



Minutes of the Full Governors Meeting

Held on Monday 20th April 2026 at 5.30pm at the school.

Present:	Tom Pinnock (TP) – Chair	Kelli Torsney (KT)
	Judy Ross (JR) - Vice Chair	arrived at 6pm
	Emily Samuels (ES) Head	Fatih Unal (FU)
	Nazeeya Ibrahim (NI)	Natalie Willmore (NW)
	Rob Murray (RM)	

Apologies: Farah Dahalan (FD)
Peter Diamant (PD)
Senthil Natesan (SN)

In attendance: Charlene Monk CM (Clerk)
Helen Parsons (HP) Associate Deputy Head Teacher (DHT)
Pamela Duff (PDU) School Finance Manager (left at 6.10pm)

Questions *Green italics*
Decisions **Blue bold**
Actions **Red**

		Action owner
1.	<p>Welcome and apologies for absence. The Chair welcomed all to the meeting and thanked everyone for attending.</p> <p>Apologies were received in advance of the meeting from Farah Dahalan (FD) Peter Diamant (PD) and Senthil Natesan (SN)</p> <p>Pamela Duff (PDU) joined for part of the meeting to cover agenda item 6, Finance and Resources Update.</p> <p>The meeting was quorate.</p>	
2.	<p>Declaration of interest to items on this agenda No new declarations were made.</p>	
3.	<p>Parent Governor Welcome New Parent Governor Fatih Unal (FU) was welcomed to the Governing Body. It was noted that new Parent Governor Kelli Torsney (KT) would be joining the meeting from 6:00pm.</p> <p>As both Parent Governors were elected unopposed through the Parent Governor election process, no further election by the FGB is required. Their appointments were noted for information.</p> <p>The Chair thanked Vice-Chair (JR) for delivering the Governor inductions, creating the Governor Induction policy, providing an overview and school tour for the new Parent Governors.</p> <p>Action01: Clerk to complete onboarding paperwork for the new Parent Governors (FU & KT).</p>	Clerk
4.	<p>Minutes, including confidential minutes, of previous FGB meetings (16th March 2026) & Matters arising and review of open actions. The minutes, including confidential minutes from 16th March 2026 were accepted as an accurate record.</p>	

The open actions were discussed and reviewed.			
No.	Action	Owner	Timescale
16th March 2026			
4.1	Invite both parent candidates into school for a tour, introduction, and discussion with the Head and Vice-Chair (JR). Vice Chair (JR) to arrange and lead. – Completed	JR	FGB06
8.0	Chair TP to create an Ofsted folder on GovernorHub to store all Governor responses for easy reference - – Completed	Chair	FGB06
9.2.2	All Governors to complete responses to Self-evaluation form by 23.03.2026; Head to complete the action plan. – Ongoing – Two outstanding responses, and agreed to include two new parent governors	All	23.03.26
16th March 2026 - Confidential action item			
14	Head/Chair will respond formally to the staff member with the Governing body’s decision. – Completed	Head Chair	FGB06
5.	Governor Business		
5.1	Resignations/ Vacancies of the Governing body and recruitment		
	<p>The Chair (TP) confirmed that no resignations had been received to date. The Governing Body currently has one (1) Co-opted Governor vacancy, which continues to be advertised via Governors for Schools and Governor Services. The Staff Governor’s term of office ends in June 2026. The Clerk will confirm whether a staff election is required.</p> <p>A change to the Governing Body constitution was discussed, including increasing Staff Governor representation to two roles to broaden representation beyond SLT.</p> <p>Action02:All to consider, review and discuss the governing body Constitution at FGB07.</p> <p>It was noted that the Chair (TP), LA Governor, and Co-opted Governor (SN) intend to resign at the end of the Summer Term. The Clerk has notified Governor Services of the forthcoming LA Governor vacancy with effect from the Autumn Term 26-27.</p>		
5.2	Governor Training/Briefings		
	<p>Governors were reminded by the Chair (TP) to review their individual training records and to book Safeguarding for Governors and Introduction to Governance where these have not yet been completed. New Parent Governors are required to complete induction training via GovernorHub.</p> <p>Training Booked:</p> <ul style="list-style-type: none"> JR has booked Safer Recruitment in Schools on 7 May 2026 and Managing Allegations and Concerns on 30 April 2026. 		
5.3	Governor Monitoring		
	<p>Governors were reminded that the visit log, including the focus of the visit, visit date, Link Governor, and the monitoring report, is available under the Visits tab in GovernorHub.</p>		
			Clerk/All

