visit already completed.	
9.0	Review of meeting	
9.1	Impact statement for Newsletter	
9.1.1	First in person FGB meeting with new Headteacher.	
9.1.2	Progress on the School Improvement Plan (SIP) – Health and Safety and Safeguarding audits undertaken.	
9.1.3	Published Admission Number (PAN) change – communicate out to community.	
9.1.4	The need to recruit new governors from the school, village and/or wider community.	
10.0	Date of next meeting	
10.1	Wednesday 26th March at 7.00pm in school 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 26 th February 2025 at 7.30pm virtual via Teams FPPC: Thursday 6 th March at 7.30pm virtual via Teams Standards: Wednesday 12 th March at 7.30pm virtual via Teams	
	The meeting closed at 8.26pm	