Minutes – Full Governing Body (FGB) meeting

Wednesday 29 April 2026 at 3.45pm

Attendees:
Governors: Lesley-Anne Avis (LAA) – Chair, Jackie Ferguson (JF) - part, Lee Poultney (LP), Jess Edgecombe (JEd), Gavin Morris (GM), Rob Dagley (RD), Tracy Perry (TP) and Lisa Fielder (LF)
Governance Professional / Clerk Janet Ellis (JE)
Guest teacher – Laura Richards (LR)

Homework Survey

LR briefed the FGB on the results of a recent homework survey which had been issued to parents/carers. She noted the mixed views on the content and 'systems' for administering homework and referred the FGB to the papers she 'tabled' at the meeting.

LR informed the FGB that she and Mrs Adams had worked on the survey and the proposed actions following the survey.

LAA asked what the cost for Spelling Shed was and LR stated there was no cost if used via a web browser and a charge of £1.99 for using the APP, she added that she was considering cancelling the use of this tool as it appeared parents, and therefore the children, were not getting adequate benefits. LR added that she had found an alternative tool to replace Spelling Shed.

The FGB discussed the use of Timetables Rockstars, noting that it was more effective within Key Stage 2 and LP commenting that the school were achieving good results within the inter-school ranks.

RD questioned the reasoning behind setting homework and asked if parents were capable of assisting children with homework set; LR reminded FGB it was to help consolidate learning and the homework set should be within a parents capability to assist.

LAA remarked that the FGB had to accept that some parents would not engage with homework, despite the efforts of the school and noted that expectations regarding homework should be discussed with parents, especially before a child started at the school.

LAA questioned the additional workload which the new homework systems might require; LR stated that in time workload should reduce once systems were established.

LR noted the new plan regarding 'Topic' homework was a whole school half yearly project, LP adding this may help families with more than one child at the school. The FGB agreed to trial the new approaches outlines for a year and then review the impact.

LR noted that Boom reader was the most successful of the APPS utilised with 64% of children logging reading. FGB noted that some parents/children may forget to log a read

and LR commented that a text reminder was sent to parents on a Friday, where no read had been logged during the week.

1. Welcome and apologies
LAA welcomed the FGB and introduced the new Governor, Miss Perry. The Governors introduced themselves to TP.

2. Declarations and Chairs Actions
There were no new declarations or Chairs Actions to report.

3. Governing Board matters

3.1 Member for Quality Committee member
The FGB discussed the need for another Governor to join this committee, it was agreed that this would be concluded in the new academic year.

3.2 Gavin Morris role
GM informed the FGB that he was resigning his role as a Governor at the end of this Summer term and thanked the FGB and school for his time with the school. He stated that he would hand-over his Safeguarding link role to the appointed Governor to ensure a smooth transition.

The FGB discussed options for the safeguarding role and it was agreed that TP would take the role.

3.3 Proposed changes of Governor roles
The FGB agreed that following an unsuccessful process to recruit a Parent Governor, they would like JEd to be appointed to the role of 'Proxy' Parent Governor.

The FGB agreed that as Cllr Kearsey did not have a candidate to put forward for the role of Local Authority (LA) Governor, they would like RD to be considered / appointed to the role. JE agreed to liaise with Cllr Kearsey about this appointment and follow up with her regarding visiting the school.

3.4 Governor link roles
After discussion, the FGB agreed that JEd would cover RE monitoring this term, TP would cover Music and LAA would cover Science. LAA volunteered to conduct the Music visit alongside TP, if she wished her to do so.

Actions

JE	Inform Cllr Kearsey of RD appointment and gain approval	May 26
JE	Ask Cllr Kearsey about visiting the school	Complete
JE	Inform Governor services of Parent Proxy / Local Authority roles	May 26
Govs	Visits on Music, RE and Science	Before end of term

4. Approval of the minutes and Matters Arising

4.1 FGB on 21st January 2026

The minutes from the FGB meeting on 21st January 2026 were approved and signed by LAA as Chair.

4.1.1 Matters arising
Climate change – LP noted he had not had the opportunity to progress further actions on creating a school plan. Action was c/fwd.

Laptops – LP noted that more than half of the new laptops had now been 'built' and the school would not be purchasing the ipads until after all laptops had been built to protect the warranty of the ipads. LAA thanked RD for his assistance with this project.

Website – LP stated that pages were currently being transferred to the new site and he hoped it would be live before half term.

Collaboration – LP noted that he would chase up a response from the Worcestershire Hills Trust (WHT) following the questions which had been submitted to them

4.2 Extraordinary FGB - 18 March 2026
The minutes from the FGB meeting on 18th March 2026 were approved and signed by LAA as Chair.

Actions

LP	Consider Climate change plan and actions required	Summer term
LP	Chase WHT for replies	May 26

5. School Update

LP referred the FGB to the previously issued reports (Heads, updated School Development Plan 2025/26, External SENd visit / Safeguarding and Trauma Informed Schools visit) and highlighted the following.

LP stated that he was pleased to report that after many months without a full complement of **Teaching Assistants** (TAs), the school had now recruited to fill all vacant roles.
JEd enquired whether there was anything the school could have done to prevent these loses and LP reassured the FGB that they were all for differing personal reasons.

LP added that lack of TA resource had had an impact on the schools ambitions for this academic year and it had also impacted on internal monitoring.