	<p><u>Website Review 17th March 2026 - TP</u> The Chair provided a brief update:</p> <ul style="list-style-type: none"> • In preparation for Ofsted, noting that inspections typically occur every four years from the last published report (September 2022). An inspection is therefore anticipated next term. • Governance documentation has been updated. • The Clerk has reviewed the Governance section and confirmed that statutory requirements are published. • The remaining website content will be updated ahead of the anticipated Ofsted visit. • It was noted that some statutory information remains outstanding and will be updated by the school office. The Chair (TP) will share the relevant form with required details. • The Chair was thanked for the work undertaken. <p><i>A governor asked why is the school website not secure?</i> The school is waiting to move to a new website provider, where enhanced security certification will be implemented as part of the new subscription term. While the current interface is not preferred and remains a work in progress, it was confirmed that the new website will be secure once fully migrated.</p> <p><u>OPAL – March/April 2026 - SN</u> OPAL Link Governor (SN) completed an OPAL monitoring visit during the spring term. A full report will be uploaded to GovernorHub.</p> <p><u>Safeguarding Monitoring Visit 2026 – JR</u> This visit was covered under Agenda Item 7: Safeguarding.</p>	
<p>6. 6.1</p>	<p>Finance and Resources Update Budget Update The SFM (PDU) uploaded the <u>March 2026 BMR</u> and <u>April 2026 BMR</u> Budget Monitor reports (BMR) to GovernorHub ahead of the meeting, providing an overview of the current budget performance, analysis, and the Quarter 4 (Q4) position. Key points noted: <u>Budget Changes</u></p> <ul style="list-style-type: none"> • Figures presented are current as at 17th of April 26 – New Year 26–27. • Year-end completed Monday 23rd March 2026 and approved by CCC. <p><u>Year-End figures include:</u></p> <ul style="list-style-type: none"> ○ Committed Balances: £2,166.00 ○ School Carry forward: £70,427.626. ○ Capital carries forward: £11,108.56. ○ Pre-school Carry forward: £34,474.76. <ul style="list-style-type: none"> • A budget build meeting took place on 15th April with a Governor, and an in-year deficit was initially predicted; however, staff changes and budget line adjustments have reduced this. • The school was forecasting an in-year deficit of £21k, offset by preschool surplus of £35k, resulting in a projected in year profit of £14k. • From 2026-27, preschool will no longer hold separate budget lines. Costs will be allocated proportionally, with approximately £43k recorded as income to the school. 	

