



**Minutes of the Governing Board Meeting
held on Saturday 7th June 2025 at school**

Present:

Parent Governor (2): Leena Clark, Kirsty Largent

LA Governor (1): Karol Freeman

HT and Staff Governor (2): Sarah Gray (HT), Sarah Stewart (staff)

Foundation Governors (8):

DBE Appointed (2): Julia Hughes, David Laird

Ex Officio (1):

PCC Appointed (5): Linda Slim (Chair 01.10.24), Steve Hill (Vice Chair 01.10.24) 1 vacancy

Co-Opted Governor (1): Sarah Morris

Associate Governors: Lu Farr-Smith

In attendance: Tracey Middleton, Clerk to Governors, Laura Zimet, Deputy Headteacher

Absent:

PCC Appointed: David White, Kat Worth

Ex Officio (1): Revd Jonathan Gordon

Associate Governors: Phil Anderson, Larry Eaton

Documentation circulated in advance by the clerk:

Procurement. Anaphylaxis training and advice, DfE ERG, DfE Working together guidance, cgiuki-comp-framework-24pp-rgb.pdf, LEA governance guides – SEN, DfE estates mgt guidance, DfE exclusion data, Martin's Law seminar, DfE Pupil premium and recovery premium evaluation March 2025, RISE, Emerging risk radar, Trustee Identity verification, National College Certificate in managing parental complaints, Guidance on novel, contentious and repercussive transactions, Guidance School capital funding, Compare school and college performance in England, DfE Attendance, DfE accounting letter March 25, DfE analysis and research: school attendance, NGA Exclusion webinar, HfL RSHE training for governors, Employment law updated WS, Guidance Special educational needs (SEN) and disabilities: guidance for school governing boards Updated 3 February 2025; Equality Act 2010 and disabled pupils: A guide for governors and trustees January 2025

SignedDated:

The core functions of the governing body are as set out in (regulation 6) and include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors must, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties
- The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Documentation circulated in advance:

St Mary's CoE Primary School, Northch... > 1. Full Governing Board Meeti... > 2024... > 4. 07.06.2... ▾ + Add 🔍				
Name		Last Modified	Visible to ?	
<i>Pinned items</i>				
 St Marys CoE Primary Strategic Away Day Agenda 07.06.25		 Linda Slim 2 days ago	Full Governing Board	⋮
 St Marys CoE Primary School FGB Agenda 07.06.25		 Linda Slim 11 days ago	Full Governing Board	⋮
 3. Confirmations-Summary-St Mary's CoE Primary School, Northchurch		 Tracey Middleton about 1 month ago	Full Governing Board	⋮
 3. Register-of-interests-St Mary's CoE Primary School, Northchurch		 Tracey Middleton about 1 month ago	Full Governing Board	⋮
 6. Draft minutes 25.02		 Tracey Middleton 5 days ago	Full Governing Board	⋮
 7. Draft minutes 06.03		 Tracey Middleton 5 days ago	Full Governing Board	⋮
 8. Minutes of FGB Budget Approval 20.05.2025		 Steve Hill 4 days ago	Full Governing Board	⋮
 10. Ethos Committee March 2025 mtg note		 Linda Slim 7 days ago	Full Governing Board	⋮
 10. Link Visit Report 2024-25 - Science		 Steve Hill 4 days ago	Full Governing Board	⋮
 10. Minutes - Resources Premises Committee - 20.05.2025 v1		 Steve Hill 4 days ago	Full Governing Board	⋮

SignedDated:

