

P R E S E N T :-

Emma Postlethwaite (in the Chair)

Luke Howard, Alison Hughes, Helen Littlefield, Owen Southgate, Rebecca Walker and Frances Ward.

Also in attendance: Observing Bethany Johnson and Barry Carpus.

Clerk to the Governing Board – Toni Massey

4086 **APOLOGIES**

Apologies for absence were received from Alex Benn and Pippa Williams.

4087 **CONSENT FOR ABSENCE**

a) RESOLVED: that consent be given to Alex Benn and Pippa Williams for their absence from this meeting.

4088 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: a) that safeguarding report from Frances Ward be raised under any other urgent business;

b) that Special Educational Needs and or Disabilities be raised under any other urgent business.

4089 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received against any item on the agenda.

4090 **PECUNIARY AND BUSINESS INTERESTS**

The Annual Declaration of Pecuniary and Business Interests was circulated to governors prior to the meeting. The Clerk confirmed those declarations that were outstanding.

RESOLVED: a) that the Declaration of Pecuniary and Business Interests be completed;

b) that the Register of Pecuniary Interests be reviewed and updated.

4091 **MEMBERSHIP**

The Clerk circulated the membership details held as part of the meeting and governors were asked to confirm as accurate. Any changes advised would be updated by the Clerk and governors were reminded that any additional changes could be made via HERE for Schools. It was discussed that Emma Postlethwaite would be appointed as a Co-opted governor leaving a Parent governor vacancy as

it was felt a Parent governor vacancy was easier to appoint. The school would advertise to look for new parent governors.

- RESOLVED:
- a) that governors were asked to consult the membership details held and update their details if any changes were to be made;
 - b) that the Clerk update any changes to governor membership details;
 - c) that governors acknowledged there were two Co-opted governor vacancies on the governing board;
 - d) that governors acknowledged there was one Parent governor vacancy on the governing board;
 - e) that the resignation of Chris Wright on 4 November 2025 as a Parent governor be noted;
 - f) that the resignation of Owen Southgate on 30 November 2025 as a co-opted governor be noted;
 - g) that Barry Carpus be appointed as a Co-opted governor for a four year term;
 - h) that Bethany Johnson be appointed as a Co-opted governor for a four year term;
 - i) that Emma Postlethwaite be appointed as a Co-opted governor for a four year.

The Chair thanked Owen Southgate for their time and commitment.

4092 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

Governors reviewed the terms of reference, including membership, financial delegation and staffing responsibilities. The following was updated;

Curriculum and Standards Committee

Barry Carpus, Alison Hughes, Bethany Johnson, Helen Littlefield, Emma Postlethwaite, Frances Ward and Pippa Williams.

Finance, General Purposes and Personnel Committee

Luke Howard, Alison Hughes, Emma Postlethwaite, Rebecca Walker, Frances Ward and Pippa Williams.

Health and Safety Committee

Alex Benn, Luke Howard, Barry Carpus, Rebecca Walker, Frances Ward and Pippa Williams.

- RESOLVED:
- a) that the changes to the terms of reference be approved;
 - b) that the Clerk would circulate the revised terms of reference for each committee to the governing board.

4093 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

It was discussed that with new governors joining and potentially new Parent governors in the spring term 2026, the revision of special responsibilities be deferred to be reviewed in the spring term 2026 governing board meeting.

- RESOLVED:
- a) that Alex Benn be elected as Educational Visits, Service Forces Representative and Pupil Premium governor;
 - b) that Barry Carpus be elected as an ICT governor;
 - c) that Bethany Johnson be elected as an English governor.
 - d) that Alison Hughes be elected as an Early Years Foundation Stage and Science governor;
 - e) that Emma Postlethwaite be elected as an Art, Music and Personal, Social, Health and Education governor;
 - f) that Frances Ward be elected as a mathematics, SEND and Safeguarding governor;
 - g) that Pippa Williams be elected as a Wellbeing and Mindfulness governor;
 - h) that the revision of special responsibilities be deferred to spring 2026 term.

4094 MINUTES

RESOLVED: that the minutes of the meeting held on 17 June 2025 be confirmed and signed by the Chair.