LP reported there were still issues relating to a server of lunches from CaterCater, the **Catering** company. LAA commented that hopefully the addition of TAs would help any associated lunchtime cover issues.

4.45 JF joined the meeting

LP reported that the **Nursery** numbers had improved and LF added that pre-school was now full and the school had a waiting list. LP added that Gemma Whitmore had been appointed as the new Nursery manager and was due to commence that role on 1st June. LP added that the school had also interviewed and offered an Apprenticeship role to work at the Nursery.

For the FGB's information LP stated that three places in Nursery equated to c. £26k of income so this was a strategically important appointment.

LAA noted that a separate strategic Nursery meeting was being planned.

LP commented on the positive **Special Educational Needs and Disability (SEND)** audit which had been conducted by Helen Harris from the LA.

LP informed the FGB that the school were exploring other options for support for **Behaviour issues** (in addition to utilising Perryfields PRU) and he had a meeting with Newbridge school in the near future.

JF enquired regarding the **Persistent Absence** figures and LP stated that there had been a reduction (from 11 to 8 pupils) and the school had instigated two fines to parents under the fining scheme.

LP remarked that there had been some e-safety concerns under **Safeguarding** this term, he reassured the FGB that the filtering system was working well and therefore concerns had been addressed quickly by Mrs Organ.

JEd asked how quickly information / alerts were provided to the school and LP stated that the school was made aware of any breaches within an hour.

RD asked who provided the filtering and monitoring system and whether the service applied to any device; LP stated Smoothwall, via Chestnut IT services provided the filtering and monitoring service and it applied to any device on the network.

LP reminded the FGB that the school were now using the Seasaw APP which had helped to reduce **teacher workload**, LAA added that the APP would be demonstrated at the next FGB meeting and LP nominated LF to do this.

LP informed the FGB that the School Improvement Advisor's (SIA) next visit to the school would focus on **Assessment strategies**, **Oracy** required more internal training and he hoped it could be further embedded into the plan for English; there had not been progress on the plans regarding **food** due to the national consultation being currently in progress and he was pleased to report that **Trauma informed practice** was having a positive impact on suspensions.

Actions

LF	Demonstrate Seasaw at July FGB meeting	July

6. Governing Monitoring

LAA stated that monitoring had been discussed at Quality committee and it had been noted that not all planned monitoring had taken place due to several factors including teacher availability and loss of Governors. She recommended the use of Pupil voice in all visits (where possible) and LP agreed to brief staff of this requirement for future visits, noting that a cross section of pupils were always used when Pupil voice was conducted.

LAA also reminded FGB of the importance of the pre-visit form, which should be completed before all monitoring visits.

JEd noted she had a planned SENd visit coming up and LP suggested RD complete his computing visit once the new ipads were in operation, which was agreed.

Actions

LP	Brief staff on Pupil voice requirements in monitoring	May 26

7. Finance and Premises committee update

JF provided a brief update on the last Finance and Premises committee meeting, thanking the school team for their efforts on managing the 2025-26 budget. The FGB then discussed the 2026-27 budget proposal, noting the high (but necessary) staff to overall expenditure ratio.

The FGB discussed the change in expenditure to the budget since the last Finance and Premises committee meeting and agreed that the appointment of an Apprentice for the Nursery was a strategic appointment which would allow the Nursery and therefore hopefully the school to expand. LF stated that the incoming staff member was already Level 2 Early Years qualified and would work towards a Level 3 qualification whilst at the Nursery.

LAA noted that she had received the accompanying budget documents from Mrs Pearce (Finance officer) but had some issues accessing the information, LP agreed to follow this up on 30th April.

The FGB unanimously agreed the 2026-27 budget and LP agreed to inform Mrs Pearce of this so the budget could be submitted to the LA by the 1st May deadline.

Actions

LP	Liaise with Mrs Pearce ref 26-27 budget requirements	30 April

17.30 LF left the meeting

8. Quality Committee update

LAA provided a briefing from the recent meeting, noting that monitoring had already been discussed under a separate agenda item. She commented on the positive data results despite the lack of TA support and the use of Seasaw which had replaced Floor books and reduced teacher workload.

JF challenged whether using Seasaw prevented pupil opportunities for writing, but LP reassured her that this was predominantly an APP for teachers, not pupils.

LAA explained that a brief annual SENd review would take place at the July FGB meeting and JEd agreed to liaise with Mrs Adams regarding this presentation, which would be by both Mrs Adams and JEd.

LAA informed the FGB that the committee had discussed the effectiveness of the current Home-School agreement between the school and parents/carers and had decided that a new partnership agreement would be more useful. JEd commented that this required signing each year by all parents and the FGB agreed to LAA taking this action forward on their behalf so that an Agreement could be produced in time to be issued for the September 2026 new starter packs.

Actions

JEd	Liaise with Mrs Adams ref presenting a joint SENd review at FGB	May 26
LAA/LP	Produce final Partnership Agreement	End May 26

17.40 JF left the meeting

10. Policies

JE explained that the Fairness and Dignity policy was referred to within the Grievance Resolution policy from the LA; and after discussion as to its utilisation, FGB agreed not to include it within their list of policies, but agreed to use if required.

11. Next Meetings

Quality Committee – agreed as Wednesday 8th July at 4pm (LAA to attend online)
FGB – agreed as Tuesday 14th July at 3.30pm