



Minutes of the Full Governors Meeting

Held on Monday 8th September 2025 at 5.30pm at Pendragon School

Present: **Emily Samuels (ES) – Head** **Senthil Natesan (SN)**
 Tom Pinnock (TP) – Chair **Rob Murray (RM)**
 Farah Dahalan (FD) **Judy Ross (JR) – Vice Chair**
 Peter Diamant (PD) (remotely) **Natalie Willmore (NW)**

Apologies: **Annika Bennett (AB)**

In attendance: **Charlene Monk CM (Clerk) – Clerk**
 Helen Parsons (HP) – Associate Deputy Head Teacher (DHT)
 Pamela Duff (PDU) – School Finance Manager

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

		Action owner
1.	<p>Welcome and apologies for absence. The Chair (TP) welcomed all and the two new Parent Governors to the meeting and thanked everyone for attending.</p> <p>Apologies were received in advance of the meeting from Annika Bennett (AB).</p> <p>The meeting was quorate.</p>	
2.	<p>Annual Pecuniary Interests/Code of Conduct and annual declarations of interest Governors were reminded to complete their annual pecuniary interests/Code of Conduct and annual declarations of interest in Govhub by re-signing.</p>	
3.	<p>Declaration of interest to items on this agenda No new declarations were made.</p>	
4. 4.1	<p>Appointments Elect and appoint chair TP self-nominated and there were no further nominations. The clerk then undertook the process for the election. All Governors agreed with a show of hands. Governors unanimously appointed Tom Pinnock (TP) as Chair of Governors.</p>	
5. 5.1 5.2	<p>Governor Business Election/Re-Election/Resignation The Chair (TP) informed the Governing body that a Governor resignation had been received from Parent Governor Katherine Garrett (KG) on 17th July 2025 (due to personal circumstances).</p> <p>Vacancies of the Governing body and recruitment The governing body currently has (2) Co-opted Governor and one (1) Parent Governor vacancies. Governors raised matters around the representation of the governing body, with most Governors consisting of Parent Governors and noted the balance of</p>	

