

Haydn Primary School Full Governing Board

Minutes of the autumn term governing board meeting held on 24th September 2025 at 4pm, at school

Membership		Michael Bold
(A denoted absence)		Matthew Hanson
	A	Shabina Khan
		Andrea O' Grady
		Jacqueline Olpin
		James Pridmore
		Manisha Yasin
		Helen Yates - Chair
	A	Mohammed Yusuf
		Gemma Morris
		Andrea Snelling – Vice Chair
		Lucy Wareham
		Lisa Paulson, Headteacher

In Attendance Nina Turner, Clerk to the governing board

PRELIMINARIES

FGB1/25-26/01 WELCOME AND APOLOGIES FOR ABSENCE.

ACTION

The Chair welcomed everyone to the meeting and asked for a round of introductions.

Apologies for absence received from M Yusuf and S Khan were approved.

FGB1/25-26/02 DECLARATION OF INTEREST, RENEWAL OF BUSINESS INTEREST, ANNUAL DISCLOSURE STATEMENT AND GOVERNORS CODE OF CONDUCT.

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

Renew register of pecuniary interest

The register of pecuniary interest form had been uploaded to GovernorHub.

ACTION: Governors confirmed they will read, complete and electronically sign the register of business interest forms by the next FGB meeting on 3rd December 2025. **Governors**

Annual disclosure statement

As part of the governing boards commitment to safeguarding our children, all staff, governors and volunteers are required to declare any offences committed post issue of their Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) immediately an offence occurs.

If a governor is charged with, or receive a caution or conviction, or are considered to be a risk to children that might affect their ability to perform the governor role, the Headteacher must be informed immediately in writing.

If a governor fails to disclose a conviction or caution that might affect their ability to perform their governor duties, they may be subject to disciplinary procedure and removal from the governing board.

All governors must sign an annual declaration confirming they understand and comply with this requirement. If a governor fails to complete the annual declaration, this will result in removal from the governing board.

ACTION: Governors agreed to sign the annual declaration on GovernorHub by the next FGB meeting on 3rd December 2025. **Governors**

Review and sign Governors Code of Conduct

The Clerk reminded governors, any changes which prevent a governor adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair.

The Code of Conduct had been uploaded to GovernorHub.

ACTION: Governors confirmed that the Code of Conduct form would be completed by the next FGB meeting on 3rd December 2025. **Governors**

ACTION: The Chair requested that all safeguarding training is completed and certificates to be sent to the office. **Governors**

FGB1/25-26/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub. The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Chair confirmed that the staff governor had resigned from the governing body due to workload challenges. **ACTION:** A staff election to be organised to seek staff governor nominations.

Chair

The Clerk reminded governors of the requirement for new governors to have an enhanced DBS check within 21 days of their appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

The Clerk reminded governors of the requirement opportunities available through online recruitment services, Governors for Schools (<https://governorsforschools.org.uk/>) and Education and Employers (formerly Inspiring Governance) (<https://www.educationandemployers.org/>)

End of terms of office

The Clerk reported that there was no end of terms of office to consider.

GIAS update

The Clerk had checked the governance information on Get Information About Schools (GIAS) in advance of the meeting and reported the details were correct.

FGB1/25-26/04 ELECTION OF CHAIR AND VICE CHAIR

The Chair advised that there were no elections required due to a 2-year term for both Chair and Vice Chair. No objections were received from the board.

FGB1/25-26/05 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 25th June 2025, a copy of which had been uploaded to GovernorHub for review, were taken as read, confirmed and would be electronically signed by the Chair.

Action points

Reference	Action	Responsible	Outcome
03	Chair to contact M Yusuf to seek his intention regarding the governing board (currently non-attendance at meetings)	Chair	Closed
04	Arrange a suitable date to hold a meeting with the SBM to analysis the 2025-2026 budget (working party, M Hanson, M Bold and J Pridmore).	M Hanson	Actioned – action agreed to show budget detailed over the last 5 years, MB to follow up.
	Reach out to teachers regarding wish list of resources.	Chair	Ongoing
	Look at collating pupil voice on Opal Play.	Headteacher	Ongoing
	Share information on educational visits with the Headteacher.	Vice Chair	Actioned – Headteacher to follow up on information
	Arrange a meeting with the SBM to review the school records.	Chair	Ongoing
07	Arrange a meeting to discuss the possibility of holding a meeting with parents	Headteacher /Chair/Vice Chair	Closed