 10. Premises Health Safety Inspection Minutes 20.05.2025 v1		 Steve Hill 4 days ago	Full Governing Board	
 10. Termly Safeguarding Report to Governors Summer 2025		 Leena Clark 5 days ago	Full Governing Board	
 11. Headteacher's report to the Governing Body June 2025 FINAL.docx		 Sarah Gray 6 days ago	Full Governing Board	
 12. 250508-EA-916-SEA summer visit report		 Linda Slim 24 days ago	Full Governing Board	
 12. SIP_SEF 2024-25		 Linda Slim 2 days ago	Full Governing Board	
 12. School Improvement Plan		 Linda Slim 2 days ago	Full Governing Board	
 13. FGB Meeting Dates		 Linda Slim 7 days ago	Full Governing Board	
 13. Training-StMarysPrimarySchool		 Tracey Middleton about 1 month ago	Full Governing Board	
 14. PM011 Code of Conduct (Employees) (March 2025)		 Linda Slim about 1 month ago	Full Governing Board	
 Anaphylaxis HCC		 Tracey Middleton 26 days ago	Full Governing Board	
 Leadership briefing HFL summer		 Tracey Middleton 17 days ago	Full Governing Board	
 Meetings-StMarysPrimarySchool		 Tracey Middleton about 19 hours ago	Full Governing Board	

Meeting opened at: 10.00

1 Welcome and prayer:

1. The meeting was opened with a prayer.
2. The Chair welcomed colleagues to the meeting.
3. The Chair noted that the meeting was quorate.
4. S Hill current term of office ends on 14/07/2025

2 To receive apologies for absence and to consider approving any absences:

1. Colleagues were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the Board whether to approve an absence. Governors/Trustees are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites
2. Apologies received and absence accepted from David White, Kat Worth; Revd Jonathan Gordon, Phil Anderson and Larry Eaton.

SignedDated:

3 Confidentiality and to declare any Conflict of Interest from any items on the agenda and confirm if any new declarations require adding to the register:

1. Colleagues were reminded that if a governor/trustee, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors/trustees to declare a conflict and voluntarily withdraw and not for another governor/trustee to instruct withdrawal.
2. None declared.
3. Colleagues were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website and alert the governance professional and Chair of any updates.
4. None declared.
5. Colleagues were reminded that if any colleague has received any gifts or hospitality, it should be recorded on the statutory register.
6. None declared.

4 To consider notification of any items for AOB:

1. None.

5 School Presentation - Continuous provision in Year 1

LZ introduced the presentation circulated in advance of the meeting. Further discussion and questions elicited that:

1. What are the barriers you anticipate? Answer - Resources, staff training, staff ratios, outside learning and focus group organization.
2. Governors agreed that the outside area is a lovely space and development of the quiet garden will enhance the environment.
3. "The Shed" will be approached for furniture and the capital account is available to invest in the environment.
4. The transition arrangements into reception were outlined.
5. Communication with parents has been addressed using Google Classroom and supporting parents to access this.
6. Governors welcomed the sharing of good practice with local schools.
7. Question – Can parent volunteers be used help the area? This can be reviewed.
8. Question – Regarding the continuous provision model, how long do you see this lasting? Answer - : Summer 1 and use Summer 2 to learn the objectives. Book scrutinies demonstrate that the children are progressing as expected and becoming independent learners. The outcomes are encouraging. The teacher focus allows for modelling and some children will work independently and extend their learning.

SignedDated:

9. Question – how will success be tracked? Answer - This will be evidenced in monitoring such as small group work and book scrutinies and formal assessment and outcomes.
10. Question – Will SEMH be addressed? Answer - Yes and this will be continually monitored.
11. Question – Will challenge and stretch be in place? Answer - Yes this is part of quality first teaching and regularly demonstrated.
12. Question – Are there any other local schools with this sort of approach? Answer - We are working with local schools and developing the provision
13. The daily routines were explained in line with the skills being developed. Collective worship and celebration assemblies are included in the planning
14. Thanks were extended to the presenter and it was agreed that at the end of next academic year a presentation is given to reflect on progress and impact

The Board noted the update

Appoint Associate Member:

1. The Board appointed Larry Eaton as Associate member linked to Ethos Committee from 07.06.2025-06.06.2029
2. **ACTION: Databases, Subscriptions and website to be updated accordingly**

SG

To elect Vice Chair:

1. Leena Clark was elected as Vice Chair for the remaining academic year
2. **ACTION: Databases and website to be updated accordingly**

SG

6 To agree minutes of the last meetings: (previously circulated):

1. The agree the minutes of the meeting dated **25 February 2025 which** were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair **ACTION: To be added to the school files.**
2. It was noted that the signed copy of the minutes must be kept indefinitely. They must be held at the school for a period of six years, after which they can be sent to archive.