<p>5.3</p>	<p>parent and non-parent governors forming the board should be continually reviewed to ensure balance.</p> <p>Action01: Chair (TP), to follow up with potential candidate from Governors for schools for who had shown an interest and candidate from the previous parent elections.</p> <p>Succession Planning</p> <p>The Chair (TP) notified the governing body of his intention to resign as Chair and Governor at the end of the academic school year.</p>	<p>TP</p>																																																
<p>6.</p>	<p>Minutes, of previous FGB meetings (23rd June 2025 to include Confidential Extra Ordinary 18th July 2025) & Matters arising and review of open actions.</p> <p>The minutes from 23rd June 2025 and 18th July 2025 were accepted as an accurate record.</p> <p>The open actions were discussed and reviewed.</p> <table border="1" data-bbox="217 734 1302 2018"> <thead> <tr> <th>No.</th> <th>Action</th> <th>Owner</th> <th>Timescale</th> </tr> </thead> <tbody> <tr> <td colspan="4">Actions from meeting 25th November 2024</td> </tr> <tr> <td>12.3</td> <td>Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28th April 2025). – <i>Ongoing.</i> 23.06.2025 – Ongoing – to be raised with trainer during updated/refresh training taking place in September 2025 08.09.2025 - Completed</td> <td>Head</td> <td>Summer 1 FGB</td> </tr> <tr> <td colspan="4">Actions from meeting 23rd June 2025</td> </tr> <tr> <td>4.0</td> <td>AC to work with TP and headteacher to set up a schedule and cycle of Governor Meetings Over a Year for the Circle Model of Governance. 08.09.2025 - Completed</td> <td>AC/TP/Head</td> <td>Autumn 1 FGB</td> </tr> <tr> <td>5.2</td> <td>Chair (TP) to create a business case, for reducing the reconstitution from 14 to 12 Governors. 08.09.2025 - Completed</td> <td>TP</td> <td>Summer 2</td> </tr> <tr> <td>5.2</td> <td>Governing body to conduct an Extra Ordinary FGB (virtually), single item meeting, during Summer 2, and Clerk to send a team's link to all once date has been confirmed. 08.09.2025 - Completed</td> <td>All</td> <td>Summer 2</td> </tr> <tr> <td>5.2</td> <td>Once the new constitution has been ratified by the governing body Clerk to send approved minutes to AC for AC to produce a new and updated instrument of government 08.09.2025 - Completed</td> <td>Clerk</td> <td>Summer 2</td> </tr> <tr> <td>5.3</td> <td>Chair of Committees (CoC) and Chair (TP) to collaborate impact with a view to discussed at Autumn 1 FGB. 08.09.2025 - Completed</td> <td>CoC & TP</td> <td>Autumn 1 FGB</td> </tr> <tr> <td>5.3</td> <td>Clerk to add annual impact statement (2024/25) as an agenda item for Autumn 1 FGB. 08.09.2025 - Completed</td> <td>Clerk</td> <td>Autumn 1 FGB Complete</td> </tr> <tr> <td>5.3</td> <td>Clerk to update GovernorHub regarding JR V-Chair appointment. 08.09.2025 - Completed</td> <td>Clerk</td> <td>Summer 2</td> </tr> <tr> <td>9.0</td> <td>The HTAR Committee to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025. 08.09.2025 - Completed</td> <td>HTARC</td> <td>Summer 2</td> </tr> </tbody> </table>	No.	Action	Owner	Timescale	Actions from meeting 25th November 2024				12.3	Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28 th April 2025). – <i>Ongoing.</i> 23.06.2025 – Ongoing – to be raised with trainer during updated/refresh training taking place in September 2025 08.09.2025 - Completed	Head	Summer 1 FGB	Actions from meeting 23rd June 2025				4.0	AC to work with TP and headteacher to set up a schedule and cycle of Governor Meetings Over a Year for the Circle Model of Governance. 08.09.2025 - Completed	AC/TP/Head	Autumn 1 FGB	5.2	Chair (TP) to create a business case, for reducing the reconstitution from 14 to 12 Governors. 08.09.2025 - Completed	TP	Summer 2	5.2	Governing body to conduct an Extra Ordinary FGB (virtually), single item meeting, during Summer 2, and Clerk to send a team's link to all once date has been confirmed. 08.09.2025 - Completed	All	Summer 2	5.2	Once the new constitution has been ratified by the governing body Clerk to send approved minutes to AC for AC to produce a new and updated instrument of government 08.09.2025 - Completed	Clerk	Summer 2	5.3	Chair of Committees (CoC) and Chair (TP) to collaborate impact with a view to discussed at Autumn 1 FGB. 08.09.2025 - Completed	CoC & TP	Autumn 1 FGB	5.3	Clerk to add annual impact statement (2024/25) as an agenda item for Autumn 1 FGB. 08.09.2025 - Completed	Clerk	Autumn 1 FGB Complete	5.3	Clerk to update GovernorHub regarding JR V-Chair appointment. 08.09.2025 - Completed	Clerk	Summer 2	9.0	The HTAR Committee to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025. 08.09.2025 - Completed	HTARC	Summer 2	
No.	Action	Owner	Timescale																																															
Actions from meeting 25th November 2024																																																		
12.3	Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28 th April 2025). – <i>Ongoing.</i> 23.06.2025 – Ongoing – to be raised with trainer during updated/refresh training taking place in September 2025 08.09.2025 - Completed	Head	Summer 1 FGB																																															
Actions from meeting 23rd June 2025																																																		
4.0	AC to work with TP and headteacher to set up a schedule and cycle of Governor Meetings Over a Year for the Circle Model of Governance. 08.09.2025 - Completed	AC/TP/Head	Autumn 1 FGB																																															
5.2	Chair (TP) to create a business case, for reducing the reconstitution from 14 to 12 Governors. 08.09.2025 - Completed	TP	Summer 2																																															
5.2	Governing body to conduct an Extra Ordinary FGB (virtually), single item meeting, during Summer 2, and Clerk to send a team's link to all once date has been confirmed. 08.09.2025 - Completed	All	Summer 2																																															
5.2	Once the new constitution has been ratified by the governing body Clerk to send approved minutes to AC for AC to produce a new and updated instrument of government 08.09.2025 - Completed	Clerk	Summer 2																																															
5.3	Chair of Committees (CoC) and Chair (TP) to collaborate impact with a view to discussed at Autumn 1 FGB. 08.09.2025 - Completed	CoC & TP	Autumn 1 FGB																																															
5.3	Clerk to add annual impact statement (2024/25) as an agenda item for Autumn 1 FGB. 08.09.2025 - Completed	Clerk	Autumn 1 FGB Complete																																															
5.3	Clerk to update GovernorHub regarding JR V-Chair appointment. 08.09.2025 - Completed	Clerk	Summer 2																																															
9.0	The HTAR Committee to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025. 08.09.2025 - Completed	HTARC	Summer 2																																															