	regarding SEND transition for 2026-2027. Contact Chair with regards to gathering stakeholder views on the school vision.	Headteacher /Chair	Actioned – vision appears to be appropriate, Headteacher and Chair to complete final review
09	Circulate the draft PE and Sports Funding review document on GovernorHub for governors to read prior to uploading onto the school website (by 31st July).	Headteacher /Governors	Closed – topic to be added to next FGB agenda
11	Contact pay committee members regarding date for the pay committee.	Headteacher	Closed

Matters arising

There were no matters arising to report.

FGB1/25-26/06 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

The Chair reported an external temporary governor panel meeting held in September undertaken using emergency authority.

FGB1/25-26/07 CORRESPONDENCE ITEMS

Chair –

The Chair updated on the new appointments in the education directorate. Alys Finch has been appointed as the new Director of School Improvement for Nottingham City Council, which includes the role of the Managing Director of the Nottingham Schools Trust (NST). Alys Finch will officially assume her post on 1st December 2025. In the interim Nicky Bridges will continue to serve as the Interim Managing Director of the NST until 31st December 2025. Claire Bale has been appointed as the new Director of Education Services replacing Nick Lee who retired early September.

Headteacher – nothing to report

Clerk – nothing to report

SCHOOL PROGRESS

FGB1/25-26/08 HEADTEACHERS REPORT AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The Headteacher uploaded the report to GovernorHub in advance of the meeting and requested any questions from the governing body. The Headteacher confirmed that new information would be added to the report throughout the academic year to avoid rewriting the report each time, governors were in favour of this approach.

Pupil Premium - The Headteacher confirmed a drop in Pupil Premium children to 14%.

Governor question – what impact will that have on funding? A – the Headteacher explained a

small impact in funding but nothing of significance. **Governor question – is the post child in care number higher than the national average?** A – the Headteacher outlined that the number is higher than the national average, it has slightly reduced this year.

Ofsted Framework - The governing body were briefed on the revised Ofsted framework effective 9th Sept 2025 with inspections resuming in Nov 2025. Formal new areas of leadership and governance; curriculum; developing teaching; achievement; behaviour and attitudes; attendance; personal development and well-being; inclusion, safeguarding and early years will exist. It was noted that NST have drafted a new SDP template to reflect the changes.

School Development Plan - The SDP had been made available on GovernorHub in advance of the meeting and will align to the new areas with priorities and targets set.

ACTION: The Chair requested that governors read the audit reports available on GovernorHub.

Governors

RSHE Statutory Governance - The board were briefed that the new guidance is to be introduced in Sept 2026, with some areas requiring consultation with parents. The Headteacher advised that there are a small number of areas where children can be withdrawn from the lessons. The Headteacher confirmed that work is needed to outline why the school views the non-statutory items to be important.

ACTION : Chair to review with S Khan.

**Chair/S
Khan**

Curriculum - The board discussed the mastery approach across school in maths teaching noting that more work is needed on consistency across the school. **Governor question – Is mastery training available for the staff?** A – the Headteacher confirmed that this is available.

In addition, more work is required on the sequencing of writing for English to ensure that sequencing is consistent across all classes. In addition, more action is required on ensuring that EDI and British Values are woven into all subjects.

Staff Appraisals - Staff appraisals were completed last year. Governors were briefed that the associated pay committee has been held.

M Yasin, M Bold and L Wareham left the meeting at 5pm.

The Headteacher outlined that the staff appraisal process and observations had commenced with CPD focussed on curriculum and safeguarding. The NST network would continue to be pursued however going forward attendance may be subject dependant to gain the best value.

OPAL - The Headteacher went on to advise that the implementation of OPAL play was having a positive effect with children wanting to be in school and that leading to the associated effect on attendance. The newly implemented sand pit is a positive development for the children.

ECTs - This academic year the school has 4 ECTs in school and the Headteacher asked governors to consider the time requirement to support the staff. **ACTION:** Headteacher to seek advice from the Headteacher network and to draw up an initial plan regarding ECT support time to be shared with governors at the next meeting.