4095 MATTERS ARISING FROM THE MINUTES

RESOLVED: that there were no matters arising from the minutes.

4096 GOVERNOR ACTIONS

RESOLVED: that all governor actions had been completed.

4097 COMMITTEE MINUTES

There was a discussion regarding the new governors on the board. Governors were encouraged to complete their governor link visits before the committee meetings and to share their ideas. They were also encouraged to familiarise themselves with the classes by reviewing the curriculum maps. The Headteacher suggested 4 February 2026 as a date for governors to visit when school staff would be meeting. A governor proposed sharing the curriculum maps with the new governors. It was noted that the Finance Committee would hold its meeting on 2 December 2025.

- RESOLVED:
- a) that the minutes of the meeting of the Curriculum Committee held on 21 October 2025 be received;
 - b) that the minutes of the meeting of the Health, Safety and Wellbeing Committee held on 22 October 2025 be received.

4098 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following highlighted:

The Headteacher had included extracts from the newsletters, which showed the schools enrichments, showcasing the fantastic things that were happening, celebrating what's going on in school. The Headteacher had suggested repeating the activities in the diary for the coming years. The newsletter was seen to produce the class updates for parents and summaries from the staff.

There had been positive feedback from the newsletters, it was immediate feedback from parents, it felt that it had been prioritised and shared.

Challenge: It was asked what feedback had been received from the 'Meet the Teacher' days?

Response: The Headteacher, who joined in the summer term 2025, reported that parents had provided retrospective feedback and expressed a desire for clearer information about what was happening. The Headteacher shared curriculum maps for the year, and parents were able to speak with teachers. Attendance was lower than expected, although it was noted that not all parents are able to attend immediately after school. The Headteacher had also been streamlining the school website to ensure key information was available, such as the school timetable, dinner menus, and other essential details.

The admissions figure for pupils leaving the school appeared high, however, it was explained that pupils transferring to another school might not be claimed on their new school roll for a few days, which leaves them temporarily on roll at Bubwith Primary School until they were claimed by the new school. One pupil was recorded as electively home educated after attending for the first few weeks of the autumn 2025 term. Attendance looked positive and higher than national.

Challenge: Governors asked for the reason the number of persistent absentees appeared high?

Response: It was discussed that if a pupil missed a week for a holiday, the attendance data could appear misleading until it adjusted. Overall, the figures were similar to previous years. Some pupils had been difficult to get into school, and pastoral care was offered to those families. Significant time and effort had been required to collect these pupils. The figures showed no difference in attendance between pupils aged four and those of compulsory school age; all had been attending. Recruitment of an administration assistant had been challenging. An applicant was lost the week before the autumn 2025 term started. A new appointment had been made, but the recruitment process had taken time.

It was noted that Active8 continued to provide high-quality sports coaching, which had been a positive and proactive change.

Challenge: It was asked what the process was for bringing the pupils into school, who did it?

Response: The support staff would bring the pupils in.

Challenge: Was it due to parents not bringing pupils in or pupils refusing to come to school?

Response: It was a mixture, in most cases, parents made the decision not to bring pupils into school. This occurred as frequently as a few days a week or once a week, requiring staff to gather pupils.

Challenge: The Headteacher's report had a different table for Standard Assessment Tests (SATs) results compared to the one shared in the committee. Which table was correct?

Response: The results on the committee table represented combined results.

RESOLVED: that the report of the Headteacher be received.

4099 **SCHOOL DEVELOPMENT PLAN 2025/2026**

The Headteacher noted that there were three-year objectives in place, with a focus on a couple of subjects each year to manage curriculum changes. Staff were assigned specific subjects: English was led by the Headteacher, Maths by Helen Littlefield (teacher), Art by Debbie Michael (teacher), and Physical Education by Amelia Shimells (teacher). This approach had created a manageable rota for curriculum development.

It was acknowledged that subjects might change over time; for example, new guidance for Religious Education was expected in the coming years, so there was no emphasis on developing this subject in the current year. The focus remained on reading rather than writing, as a new writing framework was due to be introduced.

Challenge: Had the School Development Plan (SDP) reflected what the governors would like to see?