	<ul style="list-style-type: none"> • Work is ongoing to streamline the budget by removing unused codes. • Two staff members are on long-term sick leave (one signed off until end of June 2026; one expected to return September 2026), two staff retirements have been approved, one staff member on maternity leave and one resignation noted. <p>The Head (ES) thanked the SFM (PDu) for her work, noting this was her first budget cycle and that considerable progress has been made in balancing the in-year position. Changes to spending, including reductions to training and buildings/maintenance budgets, were highlighted. It was agreed that requests to the Local Authority would focus on larger capital or maintenance projects.</p> <p><i>A governor raised concerns about long-term budget projections, including a forecast deficit of £1.31m by 2030/31?</i></p> <p>It was noted that financial forecasts require ongoing review, particularly in relation to staffing and pupil number assumptions. Pupil projections show a dip in the short term, with potential growth linked to future local housing developments. Current roll is 293 pupils, with a maximum capacity of 420.</p> <p><i>A governor asked what is the cost and impact of the Blue Smile provision on the budget?</i></p> <p>The Head explained that Blue Smile provides a significant level of pastoral support. The current package has reduced capacity from 16 to 10 pupil places but continues to deliver high-quality provision alongside in-school ELSA work. The provision is considered beyond that available in many school settings. While some schools are ending contracts with Blue Smile due to its parent-led model, the quality and impact of the provision was acknowledged. It was noted that, without this external support, the school would be unable to meet these needs internally.</p> <p><i>A governor asked are there alternative or comparable provisions?</i></p> <p>NESSY was discussed as an alternative; parents are required to apply directly. Governor RM will forward further details to the Head.</p> <p>The Chair (TP) noted satisfaction with the positive budget position and thanked SFM (PDu) for her hard work.</p> <p>Decision – Governors ratified/approved the School Budget Plan for the financial year 2026/2027</p> <p>SFM (PDu) left the meeting at 6.15pm.</p> <p>PE/Sports Premium Impact Report Deferred to FGB08 as it is not processed until later in the summer term.</p>	
<p>6.2</p> <p>7.</p> <p>7.1</p>	<p>Safeguarding</p> <p>The Safeguarding Link Governor (JR) met with the Head (ES) at the end of Spring term (Spring 2). The Safeguarding Link Governor (JR) reported the following:-</p> <ul style="list-style-type: none"> • The focus of the meeting was on Staff and Governor Inductions 	

<p>8.2.1</p> <p>8.2.2</p> <p>8.2.3</p> <p>8.2.4</p> <p>8.1</p> <p>8.2.4</p>	<p>Split-year teaching ensures no pupil is left behind and that all pupils have access to learning, regardless of capacity. PP funding supports quality-first teaching within the classroom, alongside targeted intervention support.</p> <p>Subject Policies</p> <p>English (Writing) Policy</p> <p><i>A governor asked with reference to the policy how are left-handed pupils supported in seating arrangements?</i></p> <p>The Staff Governor (NW) confirmed that all teachers are aware of the needs of left-handed pupils and are mindful of seating them appropriately (for example, positioning them to the left where needed). Seating plans are adopted accordingly to support effective writing.</p> <p>Geography Policy</p> <p>Maths Policy</p> <p>Other Policies - New Governor Policy</p> <p>LA Model policy.</p> <p>Online Safety Policy</p> <p>Other Policies - Reading, Early Reading and Phonics Policy</p> <p>It was noted that most subject policies are now complete, operating on a three-year review cycle, and that the review process is becoming more streamlined.</p> <p>Decision – Governors ratified all policies, subject to amendments noted</p>	
<p>9.</p>	<p>Head Teacher’s Written Report</p> <p>The Headteacher’s written report was uploaded to GovernorHub in advance of the meeting for Governors to review.</p> <p>The Head invited questions from Governors.</p> <p><i>A governor asked in relation to the proposed class structure for 2026–27, why is there a move to four mixed Year 5/6 classes rather than separate year groups?</i></p> <p>The Head explained that mixed-age classes have been successful in the current structure. The move is also influenced by staffing factors, including maternity leave cover, new staff joining mid-year, and long-term sickness absence within Year 6 this year. Spreading pupils across four mixed Year 5/6 classes allows four teachers to share the workload, supports upskilling across Year 6, and promotes a more consistent mixed-age approach across the school.</p> <p><i>A governor asked what pupil numbers will look like within each class?</i></p> <p>The Head reported that there are currently two classes of 33 pupils and one class of 34, in line with PAN and admissions arrangements. For 2026–27, there will be four mixed Year 5/6 classes with approximately 26 pupils per class. It was noted that neighbouring primary schools, including Cambourne, have full Year 5 and 6 cohorts next year. A decrease in the birth rate has</p>	