	10.1	Headteacher to amend the uniform policy as per comments raised by the governors. 08.09.2025 - Completed	Head	Summer 2	
	10.1	Headteacher to seek clarification from Health and Safety regarding the wearing of hoodies. 08.09.2025 - Completed	Head	Autumn 1 FGB	
	10.0	The Safeguarding Link Governor (JR) Chair and Headteacher will continue to develop the behaviour policy ready for it to be shared and ratified at the next FGB. 08.09.2025 - Ongoing	JR, Chair & Head	FGB02	
	12.0	Headteacher to highlight, direct and support staff, with completing staff surveys for effectiveness. 08.09.2025 - Completed	Head	Autumn 1 FGB	
	12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter. 08.09.2025 – Ongoing	Chair	FGB02	
	13.0	Chair (TP) and Headteacher to complete PE and Sports Premium report by 31 July 2025 08.09.2025 - Completed New follow-on action created 08.09.2025. PE and Sports Premium report to be shared with Governors	Chair & Head	FGB02	
7.	<p>Annual Review of Governing Body’s Operating Guidelines for Governors to approve: All documents were uploaded to Govhub in advance of the meeting. All Governors were asked to read the documents before the meeting.</p> <p>7.1 <u>Standing Orders 25-26</u> Decision – Standing Orders 25-26 was ratified by governors.</p> <p>7.2 <u>Review Instrument of Government for approval (statutory document for annual review)</u> Decision – Instrument of Government was ratified by governors.</p> <p>7.3 <u>Terms of Reference of FGB incorporating Circle Model of Governance</u> Decision – Terms of Reference of FGB incorporating Circle Model of Governance was ratified by governors.</p> <p>7.4 <u>To review and update Register of Business Interest - All Governors to complete in Govhub – re-sign.</u> As noted under agenda item 2 annual declarations, Governors were reminded to review and update the Register of Business Interest in Govhub by re-signing.</p> <p>7.5 <u>To review and adopt the Code of Conduct</u> Decision – Code of Conduct was ratified by governors.</p> <p>7.6 <u>To review and adopt LA Safeguarding and Child Protection 2025/26 for Governors to read and sign</u> Decision – LA Safeguarding and Child Protection 2025/26 for Governors was ratified by governors.</p> <p>7.7 <u>Review Governing Body Expectations</u> Decision – Governing Body Expectations was ratified by governors.</p> <p>7.8 <u>Agree Membership of other panels, HT Appraisal Committee etc.</u> HTAC to be discussed under agenda item 8.2 Governor Link Role Allocations.</p> <p>7.9 <u>Skills Audit discussion (Microsoft Forms / Govhub)</u> The Chair (TP) drew Governor’s attention to the skills audit / Governing body effectiveness form/tool in Govhub. Decision – Governors agreed to utilise the skills audit function in Govhub.</p>				
	ALL				