Response: A governor commented that governors had previously taken a monitoring role regarding the SDP. It was noted that the SDP would be updated to show which governor committee each area related to.

Challenge: Since starting as Headteacher, the school had been advertised and promoted, but this was not shown on the SDP. Would it not need to reflect how the school was being made sustainable?

Response: The Headteacher explained that they had not wanted to cause concern among parents but agreed that the SDP could show the school's successes and actions taken to enhance its profile.

Challenge: It was asked how success was measured on the School Development Plan (SDP)?

Response: Success was measured through the documents produced, such as the medium-term plans, and by reviewing pastoral provision and softer data. The Headteacher stated that measurable outcomes could be added to the plan.

The open day at the school had been positive. The Headteacher outlined engagement plans with the church, leisure centre, and playgroups. The school hosted 'Open the Book' visits once a month to deliver assemblies, and the vicar from the church had delivered an assembly. Treehouse Nursery was invited to the Christmas services. The school was arranging school road signs and planned to explore wider marketing strategies.

Challenge: Had the school looked at links with the Parish Council?

Response: It was noted that Barry Carpus was on the Parish Council and would be a good link for the school.

Challenge: Had all governors seen the new school logo?

Response: The logo had been circulated. It was commented that it might contain too much green and may not be colourblind friendly. The Headteacher explained that the green background was the most suitable for dyslexic pupils. Over time, the school would look to introduce the new logo on uniforms, but there was no rush as the school wanted to keep costs down for parents. The Headteacher expressed a desire to relaunch marketing once everything was in place and ready to showcase.

Currently the school did not know the intake of pupils for September 2026, a rough idea would be available in April 2026.

RESOLVED: that the School Development Plan 2025/2026 be approved.

4100 SELF-EVALUATION FORM

There was no change to the current self-evaluation. The Headteacher commented that they had not been in post long enough to make significant changes but intended to revisit the self-evaluation in September 2026. It was noted that, as Ofsted was not expected to visit for another two years, the Headteacher had time to re-evaluate and plan for the future.

RESOLVED: that the Self-Evaluation Form be received.

4101 PUPIL PREMIUM STRATEGY

RESOLVED: that the Pupil Premium Strategy be approved prior to publication on the school website.

4102 SPORTS PREMIUM PLAN

The Headteacher noted that the data had been presented in a new format, and a new form had been prepared and shared.

RESOLVED: that the Sports Premium Plan update be approved.

4103 SCHOOL FINANCIAL VALUE STANDARD

The governors all approved the School Financial Value Standard (SFVS).

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

4104 CYCLE TO WORK SCHEME

RESOLVED: that the Cycle to Work Scheme would not be adopted.

4105 FAMILY FRIENDLY RIGHTS POLICIES

RESOLVED: a) that the following family friendly rights policies be approved and adopted:

- i. Adoption Pay and Leave Policy and Procedure;
- ii. Adoption Pay and Leave Policy and Procedure (School Based and Centrally Employed Teaching Staff);
- iii. Maternity Pay and Leave Policy and Procedure;
- iv. Maternity Pay and Leave Policy and Procedure (School Based and Centrally Employed Teaching Staff);
- v. Ordinary Parental Leave Policy and Procedure;
- vi. Paternity/Maternity Support Leave Policy and Procedure;
- vii. Shared Parental Leave Policy and Procedure.

b) that the Headteacher notify staff of the adoption of these policies.

4106 INJURY ALLOWANCE SCHEME

RESOLVED: that the Injury Allowance Scheme would be deferred to the spring 2026 full governing board meeting.

4107 **PROBATIONARY POLICY - SCHOOLS**

RESOLVED: a) that the Probationary Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

4108 **SUSTAINABLE EXCEPTIONAL PERFORMANCE POLICY**

RESOLVED: that the Sustainable Exceptional Performance Policy be received.

4109 **TIME OFF FOR PUBLIC DUTIES POLICY**

RESOLVED: a) that the full Time Off for Public Duties Policy be sent to governors;
b) that the Time Off for Public Duties Policy be deferred to the spring 2026 full governing board meeting.

4110 **SCHOOL POLICIES**

The following school policies were reviewed by governors:

Equality Policy with 2024-25 update

It was noted to amend the chair of governors on this policy to show Co-Chairs Luke Howard and Emma Postlethwaite.