	<p>impacted Year 5 numbers; however, the next Year 6 cohort is expected to have capacity to grow.</p> <p><i>A governor asked what is the proposed class structure for the lower school 2026–27 cohort and what is our ‘number for September?’</i> The Head advised that the predicted uplift to 47 is positive. Year 1 and Year 2 are supported by strong teaching staff, and there is a spare classroom available. This will allow for smaller intervention groups and targeted support. Teaching Assistant (TA) deployment is not restricted; whilst there may be two larger classes, TA support and group work will be in place. It was noted that operating three Reception classes would limit this flexibility. Governors were advised that pupil numbers may still change.</p> <p><i>A governor asked if there is an analysis of attendance patterns by year group, including the impact of absence letters?</i> Action04: The Head (ES) will bring a detailed attendance analysis to the next meeting (FGB07).</p> <p><u>Attendance</u> The Head (ES) highlighted that attendance for pupils with EHCPs was 91.49% in the Autumn term, compared to 80.1% in the Spring term. A meeting had taken place with the SENDCo on the previous Friday to review this.</p> <p><i>A governor asked how are attendance figures collated and reported?</i> The Head explained that attendance data is produced through separate reports using Bromcom. Reports include both overall attendance and breakdowns in the County format, with contextual factors such as EHCP status included where appropriate. It was noted that overlapping data sets are not possible.</p> <p><i>A governor asked if reporting parameters be adjusted in Bromcom to make attendance reports clearer and more concise?</i> The Head (ES) will collaborate with Governor RM, SFM (PDU) and AHT (GW) to explore options.</p> <p><u>Health and Safety (H&S) and Premises</u> No updates were reported. A future meeting is scheduled between the Head (ES) and the Health and Safety Link Governor (PD).</p>	<p>Head (ES)</p>
<p>10. 10.1</p> <p>10.2</p>	<p>Strategic Direction</p> <p>SEF and SDP Progress/Update and action plan Updates were provided within the Headteacher’s written report, agenda item 9.</p> <p>Ofsted Standards* There was no update at this time and no matters arising for discussion. Ofsted-related training is scheduled to take place shortly. The Head (ES) will meet with the Head at Cambourne Primary School, following their recent</p>	

<p>10.2.1</p> <p>10.2.2</p>	<p>Ofsted inspection, to gain clarity on governance experiences and to inform and update the governing body accordingly.</p> <p>HT to present data and AI version of Self Evaluation Plan Deferred as awaiting data. <i>(Action03: 16.04.2026 Ongoing - All Governors to complete responses to Self-evaluation form by 23.03.2026; Head to complete the action plan).</i></p> <p>A Governor asked what is the AI version of the Self Evaluation Plan? The Head (ES) explained that this is an SLA-supported AI tool designed to support the governing body by identifying areas for development and highlighting potential gaps in confidence. The tool is available via GovernorHub and includes access to a training package. Governors were encouraged to sign up.</p> <p>Governing body to present Self Evaluation action plan. The governing body will review and present the Self-Evaluation action plan once data is available. Deferred as awaiting data.</p>	
<p>11.0</p>	<p>Curriculum The DHT (HP) provided an update: Core Subjects</p> <ul style="list-style-type: none"> Continued focus on English, Maths and Science, with particular emphasis on English and Maths. Spelling is a priority within English. <p><u>Spelling/Phonics:</u></p> <ul style="list-style-type: none"> Free trial of Spelling Shed for KS2. Little Wandle continues for EYFS, Reception, Year 1 and KS2 catch-up. AHT (NW), English Lead, has completed research into spelling schemes (KS2+) to establish a robust, progressive framework; staff training has recently taken place. <p><u>Writing:</u></p> <ul style="list-style-type: none"> Focus on fundamentals and consistency across KS2. <p><u>Handwriting/Letter Joining:</u></p> <ul style="list-style-type: none"> Now embedded, monitoring to ensure consistent and effective delivery. Generally, well received by pupils. A small number of parental concerns addressed through discussion of research evidence and DfE expectations. <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> World Book Day, themed weeks, visits, and enrichment activities have supported pupil engagement and inspiration. <p><u>Maths:</u></p> <ul style="list-style-type: none"> Following research, Mathletics is being replaced in KS1/KS2 due to declining engagement and an outdated interface. Sumdog chosen as a more engaging and cost-effective alternative. Sumdog to be introduced from Year 1; Mathletics retained for EYFS/Reception. <p>A Governor queried why Sumdog cannot be used for spelling and grammar? It does not provide a comprehensive, DfE-compliant spelling framework. A consistent, structured approach to spelling is required.</p>	