	<p>Action02: All Governors agreed to complete their own skills audit via Govhub effectiveness function tool by FGB02.</p>																									
<p>8. 8.1</p>	<p>Governor Monitoring and Development Governor training/ CDP/briefings*</p> <p>The Chair (TP) informed Governors that the expectation is that Governors attend one termly update briefing session, annually.</p> <p>The Chair informed the new governors to enrol on the induction to Governance training and any training related to their Link Governor roles.</p> <ul style="list-style-type: none"> • Review of Governors Trained in Safer Recruitment <p>It was noted that TP, PD and ES are trained in Safer Recruitment. It was suggested that HP attends the Safer Recruitment training.</p> <ul style="list-style-type: none"> • All to complete <u>KCSIE 2025 – Governors to read and sign (not in this meeting)</u> • Safeguarding and Prevent training. <p>HP (DHT) explained to Governors the Smart log system, which a cloud-based platform designed to help schools and colleges manage health and safety compliance, for Governors to complete their Safeguarding and Prevent training.</p> <p>Access has been created for all Governors, with training courses already populated. Certificates can be downloaded once training is complete, and an ongoing log of completed training will be available.</p> <p>When training courses are due for renewal the individual will be notified. It was emphasised to all that Prevent Course is a statutory requirement.</p>																									
<p>8.2</p>	<p>Governor Link Role Allocation to include the appointment of Thematic Link Governor allocation (special responsibilities: Safeguarding, SENDPP, Website, HTAR, <u>GDPR – Report</u>, Salary Review)</p> <p>The Headteacher and Chair (TP) met today, and proposed the following Governor Link Role and additional Role Allocations to the Governing body: -</p> <table border="1" data-bbox="212 1249 1310 1803"> <thead> <tr> <th>Governor</th> <th>Additional Roles</th> <th>Linked Roles</th> </tr> </thead> <tbody> <tr> <td>Tom Pinnock Chair FGB</td> <td>Website GDPR</td> <td>Maths Policy School Council</td> </tr> <tr> <td>Judy Ross Vice Chair FGB</td> <td>HTAR Salary Review</td> <td>Safeguarding</td> </tr> <tr> <td>Rob Murray</td> <td>Salary Review</td> <td>EYFS</td> </tr> <tr> <td>Natalie Willmore</td> <td>Website (Governor section) GDPR</td> <td></td> </tr> <tr> <td>Senthil Natesan</td> <td>HTAR</td> <td>SEND/PP Play</td> </tr> <tr> <td>Peter Diamant</td> <td>Premises and H&S Salary Review</td> <td>Finance</td> </tr> <tr> <td>Farah Dahalan</td> <td>HTAR</td> <td>English</td> </tr> </tbody> </table> <p>Decision – Governors agreed to the proposed Governor Link Role and additional Role Allocations.</p> <p>The Chair (TP) acknowledged that the Governing body is in its first year of operating the Circle Model of Governance, and currently withing the transitioning stage.</p> <p>Action03: NW, in her role as GDPR Link Role Governor to share the GDPR Report <u>GDPR – Report</u>, at FGB02 (Agenda item under Governor business)</p>	Governor	Additional Roles	Linked Roles	Tom Pinnock Chair FGB	Website GDPR	Maths Policy School Council	Judy Ross Vice Chair FGB	HTAR Salary Review	Safeguarding	Rob Murray	Salary Review	EYFS	Natalie Willmore	Website (Governor section) GDPR		Senthil Natesan	HTAR	SEND/PP Play	Peter Diamant	Premises and H&S Salary Review	Finance	Farah Dahalan	HTAR	English	<p>NW</p>
Governor	Additional Roles	Linked Roles																								
Tom Pinnock Chair FGB	Website GDPR	Maths Policy School Council																								
Judy Ross Vice Chair FGB	HTAR Salary Review	Safeguarding																								
Rob Murray	Salary Review	EYFS																								
Natalie Willmore	Website (Governor section) GDPR																									
Senthil Natesan	HTAR	SEND/PP Play																								
Peter Diamant	Premises and H&S Salary Review	Finance																								
Farah Dahalan	HTAR	English																								

