



# Minutes – Full Governing Body (FGB) meeting

Tuesday 23 September 2025 at 3.45pm

## Attendees:

Governors: Jackie Ferguson (JF), Lee Poultney (LP), Jess Edgecombe (JEd), Alison James (AJ), Lesley-Anne Avis (LAA) and Lisa Fielder (LF)  
Clerk: Janet Ellis (JE)

## 1. Welcome and apologies

JF welcomed the FGB. There were apologies from Jess Booth (JB), Ruth Piercy (RP), Gavin Morris (GM) and Dee Hope (DH), which were accepted.

## 2. Declarations and Chairs Actions

There were no declarations or Chairs Actions to report.

## 3. Governing Board matters

### 3.1 Election of new Chair

JE reminded the FGB that Mrs Ferguson was stepping down as Chair and LAA had stated her intention to stand for Chair; she confirmed that no other candidates had been offered via email but asked those present if they wanted to stand. As there were no further candidates, LAA left the room and the remaining Board voted and unanimously agreed that LAA would act as Chair for coming academic year.

### 3.2 Election of Vice Chair

LAA reminded the Board that JF had stated her intention to stand as Vice Chair and JE confirmed no other Governors had signalled their intention to stand, she asked if anyone present wanted to stand and as there were no further candidates, JF left the room and the remaining Board voted and unanimously agreed that JF would act as Vice Chair for the coming academic year.

### 3.3 Governor resignation

JF informed the Board that DH was resigning her position as at 25<sup>th</sup> September 2025 and thanked her for her service on the Board. JE confirmed that DH was a parent Governor and therefore an election process was necessary, she added that if no candidates came forward the FGB could, with Governor agreement, move an existing Co-opted Governor (who were also a parent) into the Parent role.

### 3.4 New potential co-opted Governor

LAA tabled an application from for Mr Rob Dagley for the FGB's consideration, stating that she knew him personally, as did AJ and she recommended his appointment to the Board as he possessed excellent skills including problem solving and he was level headed, personable and wanted to give back to the community by way of involvement with school governance. The FGB debated his application and unanimously agreed to co-opt him onto the FGB. LAA stated that she would inform Mr Dagley of this decision and JE commented that she would begin his induction process, which would include the DBS check process by the school.

## Actions

JE	Manage parent election process with Mrs Peden	Sept/Oct 25
JE	Make necessary administrative changes for Mrs Hope	Sept 25
LAA	Inform Mr Dagley of Co-opted Governor role	24 Sept 25

#### 4. Approval of the minutes and Matters Arising

##### 4.1 Approval

The normal and confidential minutes from the FGB meeting on 9<sup>th</sup> July 2025 were approved and signed by LAA as Chair.

##### 3.2 Matters arising

Defibrillator – training has now taken place.

Website meeting – has taken place between LAA and JB, LAA stated she would follow actions up with JB.

School Newsletter Governor article – was completed.

Staff biographies on the website – JEd is leading on this and has identified a number of queries for the IT provider Chestnut. These have not yet been answered and the FGB agreed that JB needs to link in with JEd with regards to any queries regarding website capability; JE agreed to brief JB on this.

Staff info for newsletter – JEd suggested a Q+A format for staff news and LP suggested that the school council be asked to provide five questions which staff could answer to be published in the newsletter; both suggestions were agreed.

Answer machine – LP stated that the school would be moving over to 'VOIP' phones and this would solve the answer machine message issue; he added that in time this would be a cost reduction for the school.

KO Sports – LF explained that Sprint Active would take over from KO after October half term. JF volunteered to run an after school club for netball and agreed to liaise with Ms Langford regarding this.

Climate change – LAA remarked that she had updated the form and would send to LP, adding that recycling at the school needed to be an action.

#### Actions

JE	Inform JB of JE'd involvement with website potential amends	Complete
LP	School newsletter Q+A with staff	From Sept 25
JF	Set up Netball club	Autumn 25
LAA	Send climate change info to LP	Sept

#### 5. Code of conduct

This was unanimously agreed by the FGB.

#### 6. Governance arrangements

The following was agreed after discussion:

##### Quality Committee

Chair - LAA

Members – LP, JEd and RP

##### Finance and Premises Committee

Chair - AJ

Members – JF, LP, LAA

### **Pay Committee**

Chair - JF

Members – LAA, AJ and LP in an advisory capacity

### **Heads Performance review**

Chair - JF

Members – LAA and AJ

### **Link Governors (statutory roles)**

Safeguarding and Prevent – GM

Special Educational Needs and Disability (SEND) – AJ

Health and safety – JF

Website - JB

### **Subject monitoring roles**

Maths – JF

English – LAA

Computing RD (tbc)

PE – JF

History – LAA

Science – JEd

RE – JEd

Music – JB

LP reminded the FGB that ideally Governors would perform three monitoring visits per academic year, one per term, he added that a minimum of two visits was acceptable and asked that the first visit took place in the Autumn term.