A Governor queried what is the position regarding Mathletics and reading platforms?

Reading Eggs was explored but found to be expensive and not intuitive. Reading outcomes are strong, and the school prioritises classroom teaching and use of a well-stocked online and physical reading library.

A Governor queried how are decisions on cost and resources made?

Decisions are made by SLT (Head, DHTs, AHT and SENDCo) in collaboration with staff. Trials are undertaken, followed by reviews of engagement, usability, and impact. Feedback from pupils and parents is gathered, including at parents' evenings. Mathletics showed reduced engagement, whereas Sumdog was successfully trialled in Years 3 and 4, demonstrating high pupil engagement and positive parental feedback. Impact and engagement will be reviewed after one year, including its use for interventions.

The Chair (TP) noted strong alignment with the Maths Lead and White Rose Maths, highlighting positive pupil voice, use of avatars, points, and rewards.

Foundation Subjects

PSHE:

- Book look completed.
- Lessons are planned consistently, with core learning clearly identified and assessed.

Science and Music:

- Audits planned to review coverage, resources, and time allocation.
- Resource ordering scheduled for September.

Mosaics (3D imaging platform):

- Introduction of Mosaics (3D imaging platform) to support Science, Geography and History.
- Head (ES) reported high engagement through interactive visuals and quizzes.
- Platform is at an early stage; further staff training required.
- Positive feedback received so far, with potential for home access.

Enrichment and Extra curriculum opportunities:

Museum visits, performances, and sporting events continue to enhance confidence, belonging and aspiration.

A Governor queried will the phonics programme continue for reading?

Yes, Little Wandle remains in place for EYFS, Reception, Years 1 and 2, and Year 3 catch-up and Spelling Shed to be used in Years 3–6, including at-home trials.

A Governor queried what is the plan for ClassDojo?

Successfully trialled in Years 3 and 4 and will be rolled out across the school to support communication with families.

A Governor queried how will ClassDojo relate to house points?

ClassDojo is currently being trialled to explore effective integration with the house point system. Staff feedback has been very positive, and the platform