<p>8.3</p> <p>8.4</p>	<p>Agree annual governor monitoring visits schedule/strategy/program and accountability work aligned to the SDP. Deferred to agenda item 11, Planning & Strategic direction, 11.5 Circle Model of Governance.</p> <p>Annual Governance Planner - plan for the 2025/26 academic year. Deferred to agenda item 11, Planning & Strategic direction, 11.5 Circle Model of Governance.</p>	
<p>9.</p> <p>9.1</p>	<p>Safeguarding</p> <p>Receive and consider termly safeguarding report from DSL/link governor including a range of data, SCR, and HR file checks. The Safeguarding Link Governor (JR) met, during the end of term, with the Headteacher whereby safeguarding matters were discussed.</p> <p>Action04: The headteacher to share the safeguarding annual report with the Chair (TP) and Safeguarding Link Governor (JR) to then be shared with Governors at next FGB (FGB02).</p>	<p>Head, Chair & V-Chair</p>
<p>10.</p> <p>10.1</p>	<p>Head Teacher’s Verbal Report*</p> <p>10.1 Wellbeing and Mental Health – staff and pupil* The Headteacher provided Governors with a verbal update (<u>HT Verbal Report Update Wellbeing and Mental Health - staff and pupils</u>)</p> <p>A governor asked if the PHSE provisions (books) were updated/refreshed regularly? The headteacher confirmed that PHSE provisions require few updates. Additional provisions had been added and will continuously be monitored and reviewed (including financial costs).</p> <p>A governor asked if the Family Worker role has specifically set tasks, roles, and targets? The headteacher confirmed that the role and job description of the Family Worker is currently being finalised to include young carer champion role, ensuring plans with families are in place, dealing with Early Years referrals and incorporating the DDSL (Deputy Designated Safeguarding) role.</p> <p>No further questions were raised.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Planning & Strategic Direction</p> <p>Review impact and map progress of the Self Evaluation Framework (SEF). The <u>concise SEF September 2025 document</u> was uploaded to Govhub before the meeting. The headteacher read through the document with Governors, proposing reflecting the OFSTED framework, and drew attention to the areas of development for each OFSTED framework.</p> <p>Action05: Clerk to add review impact of SEF as a standard Agenda item for Governors to review the SEF areas of development and be provided with status updates on strengths.</p> <p>Review impact, map progress and approve the School Development Plan (SDP) for 2025/26. The headteacher stated the key strategic areas of focus/objectives for 2025/26 should be as follows: -</p> <ul style="list-style-type: none"> • Writing – to refine and ensure leaders work on progression. • Grammar (Key Stage 2) – ensure ready development. 	<p>Clerk</p>