LS

7 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda.
2. **ACTION: Proposals for stakeholder voice outstanding**
3. **ACTION: Link visits to be added to GHUB**

8 To agree minutes of Extra FGB to agree Admission Policy for entry to St Mary's for 2026/27: 6 March 2025 (previously circulated) and consider matters arising

1. The agree the minutes of the meeting dated **6 March 2025 which** were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair **ACTION: To be added to the school files.**

SignedDated:

2. It was noted that the signed copy of the minutes must be kept indefinitely. They must be held at the school for a period of six years, after which they can be sent to archive.

9 To agree minutes and consider matters arising of Budget Approval meeting held on 20 May 2025 (previously circulated)

1. The agree the minutes of the meeting **20 May 2025 which** were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair **ACTION: To be added to the school files.**
2. It was noted that the signed copy of the minutes must be kept indefinitely. They must be held at the school for a period of six years, after which they can be sent to archive.

10 To receive Committee and Link Visit Reports since the last meeting, consider recommendations from the Committees and note action taken under delegated authority:

1. Academic Standards and Achievement Committee – an overview as detailed in the minutes provided.
2. Admissions Committee – an overview as detailed in the minutes provided.
3. Ethos Committee March meeting notes added to GHUB - an overview as detailed in the minutes provided.
4. Governors discussed sharing of training regarding ethos and the Diocese training can be undertaken and colleagues are invited to the school events.
5. Resources and Premises Committee (incl. termly Health and Safety report) was shared and assurance given that transition is being planned.
6. **ACTION:1 New Road link governor required until Diocese takes this responsibility – LC to caretake this role during July**
7. Finance and budget update and monitoring update was provided and there are no concerns to raise. The Governor Account is at £8.5k, Capital Account is at £11.5k the CCLA will be £13k.
8. Governor Development Coordinator – nothing to report.
9. Pay and HT Performance Management – cycle in place.
10. Confirmation of the Safeguarding Termly report and SCR given – and overview was provided as detailed in the report.
11. Termly Looked After Children (LAC) report – nothing to report.
12. School website – confirm compliance (<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>) – this is in progress.
13. Annual DPO report – received end of May, no concerns to raise. The system for reporting behaviour is effective. Archived email addresses are being removed. Arbor is rolling out the medical tracking function which will reduce costs next year.
14. Subject Link Governor Reports have been added to GHUB.

LC

ALL

SignedDated:

15. ACTION: From September all link visits to be added to the VISIT tab on GHUB in a timely fashion so that they can be noted by the Board
16. ACTION: The following to be pursued
https://assets.publishing.service.gov.uk/media/683ed70c2c163eb35f1e4521/Estate_management_standards_2025.pdf

Resources

The Board noted the update.

11 To receive and ask questions of the Head's termly report:

The HT introduced the documentation and report circulated in advance of the meeting. Termly monitoring progress and achievement data; year end data on pupil progress and attainment; attendance; exclusions and suspensions; staff well-being; equalities and diversity; complaints; GDPR, FOIs, SARs; PPG, Sports Grant and vulnerable groups. Further discussion and questions elicited that:

1. Pupil numbers on roll: 222 including Nursery PAN: 240
 Leavers Summer 2025: 4
 - 2 siblings relocating to different area
 - 1 child placed in a school closer to new address
 - 1 child based on individual need
 - 2 siblings will be leaving this term - relocating to Singapore.
 Joiners since last report:
 - 1 new child joined Year 2 (Temporary)
 - 1 new child joined Year 5
2. Persistent Absentees: Two pupils are currently classified as persistent absentees due to ongoing medical treatment and related appointments. A further two persistent absentees are receiving support through Families First (Children's Services), with attendance identified as a key focus area in their intervention plans.
 - Attendance Monitoring: JR has recently been appointed as our new Local Authority Attendance Officer. She conducts termly visits to monitor and support our attendance processes.
 - Parental Communication: Parents of pupils with low attendance are contacted each term via formal written communication, outlining concerns and offering support as appropriate.
3. Safeguarding remains our number one priority; we continue to refine our systems and practices.
 - CPOMs is used exclusively for reporting safeguarding concerns.
 - Safeguarding updates and questions are a standing agenda item at all meetings.
 - All staff are trained to Level 1 in safeguarding.
 - All staff have completed Prevent training.
 - Safeguarding team:
 - Sarah Gray – Designated Safeguarding Lead (DSL)