HT

Early Years Provision – The F1 outdoor provision has been identified as an area for enhancement to mirror the excellent F2 provision. **Governor question – what numbers are there in F1?** A – 39

in the morning and 22 in the afternoon, 22 full time children is the maximum which feels sufficient currently.

There were no further questions and the Headteacher was thanked for their comprehensive report.

FGB1/25-26/09 PRESENTATION OF PUPIL DATA

Pupil data dashboards were made available to the board on GovernorHub ahead of the meeting.

ACTION: the Chair took an action to source training for governors to interpret the comprehensive data.

Chair

Key data highlights:

- Early years show a good level of development at 80% with 68% being the national average.
- The number of boys is lower than girls. Previous years have been reviewed however there is no consistent trend, the results appear to be cohort by cohort.
- EAL children are not performing as well as other children, however by year 5 the gap is not so pronounced.
- Fluency is important and oracy is woven through early years to address this aspect.
- Pupil premium children are performing well in early years.

Governor question – 20% of children are not achieving GLD, what is the plan for those children? A – The Headteacher explained that each child had a summer handover plan to the next teacher detailing their barriers, needs and identification of next steps.

Governors noted it is difficult to see patterns.

ACTION: The Headteacher was asked to prepare a set of data showing trends over time for one class to allow governors to see trends over time by gender.

HT

Multiplication Tests – The Headteacher outlined that rock stars time tables had been implemented last year however noted that the results for multiplications tests in Year 4 & 5 was now lower. Governors highlighted that an average of 21.4 out of 25 does not sit well with all the other results and meeting national average was a target. **ACTION:** Add multiplication to maths action plan with recommendations on interventions to take forward.

JP

The governors commended the Headteacher on the year 6 data thanking all staff for their hard work.

FGB1/25-26/10 PUPIL PREMIUM AND SPORTS PREMIUM UPDATE

The Pupil Premium gap has decreased to 14% of children. Further information to be shared at the next FGB meeting.

FGB1/25-26/11 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL

Reference: "The Headteacher"/CEO of trust "will be appraised by the governing body, supported by a" suitably skilled and/or experienced "external adviser who has been appointed by the governing body for that purpose"

https://assets.publishing.service.gov.uk/media/66a253b20808eaf43b50d742/Teacher_Appraisal_guidance_for_schools_July_2024.pdf

Appointment of external adviser

Jo Heeley appointed

Appointment of appraisal governors

ACTION: Chair to request appraisal governors for Headteacher appraisal on 11th November 2025

Chair

FGB1/25-26/12 CONFIRM THE MEMBERS OF THE TEACHERS PAY COMMITTEE AND THE ARRANGEMENTS TO HEAR THE RECOMMENDATIONS FROM THE HEADTEACHER

Pay committee complete and signed off.

FGB1/25-26/13 GUIDANCE AND POLICIES FOR REVIEW/APPROVAL

- Health & Safety Policy – governors were asked to submit their comments.
- Risk assessments to be reviewed.
- Pay policy and safeguarding policy – all governors to approve on GovernorHub.
- Terms of Reference updated and available on GovernorHub.
- Requirement for safeguarding training to be completed by all governors

Governors

LW

Governors

Governors

FGB1/25-26/14 UK GDPR UPDATE.

Arrangements for completion of the governor checklist.

The Clerk reported, your governing board/trust board has collective responsibility for data protection. Governors/trustees need to be assured that your school is compliant with the law and processes are robust and effective. The checklist has been developed to support governors/trustees in monitoring data protection processes, identify areas for development and through termly GDPR reporting in meetings, ensure they are met. It is also recommended the governing board/trust board appoints a data protection governor.

The checklist would be completed by the GDPR governor and DPO and presented at the next meeting.

Review of the annual report from the Data Protection Officer (DPO) and recommendations.

To be reviewed at the next FGB meeting on 3rd Dec 2025.

FGB1/25-26/15 ARRANGEMENTS FOR THE COMPLETION OF THE SCHOOL FINANCIAL VALUE STANDARD (SFVS)

Arrangements be confirmed at the FGB on 3rd Dec 2025.