	<p>supports family engagement by keeping parents informed. The platform is free and widely used across cluster schools.</p> <p>Action05: Head (ES) to undertake a full analysis for FGB08 on ClassDojo as a communication and engagement tool.</p>	Head (ES)
<p>12.0 12.1</p>	<p>Data Pupil Data</p> <p>The DHT (HP) provided the following update:</p> <ul style="list-style-type: none"> • Pupil data was not available at the time of the meeting as the school was in the middle of the assessment week. • Final data and reports will be available by the end of the week. • Year 6 completed mock assessments prior to Easter. • Outcomes indicate a low percentage of pupils meeting age-related expectations, with complex and cohort-specific reasons contributing to this picture. • Reading remains the strongest subject area and is broadly in line with national outcomes. • Mathematics and grammar require further development to address identified gaps; grammar has been identified as a high priority for next year. • The Year 6 mathematics cohort presents particular challenges, with a wide range of abilities. • Further analysis will be undertaken in the next data drop to unpick and better understand specific barriers to progress. • Six new pupils have joined the Year 6 cohort. As these pupils are not meeting age-related expectations, their inclusion impacts overall data. • Pupils with SEND are performing below expected standards but are close to targets. • It was noted that a strong narrative context will be essential for Ofsted, particularly when interpreting outcomes alongside IDSR data. • Historically, the Year 6 data require contextualisation, with stronger performance evident in Foundation Stage and Key Stage 1, which is expected to feed through in future years. • Governors were reminded of the specific challenges faced by current Year 5 and Year 6 cohorts, who were most affected by COVID disruption. This continues to impact emotional and social development, maturity, attention, and collaborative learning behaviours. • Governors noted strong progress indicators in Year 4 and Year 5, supported by internal assessments, paper tests, and secure professional judgement. • SATs data expected to be available on 8 July 2026. • Full analysis of outcomes to be undertaken at FGB01 in September 2026. <p>Actions06: DHT (HP) Mock and statutory assessment data to be uploaded to the Governor portal prior to the next meeting.</p>	DHT (HP)
<p>12.2</p>	<p>GDPR Report Action Plan</p> <p>At the last meeting Governors agreed that the GDPR Report Action Plan will remain a standing agenda item for ongoing monitoring throughout the year. No updates were reported at this meeting.</p>	

<p>13.</p>	<p>Dates of future meetings*</p> <ul style="list-style-type: none"> FGB07 - Monday 18th May 2026 originally scheduled for 5.30pm (Virtually) Decision – Governors agreed to change the time of the next FGB meeting FGB07 start time from 5.30pm to a <u>6pm</u>. The meeting will be held virtually. FGB08 - Monday 29th June 2026 time tbc (school) Decision – FGB08 - the meeting time will be confirmed at the next meeting. 	
<p>14.</p>	<p>Consider impact of meeting* Reflect on effectiveness and impact of governance from this meeting. Key areas of impact included:</p> <ul style="list-style-type: none"> Governors formally welcomed two new Parent Governors, strengthening representation and capacity of the governing body. The meeting provided effective assurance regarding governance functions and oversight. Governors ratified a positive budget, supporting the school’s financial sustainability. A number of statutory and operational policies were reviewed and approved, ensuring compliance and effective practice. Governors received and discussed updates on safeguarding and the curriculum, including coverage of provision and areas taught. The Headteacher’s report highlighted extensive staff continuing professional development (CPD) and training undertaken, demonstrating a strong commitment to professional growth and school improvement 	
<p>15.</p>	<p>Any other business SATS Governor Monitoring Decision: Governor (JR) agreed to attend and monitor SATs week, commencing 11 May 2026. It was noted that governor monitoring during SATs is an expectation but not a requirement.</p>	

The meeting closed at 7.30pm.

Action Log

No.	Action	Owner	Time scale
16th March 2026			
9.2.2	All Governors to complete responses to Self-evaluation form by 23.03.2026; Head to complete the action plan. Ongoing	All	23.03.26
20th April 2026			
3.0	Clerk to complete onboarding paperwork for the new Parent Governors (FU & KT).	Clerk	FGB07 – 18.05.26
5.1	All to consider, review and discuss the governing body Constitution at FGB07.	All	FGB07 – 18.05.26
7.1	DHT (HP) to provide new Governors with links to Smart log and relevant online training.	DHT (HP)	FGB07 – 18.05.26
9.0	The Head (ES) will bring a detailed attendance analysis to the next meeting (FGB07).	Head (ES)	FGB07 – 18.05.26



11.0	Head (ES) to undertake a full analysis for FGB08 on Class Dojo as a communication and engagement tool.	Head (ES)	FGB08 – 29.06.26
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Future Agenda items

FGB07 18th May 2026

- Ofsted *Standing agenda item*
- GDPR Report Action Plan *Standing agenda item*

FGB08 29th June 2026

- PE/Sports Premium impact report`