SignedDated:

- Laura Zimet – Deputy DSL (DDSL)
 - Lynne Tavender – Deputy DSL (DDSL)
 - Whole-school safeguarding training (staff INSET) is scheduled for January 2026.
4. Vulnerable pupils - We consider five families vulnerable. Four of these are considered extremely vulnerable, and we continue to monitor and support them.
 5. Single Central Record - JB manages the SCR and has been submitted for auditing 23.5.25.
 6. Child Protection - There are two current 'live' child protection cases. There are three families with previous social worker involvement who we continue to monitor and support as necessary.
 7. Notifiable Accidents - There has been one notifiable accident this term involving a Year 4 pupil who sustained a fractured arm. The incident was reported through AIRS and RIDDOR in accordance with protocol. A thorough investigation was conducted, including a review of CCTV footage. The incident was determined to be an accident, resulting from a sudden, surprised reaction and an awkward angle during a fall. Following the incident, all pupils were reminded of the importance of using the climbing frame safely. Staff have also been advised to maintain a high level of vigilance during outdoor play.
 8. Operation Encompass - Operation Encompass is a joint-agency procedure to provide, by next day notification, appropriate support for Children and Young Persons who have experienced domestic abuse in their household. No Operation Encompass referrals have been received this term.
 9. GDPR - There have been no notifiable breaches since the last report. There have been no Subject Access Requests (SAR) in the summer term and no Freedom of Information requests (FOIs).
 10. Behaviour - There have been no notifiable behaviour incidents reported since the start of the term. Parent sessions on the Relationships and Positive Behaviour Policy have been offered this term, though attendance has been limited. A further session will be scheduled at the beginning of next term to coincide with the start of the new academic year.
 11. Staff Training and Development:
 - LZ has successfully completed the Therapeutic Thinking Trainer course.
 - A whole-staff INSET on Therapeutic Thinking was delivered at the start of the Summer Term.
 - SG attended Behaviour Curriculum Training, with follow-up work scheduled for the next academic year.
 12. Strategic Interventions and Support:
 - Collective Worship and values education continue to reinforce the principles of the positive behaviour policy.
 - New lunchtime play equipment has contributed to a reduction in playtime

SignedDated:

incidents.

- A review of The Chill Room usage is underway. A proposal has been made for Midday Supervisory Assistants (MSAs) to supervise this space, with SLT support remaining on duty outside.

- There has been a noticeable reduction in behaviour incidents involving children with SEND. This has been supported by a combination of medication, reduced timetables, tailored strategies from external professionals, and responsive adjustments to provision.

13. Racist Incidents There have been no reported incidents since the last Head Teacher's report.

14. Complaints - There have been no formal complaints

15. Child on Child abuse - There have been no further formal reports of bullying this term. Previous incidents remain under close monitoring, with regular parental engagement in place to ensure that any concerns are identified and addressed promptly. All reported incidents are thoroughly investigated, and appropriate measures are implemented to resolve issues and support the children involved.

16. Sexist and Homophobic Language - There have been no notifiable incidents of sexist or homophobic language.

17. The Curriculum

English - The updated English scheme, with an increased focus on writing for an audience, has been successfully implemented. Positive progress has been noted during SEA (School Effectiveness Adviser) visits. English will remain a priority on the School Improvement Plan (SIP) for the next academic year to ensure changes are fully embedded.