FGB1/25-26/16 SEND UPDATE

The Headteacher explained that while it was early days the new SEND hub was having a positive impact with children receiving what they need. All work is timetabled with extra targeted support with the hub offering a place for regulation for other children. Governors commented that the hub feels like a calming, positive space with good feedback being received from parents of children attending the early start club.

Governor question – Is there feedback from other teachers outside of the hub regarding the impact across the school? A - the Headteacher confirmed that informal feedback within the school suggests that there is a calmer feel throughout the school.

FGB1/25-26/17 STAKEHOLDER ENGAGEMENT INCLUDING PLAN FOR 2025/2026

Carried forward to next meeting.

GOVERNOR REPORTS

FGB1/25-26/18 ARRANGEMENTS TO REVIEW AND UPDATE THE SCHEME OF DELEGATION AND TERMS OF REFERENCE DOCUMENT AND THE DELEGATION OF FUNCTIONS 2024/2025

Governors noted, the Scheme of Delegation had been updated to include the Uniform Policy.

Terms of Reference updated and available on GovernorHub.

Governors agreed to continue to support, when required, to sit on a committee of other maintained schools, subscribing to NST, in the event of governors being unavailable.

Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient governors being available, governors to be sought from other maintained schools, subscribing to NST, subject to them having no conflict of interest.

FGB1/25-26/19 REPORTS FROM COMMITTEES

None to report

FGB1/25-26/20 REVIEW OF GOVERNOR KEY LINK ROLES

Governors reviewed the governor key link roles and approved the following governors:

- Safeguarding governor – H Yates
- SEND governor – A Snelling
- Health and safety governor – L Wareham

FGB1/25-26/21 GOVERNOR TRAINING AND DEVELOPMENT INCLUDING TERMLY WORKSHOP DAYS 2024-2025

The Clerk reported, governor training and development sessions were available to view, on GovernorHub, agendas and in the report booklet and. Places could be booked directly on GovernorHub or by emailing Daniel Harvey (daniel.harvey@nottinghamcity.gov.uk).

FGB1/25-26/22 REPORTS FROM GOVERNOR VISITS AND MONITORING AND MONITORING PLAN FOR 2025/2026

The monitoring plan had been uploaded to GovernorHub in advance of the meeting.

REPORTS TO GOVERNORS

FGB1/25-26/23 REPORT FROM THE SCHOOL IMPROVEMENT ADVISER

The board were briefed that the report from the school improvement advisor had been very positive, the Chair noted the excellent report.

FGB1/25-26/24 REPORTS FROM DfE GUIDANCE

Keeping Children Safe in Education (KCSIE) – (update Sept 2025)

Report author: Karen Shead, Clerk to Governing Boards and Governor Safeguarding Trainer.

Karen.shead@nottinghamcity.gov.uk

The KCSIE 2025 changes are very minimal this year and mainly administrative word/paragraph changes, but it is expected that these changes will align with other statutory guidance, for example, the Children and Wellbeing Bill and Family First Partnership Programme, linked to social care reform.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

The changes are detailed in full on pages 2 and 3 of the report. The actions for governors are:

- Ensure that the updates in KCSIE 2025 are embedded into all relevant policies and safeguarding documentation, reviewed and approved in the autumn term.
- To be assured that all staff have read at least part 1 of KCSIE.
- All governors read KCSIE part 1 and part 2.
- The Chair and link governor for safeguarding to read the full KCSIE document.

The governing board noted the report and agreed governor actions to be completed by the next meeting on 3rd December 2025.

Governors

DfE Statutory RSHE guidance – overview and the role of governors

Report author: Catherine Kirk, Health and Wellbeing Team Manager

achievewell@nottinghamcity.gov.uk

In July 2025, the DfE published new statutory guidance for RSHE to replace the previous guidance of 2019. The revised guidance is mandatory from September 2026 however schools are encouraged to implement sooner.

As in the previous guidance it is statutory for primary schools to deliver Relationships and Health Education, and for secondary schools to deliver, Relationships, Sex and Health Education. Sex Education is non-statutory for primary schools however they are encouraged to deliver in Years 5 or 6.

The new guidance has a clear set of principles to guide RSHE provision, these are:

- Engagement with pupils.
- Engagement and transparency with parents.
- Positivity.
- Careful sequencing.
- Relevant and responsive.
- Skilled delivery of participative education.
- Whole school approach.