<p>11.3</p>	<ul style="list-style-type: none"> National curriculums offer for foundation subjects (history and geography) – to refine and ensure the curriculum is not too broad. Reading, writing and maths (combined) Year 6 – to ensure attainment is more in line with national average. <p>Action06: Clerk to add SDP discussions as a standard Agenda item for the Headteacher to provide an update to Governors.</p>	<p>Clerk</p>
<p>11.4</p>	<p><u>Review Annual Impact Statement 2024/25</u> Decision – Annual Impact Statement 2024/25 was approved, with no questions, by governors.</p> <p>Receive an update on the schedule for and effectiveness of performance management for all staff, including the Headteacher.</p> <p>The headteacher informed all that plans are in place to organise performance management, highlighting all teacher’s performance management assessments are required to be completed by 31 October 2025.</p> <p>The headteacher will continue to conduct informal 1:1s with staff, alongside appraisals, as the informal meetings were positively received as reflected in staff survey results.</p>	
<p>11.5</p>	<p>A governor asked if the mid-year reviews will be conducted this year?</p> <p>The headteacher confirmed that mid-year reviews will take place this year, positive staff feedback has been received from previous year.</p> <p><u>Review and agree the Circle Model of Governance</u></p> <p>At the last FGB meeting with Anna Caroe (AC), Local Authority Area Lead Governance Advisor in attendance, the suggested circle model of Governance plan was discussed, and high-level agenda items were noted. The Chair (TP) has now created, and shared during the meeting, the suggested circle model of Governance plan document with the Governing body.</p> <p>Decision –All governors agreed to adopt the Circle Model of Governance plan.</p> <p>Action07: The Chair (TP) to adjust and finalise the Circle Model of Governance document based on discussions.</p>	<p>Chair</p>
<p>12.1</p>	<p>Focused discussion: Curriculum</p> <p>Discuss the curriculum offer, ensuring it is broad and balanced and covers new school structure (i.e. Y3/4)</p> <p>The <u>2024-2025 Data Snapshot</u> document was uploaded to Govhub in advance of the meeting. The headteacher drew Governor’s attention to the following: -</p> <ul style="list-style-type: none"> Clear writing is the area of focus, always been the weakest subject for the school. Outcomes could be due to cautious teacher judgements. Times tables a key strength for the school The data snapshot will be drilled into at FGB02. 	
<p>12.2</p>	<p>Receive and consider reports from school leaders on key areas/improvement priorities including curriculum development.</p> <p>Defer to FGB02.</p>	
<p>13.1</p>	<p>Brief Budget/Finance and resources Update (including staffing) *</p> <p>Receive and consider the PE and Sports Premium Impact Report for 2024/25 (this should have been published on the school website by 31st July 2025) and the plan for 2025/26.</p> <p>Completed, to be shared with the Governing body.</p>	
<p>13.2</p>	<p>FGB to review the <u>School Teachers’ Pay and Conditions Document (STPCD)</u></p>	

<p>13.3</p> <p>13.4</p>	<p>The Chair (TP) drew Governor’s attention to the proposed 4% pay increase for Teachers, (unfunded) from September 2025. Discussions took place, with consideration of staff retention. A governor asked the School Finance Manager to confirm what was budgeted for Teacher pay increases and impact on budget moving forward? The School Finance Manager (SFM) was unable to confirm. Action08: SFM to confirm budgeted for staff pay increases. Decision – School Teachers’ Pay and Conditions Document was ratified by governors.</p> <p>Review and approve the <u>Financial Scheme of Delegation</u> The document outlines financial delegations. Decision – Financial Scheme of Delegation was ratified by governors.</p> <p>Finance Link Governor to consider the recommendations and checks the LA Schools Finance Team highlighted <u>Audit letter</u> The Finance Link Governor (PD) The Chair (TP) has reviewed the audit letter, and the SFM has provided comments. More work to be undertaken around procedures as outlines within the letter. To be discussed at FGB02.</p>	<p>SFM</p>
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>Policies to review and approve.</p> <p>Review Policy review cycle/scheme and ensure compliance. Policy Link Governor (TP) to work with Headteacher and JR, at reviewing the statutory policies for FGB02.</p> <p>Policies for approval</p> <ul style="list-style-type: none"> • Behaviour Policy Deferred to FGB02 • Admissions Policy Awaiting model policy from LA – deferred to FGB02. <p>The Headteacher mentioned to all Governors that there will be a policy drop, at the end of October 2025 therefore FGB02 will cover a Policy review – with all amendments to the policies highlighted in red with track changes. It was noted that the file management structure on Govhub of policies requires restructuring and housekeeping for ease of locating policies/documents moving forward.</p>	
<p>15.</p> <p>15.1</p>	<p>Health and Safety (H&S)</p> <p>School Fence Update The headteacher has received final approval from the Local Authority (LA) to cover the cost of the school fences, resulting in the school having enough funds/capital to purchase new computers.</p>	
<p>16.</p>	<p>Stakeholders</p> <p>Staff Survey feedback - Consider when to capture parent/staff/pupil voice and plan to receive feedback. Deferred to FGB02</p>	
<p>17.</p>	<p>Dates of future meetings*</p> <ul style="list-style-type: none"> • FGB02 - Monday 3rd November 2025 5.30pm (school) • FGB03 - Monday 8th December 2025 5.30pm (Virtual) • FGB04 - Monday 26th January 2026 5.30pm (school) • FGB05 - Monday 16th March 2026 5.30pm (school) • FGB06 - Monday 20th April 2026 5.30pm (Virtual) • FGB07 - Monday 18th May 2026 5.30pm (school) • FGB08 - Monday 29th June 2026 time tbc (school) 	
<p>18.</p>	<p>Consider impact of meeting*</p>	