Year 1 Continuous Provision - LZ is working in collaboration with the EYFS team and colleagues from Bridgewater and Boxmoor Schools to develop a plan for transitioning Year 1 to a more continuous provision-based approach. This model aims to: ● Provide further opportunities for children to consolidate and meet Early Learning Goals ● Support a smoother transition from Reception to more formal learning ● Encourage the development of independent learning habits.

Religious Education (RE) - In preparation for the 2026–2027 SIAMS inspection, RE will be a key focus area on the SIP. Whole-school training in the *Understanding Christianity* programme has been identified as a necessary next step to support curriculum development and inspection readiness.

18. Schemes of Work (2025–2026) No further changes to curriculum schemes of work are planned for the 2025–2026 academic year.

Feedback from staff indicates strong satisfaction with current schemes, and results from the recent wellbeing survey highlight that further changes would risk increasing workload pressure

KS2 Predictions

	Age Related	Greater Depth
Reading	82.7%	51.7%
SPaG	79.3%	34.4%
Maths	86.2%	27.5%

19. The process for applying for EHCP assessment was outlined and the time-consuming administrative process is being reviewed and adjusted

20. Questions

Pupil Premium (PP) Attendance

1. Are there particular PP children contributing significantly to the overall percentage for this cohort?

Both pupils with severe attendance issues are in receipt of Pupil Premium funding.

2. Is the PP budget being used to support strategies to improve their attendance — for example, funding breakfast club to encourage attendance?

Families have been offered support with both Breakfast Club and After School Club. One family currently accesses Breakfast Club and the other makes use of After School Club.

3. Is the Attendance Officer able to help with home visits for persistent absentees, or those at risk of becoming persistent absentees?

This will be considered going forward.

Safety around the Climbing Frame

4. Do staff have designated areas they're responsible for during break times? If so, is the climbing frame considered a separate area with its own supervision?

All staff have clearly designated supervision areas, and the climbing frame is treated as a separate zone with specific oversight. The recent incident was unfortunate and appears to have been a chance accident, rather than the result of inadequate supervision.

SEND

5. With the increased numbers of SEND children in the school, are there other strategies that could be implemented throughout the school day to help manage behaviour? For example, sensory circuits in corridor?

We are very supportive of sensory circuits and have recently received some additional information through an external advisor, which has further enhanced these. Our whole staff has received "Hertfordshire Therapeutic Thinking" training, which supports a deeper understanding of sensory regulation. We've also gained practical experience supporting a pupil with particularly complex sensory needs, and while we are not specialists, we are deeply committed to developing our practice further.

6. What is the conversion rate of applying for EHCPs and getting them through the LA?

This year, we've achieved a 100% success rate in EHCP applications. However, we've identified the paper trail as a bottleneck in the process. SENCO and HT have been streamlining our internal procedures to make this more efficient—very much a “focus on the process” approach, as advocated in *Atomic Habits*.

Year Group Numbers / SEN Numbers

7. Is there a reason Year 2 is capped at 27, or is that just coincidence to be 27 both years?

This is purely coincidental.

8. Do we need any additional strategies for Year 6 next year? It's an important year for those taking the 11+ and there are 10 SEN pupils in next year's cohort.

Every year is important, but I agree Year 6 is a key transitional year. As a Hertfordshire school, we do not participate in the grammar school or 11+ system. Instead, our focus in Year 6 is:

- Preparation for SATs, which benchmark pupil attainment nationally.
 - Readiness for secondary school, including transition activities.
 - Participation in a residential trip and end-of-year performance.
- Support for pupils, including those with SEN, is allocated according to need. Current strategies include:

- Deployment of additional adults in class
- Personalised timetables and structured movement breaks
- Scaffolded learning and targeted interventions (reading, spelling, speech & language)
- Pupil Passports and individual Support Plans with small-step targets
- Personalised behaviour plans (RAMPs)
- Involvement of external agencies
- Regular parental engagement
- Ongoing SLT monitoring and support

We are actively seeking a strong, experienced teacher to lead the Year 6 team next year.