Model Health and Safety Policy and Arrangements 2025-26

This was inline the Local Authority suggestions.

Safeguarding Policy 2025-26

This was inline the Local Authority suggestions.

Staff Code of Conduct 2025-2026

It was noted that there was a governor's code of conduct in place and that a code of conduct for parents and visitors to the site should also be developed. The Headteacher confirmed that this would be created.

Challenge: How would the school get parents to sign up to the parent's code of conduct?

Response: It was agreed that the code of conduct would be presented as an agreement on the school website, rather than requiring parents to opt in.

Whistleblowing Guidance 2025-26

The document was made available in the staffroom to ensure that all staff were aware of its presence and had the opportunity to read it.

RESOLVED: a) that the following school policies were approved and adopted:
i. Equality Policy with 2024-25 update;

- ii. Model Health and Safety Policy and Arrangements 2025-26;
- iii. Safeguarding Policy 2025-26;
- iv. Staff Code of Conduct 2025-2026;
- v. Whistleblowing Guidance 2025-26;

b) that the Headteacher notify staff of the adoption of these policies.

4111 **KEEPING CHILDREN SAFE IN EDUCATION 2025**

It was noted that some governors safeguarding training may have expired. The Headteacher was updating the Single Central Record to ensure it was current. Frances Ward's safer recruitment training was identified as requiring renewal in 2026.

RESOLVED: that governors confirmed they had received and read at least Part Two of the revised statutory guidance.

4112 **GOVERNOR VISITS**

The following governor visits had taken place:

- Emma Postlethwaite and Pippa Williams – 24 October 2025.

It was commented by Emma Postlethwaite that they had a great visit with key stage two to the theatre.

RESOLVED: that the governor visit reports be received.

4113 **GOVERNOR TRAINING AND DEVELOPMENT**

The new governors would be booked onto induction training. The Headteacher had previously mentioned reviewing who required safeguarding training. The Headteacher would deliver training to staff, and governors would be able to join. Alternatively, Teams training could be organised for later in an evening.

Alison Hughes had attended the termly governor briefing. The main message from the meeting was that staff supervising pupils while eating must be paediatric first aid trained, and adults must face the Early Years Foundation Stage pupils during mealtimes. Any snack consumed in the classroom could not be taken outside by pupils.

Challenge: Was there any training that governors could do on the Child Protection Online Monitoring System (CPOMS)?

Response: It was noted that most governors would not require CPOMS training. However, the Headteacher stated that CPOMS online training would be available for governors to review and would be included as part of safeguarding training.

RESOLVED: that all governors were provided with links to governor training on HERE for Schools and the NGA Learning Link.

4114 **SAFEGUARDING REPORT**

Frances Ward provided a safeguarding report update in her role as the safeguarding link governor. It was confirmed that following any meeting with the Headteacher, notes would be emailed to the Headteacher and not taken home or retained by Frances Ward. It was reiterated that the correct safeguarding processes

were being followed. The grounds and playground were noted to provide a safe environment for pupils.

RESOLVED: that the safeguarding update be received.

4115 SPECIAL EDUCATION NEEDS AND/OR DISABILITIES (SEND) UPDATE

Frances Ward provided a SEND update in her role as governor. The discussion included the pros and cons of accommodating an electric wheelchair within the school and playground areas. Consideration was also given to refurbishing the current boys toilet and installing a disabled toilet with a changing facility.

It was noted that there was a pupil with complex needs and the school was exploring the involvement of external agencies to deliver staff training. This training would not only benefit the individual pupil but also support others within the school.

RESOLVED: that the SEND update be received.

4116 REVIEW OF ACTIONS

RESOLVED: that the Review of Actions be confirmed and circulated to governors following the meeting.

4117 FUTURE MEETINGS

RESOLVED: that future meetings be held on the following dates:

Tuesday 17 March 2026 at 6.30pm;
Tuesday 30 June 2026 at 6.30pm.

NOTE: Barry Carpus, Bethany Johnson and Helen Littlefield left the meeting at this point.

Chair's Signature – 17 March 2026