	<p>Reflect on effectiveness and impact of governance from this meeting.</p> <ul style="list-style-type: none">• Welcomed two parent Governors to the governing body.• The Governing body successfully elected a Chair of Governors• Updates received on the recent Governor body resignation and current vacancies with process for recruitment of new Governors agreed.• Focused on FGB open actions, resulting in many actions being closed.• Ratified a large number of annual Governing body operating guidelines.• Distributed responsibilities and Link Governor roles• Headteacher verbal report included focus on SEF and Staff wellbeing and Mental Health discussed and considered.• Governors present a clearer understanding of the school strengths and areas of improvement.• Key priorities of school outlined with three (3) key focused areas of development.• Governors have learnt and understood data highlighting the impact and pupil outcomes.• Approved School Teacher’s Pay and Conditions document• Monitoring schedule agreed and adopting circle model of governance	
<p>19.</p>	<p>Any other business None</p>	

The meeting closed at 7.20pm.



Action Log

No.	Action	Owner	Timescale
Actions from meeting 23rd June 2025			
10.0	The Safeguarding Link Governor (JR) Chair and Headteacher will continue to develop the behaviour policy ready for it to be shared and ratified at the next FGB. 08.09.2025 - Ongoing	JR, Chair & Head	FGB02
12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter. 08.09.2025 – Ongoing	Chair	FGB02
13.0	Chair (TP) and Headteacher to complete PE and Sports Premium report by 31 July 2025 08.09.2025 - Completed New follow-on action created 08.09.2025. PE and Sports Premium report to be shared with Governors	Chair & Head	FGB02
Actions from today's meeting 8th September 2025			
5.2	Chair (TP), to follow up with potential candidate from Governors for schools for who had shown an interest and candidate from parent elections.	Chair	FGB02
7.9	All Governors agreed to complete their own skills audit via Govhub effectiveness function tool by FGB02.	All	FGB02
8.2	NW, in her role of GDPR Link Role Governor to share the GDPR Report at FGB02 (Agenda item under Governor business)	NW	FGB02
9.1	The headteacher to share the safeguarding annual report with the Chair (TP) and Safeguarding Link Governor (JR) to then be shared with Governors at next FGB (FGB02).	Head, Chair & V-Chair	FGB02
11.1	Clerk to add review impact of SEF as a standard Agenda item for Governors to review the SEF areas of development and status updates on strengths.	Clerk	FGB02
11.2	Clerk to add SDP discussions as a standard Agenda item for the Headteacher to provide an update to Governors	Clerk	FGB02
11.5	The Chair (TP) to adjust and finalise the Circle Model of Governance document based on discussions.	Chair	FGB02
13.2	SFM to confirm budgeted for staff pay increases.	SFM	FGB02



Future Agenda items

FGB02 3rd November 2025

- Governor Skills audit results
- GDPR Report – NW
- Review impact of SEF.
- 2024 – 2025 Data analysis
- Receive and consider reports from school leaders on key areas/improvement priorities including curriculum development.
- Financial procedures and checks as outlined in the LA Finance Team Audit letter.
- Statutory Policies, Behaviour Policy, and Admissions Policy
- Staff surveys