



Minutes of the Governing Board Meeting
held on 16 June 2026 via MS Teams

Present:

Parent Governor (2): Kirsty Largent, Lu Farr-Smith

LA Governor (1): Leena Clark

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

Foundation Governors (8):

DBE Appointed (2): Julia Hughes (Co-chair 01.10.2026), David Laird (Co-chair 01.10.2026)

Ex Officio (1): Revd Jonathan Gordon

PCC Appointed (5):

Co-Opted Governor (1): Sarah Morris

In attendance

Associate Members: Scott Wallberg, Kathy Jenkins

Clerk: Tracey Middleton

Apologies

Associate Members: Tristan Gielen, Elizabeth O'Hare, Larry Eaton

Documentation circulated in advance:

 1. St Mary's CofE Primary School FGB Agenda 16.06.26	 17. Mary-Ann Mountford CV for review
 5. Draft Minutes 22 05 2026	
	 18. Training-StMarysPrimarySchool
 20. Policies for Review	
	 21. Appendix 1 Guidance to note- Summer 2026
 3. Register-of-interests-St Mary's CofE Primary School, Northchurch	
	 21. Governance Leadership Briefing Spring 2026
 5. Draft minutes 23.06	
	 21. KeyDoc_year_planner_2026-27_primary_maintained_-_March_2026_9ggEpcZ
 6. Termly Safeguarding Report to Governors Summer 2026	
	 Headteacher's report to the Governing Body June 2026.docx
 16. Standards and Ethos draft minutes 18.05	

Signed Dated:

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.

1 Welcome and prayer:

1. The Under 11 Cricket Team shared their winning plate and medals which will be celebrated in school tomorrow
2. The meeting was opened with a prayer
3. The Chair welcomed colleagues to the meeting especially Kathy
4. The Chair noted that the meeting is quorate
5. Colleagues were thanked for changing the date of the meeting at short notice
6. D White has thanked colleagues for his farewell gift after the end of his office on March 6th 2026
7. P Anderon resigned from the board on March 13th 2026
8. Assurance was given that the databases, website, GIAS and offboarding has been undertaken

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 were received and absence accepted from: Tristan Gielen, Elizabeth O'Hare

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
7. Colleagues were reminded that any RPTs must be recorded

4 To consider notification of any items for AOB:

1. None

5 To agree minutes of the last meeting: (previously circulated) and consider matters arising from the last meeting's minutes:

1. The minutes of the meeting dated **20.05.26** which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and 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
3. 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

6a To receive the HT report:

The HT introduced the documentation circulated in advance of the meeting.
Further questions and discussion elicited that:

1. **Pupil Numbers:** 225 on roll (including Nursery); PAN is 240; **Mobility:** 3 leavers and 4 joiners since the last report. **SEND:** 23% of pupils on the SEN register (national average: 18%), with 4 children (1%) having an EHCP (national average: 3%). **FSM:** 16 pupils eligible for FSM in KS2; other contextual groups remain stable.
2. **Attendance - Whole School:** 95.45% (above national average of 94.93%). **Pupil Premium:** 92.37% (improved from last year). **SEND:** 93.45%.
3. **Persistent Absence:** 18 pupils (<90% attendance); 1 severely persistent absentee (<50% attendance), mainly due to complex needs and circumstances.
4. **Monitoring:** Ongoing, with targeted communication and support for families.
5. **Safeguarding** - Remains the top focus; all staff are trained to Level 1 and have completed Prevent training.
6. **Systems:** CPOMs used for all safeguarding concerns; regular audits and updates to records.
7. **Current Cases:** 1 live child protection case; 4 families with ongoing monitoring.
8. **Operation Encompass:** No referrals this term.
9. **GDPR:** No breaches; 1 subject access request this term, no FOIs
10. **Behaviour & Wellbeing** - No notifiable incidents this term; significant reduction in behaviour issues among SEND pupils.
11. **Bullying:** 1 bullying incident, managed with internal suspension and review of strategies.