In addition to fulfilling their legal obligations, governing boards and proprietors of academy trusts

should also ensure that:

- All pupils make progress in achieving the expected educational outcomes.
- Teaching is accessible to all pupils with SEND.
- Curriculum content and teaching materials are aligned with this statutory guidance.
- Clear information is provided for parents on the subject content, teaching materials and external providers, and on the right to request that their child is withdrawn from sex education” DFE RSHE Guidance 2025

The governing board noted the report.

FGB1/25-26/25 EDUCATION GOVERNANCE REPORTS

Proposed admission arrangements for community schools for 2027/2028

The purpose of this report is to inform governors of the proposed admission arrangements for the school year 2027/2028. The proposed arrangements and admissions criteria are to remain unchanged from those determined in the previous year. The admission numbers also remain unchanged from those published for the 2027/2028 academic year.

You may be aware that the Local Authority is proposing to close Snape Wood Primary School from the 2027/2028 academic year. If approved by NCC’s Executive Committee, it will not be until after these admission arrangements have been determined, so NCC will need to seek a variation from the Office of the Schools Adjudicator (OSA) to remove this school’s name and change the surrounding catchment areas.

The proposed admission arrangements will proceed through routes of approval at Nottingham City Council. Once approved, the determined arrangements will be shared with governors. The city council’s Fair Access Protocol is also part of the proposed arrangements.

The full report has been uploaded to GovernorHub. Governors noted the report with no concerns raised.

UK GDPR and Data Protection

Report author: Rachael Harvey, Education Governance Service Manager and Data Protection Auditor.

Email: rachael.harvey@nottinghamcity.gov.uk

Governing boards have collective responsibility for data protection in schools. Governors need to ensure:

- The school is compliant with UK GDPR law.
- The school has strong and effective processes in place.
- There is a robust process to monitor, this includes completion of the governors annual UK GDPR and data protection checklist and termly reporting on UK GDPR and data protection at full governing board meetings.

The Governors annual checklist should be completed by the data protection governor and DPO in the autumn term and the findings be presented to governors at the spring term meeting.

The model (draft) data protection policy has been updated to include a section on AI and cyber security. The data protection policy, and policies and documents which link to the data protection policy should be reviewed annually, these may include:

- Freedom of information publication scheme.

- Privacy notices.
- Online safety and acceptable use.
- Mobile phone use.
- Use of children's images.
- Child protection and safeguarding.

The Risk Protection Arrangement (RPA) and requirement for governors to complete cyber security training.

The Risk Protection Arrangement (RPA) provides comprehensive risk protection for public sector schools and is an alternative to commercial insurance for the education sector. Under RPA, the UK government covers the losses instead of commercial insurance.

The completion of the National Cyber Security Centre (NCSC) Cyber Security Training is a requirement for eligibility for the Risk Protection Arrangement (RPA) cyber insurance for schools. Specifically, all staff and governors with access to the school's IT system must undertake this training.

<https://www.ncsc.gov.uk/information/cyber-security-training-schools>

The governing board noted the report and asked all governors to complete Cyber Security training.

Governors

School Uniform Policy

Schools that have a uniform or dress code must have a school uniform policy, this has been added to the list of statutory policies for maintained schools, maintained special schools and academy trusts.

School uniform is also part of the Children's Wellbeing and Schools Bill, which is in the final stages of the legislative process before it becomes law. The government plans to introduce a cap on branded school uniform items of no more than three items, including items for PE or school clubs, activities and events (but not including ties for secondary and middle schools). The government expects the limit to come into force in September 2026. This will enable schools time to make amendments to their school uniform policy and to renegotiate any contracts with uniform suppliers.

An example of a draft model School Uniform Policy is included in the report.

The governing board noted the report and noted that the school uniform policy was available on GovernorHub for review.

FGB1/25-26/26 NST REPORT (for information)

Governors noted the NST report had been uploaded to GovernorHub. The Headteacher informed the board that they had been asked to join the NST board going forward which was viewed positively by the governing body.