SEN Pupils per Year Group

9. Is there a need to consider a cap on the number of SEN per year group?

Under current UK legislation, placing a cap on the number of SEN pupils in a year group would likely be **unlawful** and contrary to the following key laws and guidance:

Equality Act 2010

Section 20 imposes a duty to make reasonable adjustments to ensure disabled pupils are not placed at a substantial disadvantage:

“Where a provision, criterion or practice puts a disabled person at a substantial disadvantage... the duty is to take such steps as it is reasonable to have to take to avoid the disadvantage.”

A cap could constitute a discriminatory practice.

Children and Families Act 2014

Section 19 requires a focus on achieving the **best possible outcomes** for each child:

“A local authority in England must exercise its functions... with a view to ensuring the best possible educational and other outcomes.”

Capping contradicts the ethos of individualised, needs-led support.

SEND Code of Practice (2015)

“All children and young people are entitled to an education that enables them to make progress... whatever their needs.” (6.1)

The Code emphasizes **inclusion** and does not support limiting access based on need.

Human Rights Act 1998

Article 2 of Protocol 1 guarantees the **right to education**. A cap may infringe this right unless it is a proportionate and necessary measure, which would be difficult to justify.

Current legislation does not support capping SEN numbers per year group. Rather than limiting access, we should continue to advocate for **adequate funding, strategic planning, and inclusive practice**.

10. If the SEN ratio is high, should we consider reducing the total class cap to balance support, e.g., from 30 to 26?

Reducing class size may help with classroom management but would lead to a reduction in funding and resources, which in turn could negatively impact the support we can provide for pupils with SEND.

11. Our overall SEN ratio is 21%. How does this compare to other local schools? Should we/can we balance this more evenly across schools?

We don't have confirmed data from neighbouring schools, but anecdotally, our figures are comparable. Nationally, the SEN rate is around 14%, so we are above average. However, our Trust Deed tells us that our school was founded with a mission to serve disadvantaged children, and we remain committed to this ethos.

Children with SEND are not a burden—they bring creativity, kindness, humour, resilience, and perspective. They enrich our community and help us model compassion and inclusivity. We remain fully committed to ensuring that **all children at St Mary’s “Shine Brighter and Brighter.”**

Attendance

12. *Why is Year 3 attendance down?*

Year 3 currently has two severe absentees and two pupils on reduced timetables. These cases are being actively monitored with support from external agencies.

Attainment

13. *Could we add the national average (like we do for attendance) so we can understand what good looks like?*

Yes, this is a helpful suggestion. Last year’s final national data is available on our website under “Statutory Information.” Future reports will include comparative data once national figures are confirmed. As we’re currently working with projected data, it would be premature to benchmark these against finalised figures.

14. *Does a score of 100 (out of 120) indicate a child is meeting the expected standard?*

Yes, a scaled score of 100 or above is the threshold for meeting the expected standard.

15. *There’s a notable gap between Reading and Maths at Greater Depth – does this mean we’re excelling in Reading or need to focus on Maths?*

The national averages for Greater Depth in 2023/24 were 29% for Reading and 24% for Maths. Our current projection of 27.5% in Maths is strong. This particular cohort has always been strong in Reading—likely influenced by substantial reading during lockdown in Years 1 and 2.

That said, these are still **predictions** and should be interpreted with some caution until final results are in.

21. Thanks were extended to the HT for the informative report which supports monitoring and triangulation

The Board noted the update

12 To monitor the impact of the School Improvement Plan (SIP):

The HT introduced the current status of the SIP which has been RAG rated and provided evidence of impact. Further discussion and questions elicited that:

SignedDated:

1. The priorities of the SIP were reviewed for impact and governors acknowledged the progress made across all the priorities.
2. The SEA summer visit report was noted and governors agreed that the external verification of monitoring supported triangulation. The HfL contract is effective in school development and good use of funding.
3. The strategy afternoon will reflect and develop the next academic year's SIP ensuring governor involvement and alignment with the ethos and vision of the school.
4. Governors thanked the school staff for their continued contribution and commitment to the development of the school and the achievements evidenced to date.