12. **Racist/Homophobic Incidents:** 1 racist and 3 homophobic language incidents addressed promptly.
13. **Staff Development:** Ongoing TA training, focus on behaviour support, and planned ADHD training.
14. **Complaints:** 1 formal complaint about the headteacher (not upheld).
15. **Curriculum & Teaching**
16. **English:** Curriculum being refined; focus on foundational knowledge and handwriting.
17. **Maths:** Increased focus on times tables; leadership to clarify gap-closing strategies.
18. **Year 1 Continuous Provision:** Successfully implemented; plans to extend to Year 2.
19. **PSHE:** Returning to Jigsaw scheme for a whole-school approach.
20. **6. Pupil Progress & Attainment - KS2 SATs:** Highest number of adaptations for pupils; results pending.
21. **KS2 Predictions (2026):**
22. Reading: 82.7% at age-related, 37.9% greater depth
23. Maths: 65.5% at age-related, 10.3% greater depth
24. Writing: 60% at age-related, 6.7% greater depth
25. SPaG: 53.3% at age-related, 6.7% greater depth
26. **Moderation:** English writing being externally moderated.
27. **Pupil Premium:** 2025-26 budget £34,030; changes to funding criteria and rates for 2026-27.
28. **Sports Premium:** Final year of funding; focus on equipment and CPD, with a remaining balance of £6,150.
29. **Quality of Teaching - Strengths:** Good overall; strong pupil engagement, collaborative working, effective modelling and scaffolding. **Areas for Development:** Handwriting, presentation, and over-dependence on TAs. **Actions:** Updated policies, staff meetings, and revised TA deployment for 2026-
30. **Staff Changes:** Y6 teacher leaving, replacement recruited, maternity return and retirement updates.
31. **Staff Wellbeing:** Survey planned for next term.
32. **Pupil Wellbeing:** ELSA provision ongoing and expanding; new EBSNA programme and mental health support app introduced.
33. **Site Improvements:** Quinquennial inspection, playground and car park repairs, new lighting, and temporary fencing planned.
34. **Community:** Police visit, fundraising day, and successful "Big Tidy" event.
35. Governors agreed to continue to challenge and support leadership on attendance, especially persistent absence and disadvantaged groups; monitor

the impact of curriculum changes and TA deployment. Ensure safeguarding and behaviour remain robust. Review progress against priorities in the School Improvement Plan. Continue to support staff and pupil wellbeing initiatives.

36. Question - How is the School measuring that continuous provision in Year 1 is improving outcomes for Pupils, and will continue to do so in future years (I note a link to year 3).
37. Question - With regards to the phonics teaching - Could you give some detail on the type of support being given to pupils that have fallen or at risk of falling behind in phonics as well as for the opportunities for stretch?
38. Question - With regards to the record keeping in pupil progress meetings could you give more detail on the plans you have to ensure more consistency and TA deployment? Alignment of adults in classrooms has been reviewed in line with the EEF recommendations. Pupil progress meetings are the vehicle for analysing the data and determining support strategies. This has been reviewed by the SEA. The TAs have been deployed according to need within the cohorts across the school. One TA is not class based to provide support with specific interventions and behaviour
39. Question - Glad to hear that the complaint was upheld and that you were supported during this process. Is there a pattern to this and the previous complaint, and/or anything further the governors can do to mitigate the effect of complaints, noting that we probably cannot prevent or predict them if they are single, unrelated complaints. No action required at this stage. The HfL Tool kit is available for governors to access
40. Question - It's great to see the school filling up but also good that there is space to accommodate guest pupils for the summer term again this year. How do guest pupils affect reporting on things such as attendance? Do you receive any additional funding for these children, noting that they were not on roll at census day? This is dependent on class numbers. The guest pupils are recorded on our attendance data
41. Question - You may have talked about this previously but do you have plans and/or resources in place to ensure that you can continue to access provision from external sports delivery suppliers eg Watford next academic year? This is being reviewed as the school values wider curricular activities for children to attend
42. Thanks were extended to the HT for comprehensive report which supports governor monitoring and triangulation

The Board noted the update

6b Safeguarding, Risk Assessment and GDPR:

The HT introduced the documentation circulated in advance of the meeting.
Further questions and discussion elicited that:

1. The termly report was noted
2. There are no GDPR breaches, FOIs or SARs to report
3. Safeguarding continues to be proactively addressed across the school
4. The SCR has been submitted to HCC for auditing
5. The secondary transition process and handover have been reviewed and governors assured that this process is robust
6. There are no CLAs in school at present

The Board noted the update

7 To receive an update on the Self-Evaluation and feedback from most recent SEA visit

The HT introduced the documentation circulated in advance of the meeting.
Further questions and discussion elicited that:

1. The SEF has been reviewed in line with the Ofsted requirements and is informed by the SIP. Governors are welcomed to ask questions on the statements

The Board noted the update

8 To receive the draft SIP for 2026/7:

The HT introduced the documentation circulated in advance of the meeting.
Further questions and discussion elicited that:

1. The SIP has been reviewed by the SLT and continues to focus on embedding the priorities the school has been working on
2. The School Improvement Plan (SIP) for 2026–2027 sets out four key priorities aimed at securing consistently strong outcomes for all pupils, with a particular focus on early reading, writing, mathematics, and the achievement of vulnerable learners. The plan emphasises robust monitoring, high-quality professional development, and a relentless focus on the quality of education.
3. **Priority 1: Strengthen Phonics and Early Reading**
4. **Intended Impact:** Pupils develop secure phonics knowledge, read fluently and confidently, and are well prepared for the next stage of learning.
5. **Key Actions:** Deliver phonics in small, attainment-based groups. Implement regular assessments to identify and address misconceptions. Match reading books to pupils' current phonic knowledge. Provide targeted professional

- development for staff. Strengthen reading fluency through interventions and repeated reading. Monitor consistency and effectiveness of phonics provision.
6. **Success Criteria:** Improved decoding accuracy and fluency. Well-matched reading books. Consistent and confident phonics delivery by staff. Increased attainment in phonics and early reading.
 7. **Priority 2: Improve Writing Fundamentals Across the School**
 8. **Intended Impact:** Pupils develop foundational writing skills, enabling fluent, accurate, and well-presented writing.
 9. **Key Actions:** Embed a consistent approach to handwriting and presentation. Explicitly teach handwriting skills across all year groups. Maintain high expectations for presentation in all subjects. Deliver targeted interventions for handwriting and spelling gaps. Provide professional development for staff. Regularly monitor pupils' work.
 10. **Success Criteria:** Improved handwriting fluency and presentation. Improved spelling accuracy. Increased writing confidence and stamina. Consistent application of expectations by teachers.
 11. **Priority 3: Develop Cognitive Automaticity and Mathematical Fluency**
 12. **Intended Impact:** Pupils develop secure mathematical knowledge and fluency, enabling efficient and accurate application across the curriculum.
 13. **Key Actions:** Embed a structured approach to teaching and assessing multiplication tables. Regularly assess and address gaps in mathematical understanding. Use assessment data to inform planning and interventions. Deliver targeted interventions to accelerate progress. Monitor effectiveness of interventions and classroom provision.
 14. **Success Criteria:** Increased fluency and recall of mathematical facts. Effective use of assessment to adapt teaching. Swiftly addressed learning gaps. Improved mathematical attainment and confidence.
 15. **Priority 4: Raise Attainment and Achievement for Vulnerable Learners**
 16. **Intended Impact:** Vulnerable pupils (including SEND and disadvantaged) achieve well, access the full curriculum, and develop independence.
 17. **Key Actions:** Consistent approach to identifying and addressing learning gaps. Small-step target setting and robust progress tracking. Strengthen collaboration between staff. Reinforce learning behaviours that support engagement and resilience. Embed effective scaffolding strategies. Monitor and adapt interventions based on evidence.
 18. **Success Criteria:** Strong progress from starting points for vulnerable learners. Prompt identification and addressing of gaps. Increased independence and confidence. Diminishing attainment gaps. Demonstrable impact of provision through assessment and monitoring.
 19. **Leadership and Monitoring**

20. Leaders will maintain a rigorous cycle of monitoring, evaluation, and review (including lesson visits, work scrutiny, pupil voice, assessment analysis, and coaching). Professional development will be informed by monitoring findings. Governors will receive regular updates, providing challenge and support to secure successful implementation and improved outcomes.
21. Governors were assured that the Ofsted outcomes have been incorporated in the SIP
22. **Question – Regarding EDI and embedding it across everything we do; how will this be considered in the SIP? There is much reference to vulnerable learners**
23. **Question – Are there ways of demonstrating that EDI is considered in the plans so that protected characteristics are included? The data is broken down into specific groups and patterns are interrogated**
24. **Question - How do we measure this? Much will be data driven**
25. Feedback from the SEA visit was shared and the triangulation with the teachers and TAs was clearly evidenced and the case studies demonstrate the small steps of progress

The Board noted the update

9 To receive update in Pupil Premium and Sports Premium:

1. The school has prepared for the changes expected

The Board noted the update

10 To receive and review the budget monitoring report:

1. The report will be circulated when available
2. There are no financial concerns to raise at this stage

The Board noted the update

11 To receive termly monitoring progress and achievement data:

1. Refer to the discussions in the committee meetings
2. The public examination data will be shared when received in due course

The Board noted the update

12 Budget and Finance

1. The Finance Chair provided an overview of the timelines and noted that the SFVS has been submitted

2. The report which is hoped to be received soon and will support the transfer to the Diocese for the management of the property. The finances are looking healthy which has increased the bank balance by £2.5k
3. Thanks were extended to SW for supporting this valuable piece of work around the estate

The Board noted the update

13 Annual governors' self-evaluation and skills audit:

1. This will be reviewed to incorporate the newly appointed trustees
2. **ACTION: NGA audit to be undertaken**
3. **ACTION: The Terms of Reference to be reviewed to incorporate Associate members and having voting rights to be agreed at the September business meeting**

LC

The Board noted the update

14 Governor Meeting Schedule 2026/27

1. Monday 21st September 2026 19.00 In person
2. Monday 30th November 2026 (Policies Review Meeting – not clerked)
3. Monday 22nd Feb 2027 19.00 Online
4. Friday 11th June 2027 at 10.00 – In person changed to Tuesday 15th June at 16.00 in person
5. Away day Saturday 12th June 2027 – not clerked
6. Poll for this year's away day to be circulated to agree date and time

The Board noted the update

15 Additional Governor Business:

1. HfL – Contracts
2. Annual governors' self-evaluation and skills audit
3. Code of Conduct 2026/27
4. Governors Induction Pack

16 To receive committee and link visit reports:

1. Academic Standards and Ethos Committee met on 18.05.26 and draft minutes circulated. Raising attainment and the culture of achievement across the school has been a focus. No suspensions or exclusions to report. 1 internal suspension reported

2. Admissions Committee – 23 applications for nursery of 26; reception is full with a waiting list; out of year in year admission being considered
3. Resources and Premises – Nothing further to add
4. Governor Development Coordinator – training recorded on GHUB
5. Website – to be updated during the summer ready for next academic year including Governance page
6. Link Governor Visits – all governors who have completed a link visit to upload their report to the visit tab on GHUB. Colleagues are reminded to capture a safeguarding question during pupil voice

17 Governing Board Membership/Vacancies

1. The Board appointed Mary Ann Mountford as Associate member from 01.09.2026 for a term of 4 years linked to Standards and Ethos Committee. Governors welcome the skills and expertise she will bring to the board
2. **ACTION: GHUB, website, databases and subscriptions to be updated accordingly and onboarding commenced** SG

18 Governor Training and Development:

1. Link roles will be aligned to school priorities and training should be reviewed accordingly

19 Review School Website

1. Nothing further to report

20 Review School Policies

1. The following policies were reviewed and ratified.

	PC003c Reducing the Need for Restrictive Intervent...	
	PM011 Code of Conduct (Employees) (May 2026)	
	PM013 Relationship at Work Policy (Employees) (M...	

ACTION: To share with stakeholders

SG

21 Chair's Business:

1. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
2. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting

3. 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
4. There are no requirements currently regarding academisation
5. Priorities for the next agenda were considered
6. The mobile phone policy has been reviewed by the Committee and a local message for all schools in the area has been published
7. Thanks were extended to the school team for overwhelming support for a local family reflecting our ethos and values
8. Governors debated the recent situation where the school managed a lock down situation
9. Thanks extended to the Chair for leading the Board this year

Guidance Items to Note (from HfL) Summary notes can be found in 21. Appendix to Summer Guidance for FGBs

DfE Attendance Expectations 2026/27

[DfE Announcement Nov 25](#)

DfE Schools White Paper

[Every Child Achieving and Thriving.](#)

DfE Restrictive Interventions in Schools

New guidance from April 2026

[Link to guidance](#)

DfE 'internal suspensions' guidance, Consultation to follow

[Education Hub Blog](#)

DfE Guidance on Mobile Phones

[Link to guidance](#)

DfE AI Updates

[Updated AI safety standards for schools](#)

[Trial of AI tutoring tools.](#)

HfL Education Complaints Toolkit

<https://thegrid.org.uk/assets/hfl-education-complaints-toolkit-guidance-reminders.pdf>

DfE Working Together to Safeguard Children March 2026

[DfE Guidance](#)

[DfE Summary of changes](#)

[NSPCC briefing on key updates](#)

Governance Leadership Service

Governance Leadership Briefings - Tuesday 23rd June 2026 6.00pm

22 Any Other Business:

1. None

23 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meeting will be held; **Monday 21st September 2026 19.00 In person;**
The meeting closed at 17.16