CONCLUDING ITEMS

FGB1/25-26/27 SAFEGUARDING AND CHILD PROTECTION INCLUDING AN UPDATE ON THE ANNUAL SAFEGUARDING AUDIT

Governors noted the safeguarding report had been uploaded to GovernorHub. The Headteacher highlighted that the last safeguarding audit confirmed safeguarding practices are sound, demonstrated by year 2s and year 5s being able to articulate the embedded processes.

FGB1/25-26/28 PUPIL AND STAFF WELLBEING

A staff wellbeing party has been held which received good feedback from staff. More events are being planned.

FGB1/25-26/29 HEALTH AND SAFETY UPDATE

No health and safety issues to report.

FGB1/25-26/30 EQUALITIES INCIDENTS REPORTED SINCE THE LAST MEETING

The Headteacher shared 7 incidents to report – 4 of which by the same child and confirmed that the school is addressing in an appropriate manner. **Governor Question – Is it too early to know if OPAL is having an impact on behaviour?** A – informally behaviour seems to be improving with fewer incidents in older children.

FGB1/25-26/31 EVIDENCE OF GOVERNING BOARD IMPACT ON SCHOOL IMPROVEMENT

- Full governor monitoring visits schedule planned
- Link governor roles agreed and allocated
- Requests for further understanding of key school data
- Identification of areas of improvement relating to multiplication in maths
- Governor questions scrutiny and challenge

FGB1/25-26/32 ARRANGEMENTS FOR CHAIR OR DESIGNATED GOVERNOR (Health and safety governor) TO INSPECT SCHOOL RECORDS

To be confirmed.

FGB1/25-26/33 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were agreed:

Autumn term 2025:

FGB Business – Wednesday 3rd December at 4.00pm.

Spring term 2026:

FGB Standards – Wednesday 21st January at 4.00pm

FGB Business – Wednesday 25th March at 6.00pm

Summer term 2026:

FGB Standards - Wednesday 6th May at 4.00pm

FGB Business – Wednesday 24th June at 6.00pm

FGB1/25-26/34 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The governing board retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would

undertake all communication with the stakeholders.

The meeting closed at 6.25pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:

Reference	Action	Responsible	Outcome
FGB1/25-26/02	Governors confirmed they will read, complete and electronically sign all annual declarations by 18 th Nov 2025	Governors	
	All safeguarding training is completed and certificates to be sent to the office.	Governors	
FGB1/25-26/03	Update GovernorHub to reflect current governing body membership.	Clerk	
	A staff election to be organised to seek staff governor nominations.	Chair	
FGB1/25-26/05	Add topic of PE and Sports Funding review to next meeting	Clerk	
FGB1/25-26/08	Governors to read the audit reports available on GovernorHub.	Governors	
	RSHE Statutory Governance review of non-statutory items	Chair and S Khan	
FGB1/25-26/09	Action to source training for governors to interpret the comprehensive data.	Chair	
	Headteacher to prepare a set of data showing trends over time for one class to allow governors to see trends over time by gender.	Headteacher	
	Add multiplication to maths action plan with recommendations on interventions to take forward.	J Pridmore	
FGB1/25-26/11	Chair to request appraisal governors for Headteacher appraisal on 11 th November 2025.	Chair	

FGB1/25-26/13	<p>Health & Safety Policy – governors requested to submit comments, comprehensive review of comments then required.</p> <p>Risk assessments to be checked.</p> <p>Pay policy and safeguarding policy – governors to approve on GovernorHub.</p> <p>Requirement for safeguarding training to be completed by all governors.</p>	<p>Governors</p> <p>L Wareham</p> <p>Governors</p> <p>Governors</p>	
FGB1/25-26/25	All governors to complete Cyber Security training.	Governors	

Attendance at meetings for the 2025-2026 Academic Year											
Governor Name	Autumn 2025				Spring 2026				Summer 2026		
	24/09/25	03/12/25			21/01/26	25/03/26			06/05/26	04/06/26	
Michael Bold	Y										
Mathew Hanson	Y										
Shabina Khan	Apols										
Andrea O Grady	Y										
Jaqueline Olpin	Y										
James Pridmore	Y										
Manisha Yasin	Y										
Helen Yates - Chair	Y										
Mohammed Yusuf	Apols										
Gemma Morris	Y										
Andrea Snelling – Vice Chair	Y										
Lucy Wareham	Y										