## **7. Policies**

### **7.1 - Child protection and safeguarding policy**

This was unanimously agreed subject to the minor grammatical amends which had been provided to LP before the FGB meeting.

### **7.2 Behaviour and relationships policy**

This was unanimously agreed and JEd noted the excellent work by Mrs Organ on this policy.

### **7.3 Anti-Bullying policy**

This was unanimously agreed subject to the minor grammatical amends which had been provided to LP before the FGB meeting.

### **7.4 Attendance (and absence policy)**

JF commented on the numerous absence codes which were included in this policy, LP explained that the school tended to only have to use a limited number of these codes (5-6) and he added that at the moment attendance was a little over the national average (0.2% over).

This policy was unanimously agreed subject to the minor grammatical amends which had been provided to LP before the FGB meeting.

### **7.5 Children with health needs who cannot attend school**

It was noted that LAA had sent some minor queries to LP which have now been answered via email and did not change the substance of this policy. The policy was unanimously

agreed subject to the amends from the email correspondence (e.g. school nurse being changed to 'suitably qualified professional').

#### 7.6 Grievance resolution policy

LP reminded the FGB that this was a Local Authority (LA) policy which was negotiated and agreed with Trade unions, therefore the school had limited scope to make amends; he reassured Governors that in the event of needing to use this policy he would be guided by HR professionals from the LA.

The FGB noted their concerns with some of the discrepancies with this policy but agreed to approve it but with the caveat that county HR must take responsibility for any issues that arise by using a policy which has imperfections.

LAA agreed to forward her detailed comments on this policy to LP, so that he could share the FGB's concerns and comments.

#### 7.7 Allegations of Abuse against Teachers and other Staff Policy

JF enquired what the 'chs business process' was and LP explained it was how the school notified the Local Authority Designated Office (LADO) of issues; she also asked if staff were aware of this policy and LP stated that when / if required, staff would be guided to this policy.

LAA asked what the Access centre was and LP stated that was now the LADO; she also enquired whether the school had a low-levels concerns policy and LP remarked that they did but it was not published on the website.

#### 7.8 BFS Staff Code of Conduct / Guide to behaviour

This policy was unanimously agreed.

#### Actions

LAA Share comments on Grievance resolution policy with LP

Sept

4.50 JEd left the meeting

### 8. Opal play scheme

LF briefed the FGB on the information required for the final assessment for Opal, adding that there were several actions required under leadership policy and communication, which included job role information for curriculum leader and play co-ordinator. The FGB discussed these final audit requirements in terms of their suitability within a smaller school and JF agreed to contact Rachel Murray at Opal to ascertain what was required.

LF also commented that the school would be awarded either bronze, silver or gold after their assessment at the end of November. LP reminded FGB that Ms Langford was now the PE lead, although LF remained as the lead for Opal.

#### Actions

JF Liaise with Opal ref requirement for final audit

Sept 25

### 9. School Development Plan (SDP) 25-26

LP referred FGB to the previously issued draft SDP and commented that the headings for the SDP may change in the future in light of the Ofsted changes which were being implemented.

Within Quality of education, he reminded FGB that Writing was a key focus this year within Early Years and the whole school and the school would use the Department of Education

(DfE) new guidance on this subject. With regards to Assessment, LP highlighted that the school needed to increase the consistency of how assessment was utilised.

Under 'Personal Development, Behaviour & Attitudes', LP commented that one focus was on attendance of SEND pupils with the objective of increasing attendance; he encouraged AJ to discuss SEND attendance at her governor monitoring sessions.

Within 'Leadership and Management', the FGB discussed collaboration, LP reminding FGB that the previous White paper by the Government had stipulated that all schools would be part of an Academy by 2030, however this requirement was likely to change but he encouraged the FGB to consider the schools options with regards to either formal or more informal collaboration.

See confidential minutes also

#### **10. AOB – Nursery**

LAA asked LP for a brief update on the new Nursery and LP explained there were four children at the moment but hopefully by the Summer this would be c.nine children. He informed the FGB that the school were considering whether extra staff would be required and when and commented that staff would need to be flexible to accommodate variable demand on different days.

5.29 LF left the meeting