The Board noted the update

13 Governance

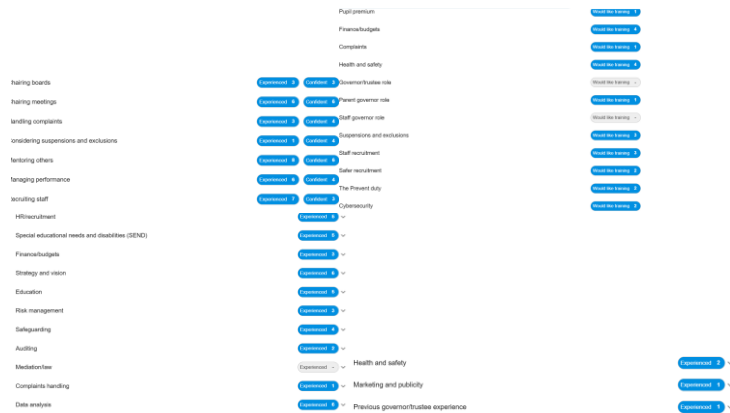
1. The following appointments were discussed and will be voted on in September for the next academic year: D Laird and J Hughes will become co-chairs of the board from September, with L Clark as vice-chair from September
2. P Anderson was appointed to be chair of Resources Committee wef from 14/07/2025
3. Sarah M was appointed as H&S link governor wef from 14/07/2025.
4. J Hughes was appointed as chair of Academic Standards wef 23/07/2025
5. S Hill's term of office concludes on 14/07/2025. Resignations received from K Worth and K Freeman from 23/07/25.
6. **ACTION: Websites, databases including GIAS to be updated accordingly**
7. **ACTION: Review the annual governors' self-evaluation and skills audit to inform recruitment and training to be undertaken next academic year**
8. The following have not completed the effectiveness tool on GHUB

SG



● Effective	● Larry Eaton	●
● Effective	● Jonathan Gordon	●
● Effective	● David Laird	●
● Effective	● Sarah Stewart	●
● Effective	● David White	●
● Ineffective	● Kat Worth	●

SignedDated:



9. A review of effectiveness tool on GHUB was undertaken and it was agreed that it will inform committee membership next academic year. Legal skills are an area to recruit towards
10. Review of training(<https://app.governorhub.com/s/hfl/training> <https://www.hfleducation.org/business-services/governance/governor-training>). The Diocese also provides training which colleagues are encouraged to attend. Chargeable courses can be alerted to the office for budget monitoring purposes only.
11. Review of vacancies and terms of office due to end
12. Committee chairs to review the Annual Programme of Work and Terms of Reference before the end of term and recommend to Board
13. **The Meeting schedule 2025/6 and 2025/7 circulated in advance of the meeting was agreed noting December 2026 date will be changed and circulated**
14. **The Code of Conduct 2025/6 circulated in advance of the meeting was agreed**
15. Confirmations on GHUB – updated documentation to be linked and governors to reaffirm confirmation after 01.09.25
16. **ACTION: Pre-appointment checks to be undertaken by all governors for the school record before the end of term**
17. Governor Induction Pack with up-to-date resources

ALL

The Board noted the update.

14 Chair's Business:

1. Thanks were extended to departing governors (Kat, Karol and Steve) for their time and contribution to the board during their tenure
2. The Academisation agenda was reflected on and no further requirements at this stage.
3. The Chair confirmed that there are no notifications and correspondence received to share.
4. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to.
5. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting.

SignedDated:

6. Colleagues confirmed that the meeting has been conducted in an open manner, and, that all governors have been able to participate and contribute to discussions. The Board has monitored its statutory requirements with regards to annual business.

The Board noted the update.

15 Policies to approve:

1. The PM011 Code of Conduct for Employees was approved

The Board noted the update.

16 Any Other Business:

1. None.

17 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting.
2. The next meetings will be held: Mon 29 Sep 2025 at 19.00 Board meeting – virtual

Mon 1 Dec 2025 DATE WILL CHANGE	15:45	17:45	Board meeting
Mon 23 Feb 2026	19:00	20:00	Board meeting - virtual
Sat 6 Jun 2026	10:00	12:00	Board Meeting

The meeting closed at: 12.05

SignedDated: