



SS Philip and James' Church of England Voluntary Aided Primary School

Minutes of the Full Governing Board Meeting Wednesday 11 March 2026, 7.30pm, online

Present	Hazel Shaw (HS, Foundation Governor) (Chair) Paul Atkins (PA, Headteacher) Louise Fox (LF, Local Authority Governor) (Vice Chair) Kim Mortensen (KM) (Parent Governor)(online) Michael Carter (MC, Co-opted Governor) Hayley Smith (HSm, Foundation Governor) Ella Handley (EH, Staff Governor) Izzy McRae (IM, Foundation Governor) Emily Smith (ES, Foundation Governor) Daniel Walters (DW, Foundation Governor) (online) Frank Newhofer (FN, Foundation Governor) Susie Bagnall (SB, Foundation Governor) Robert Aitken (RA, Foundation Governor) (from 7.45pm)
Apologies	None
In attendance	Ruth Morrison (Clerk) Rob Miles (Associate Member)

The Clerk confirmed that the meeting was quorate.

1 Prayer

- 1.1 DW opened the meeting in prayer.

2 WELCOME AND APOLOGIES.

- 2.1 The Chair welcomed all to the meeting. There were no apologies; all governors were present.

3 CONFLICTS OF INTEREST

- 3.1 There were no declarations of conflicts of interest.

4 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14-1-26

- 4.1 The minutes were agreed as an accurate record of the meeting and will be signed by the Chair for filing in school.

5 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14-1-26 – not covered by later agenda items.

- 5.1 All matters arising and actions were to be covered by later agenda items.

6 SCHOOL IMPROVEMENT

- 6.0 The following reports were available on GovernorHub to support this item:-
- Headteacher report March 2026
 - School Development and Improvement Plan (SDIP)– as at 27-2-26
- 6.1 **Headteacher Report** – The Headteacher presented a precis of the report

i) Safeguarding – All systems and processes are compliant. Two of the Designated Safeguarding Leads (DSL) have recently renewed their training. Records of Concern show increased complexity of cases. There were 21 entered as Cause for Concern and no Multi Agency Safeguarding Team (MASH) referrals. The Headteacher has attended a course on parental acrimony.

ii) Admissions – Pupil numbers are currently 398. There were 391 for the October 2025 census. There are 8 pupils in school with Educational and Health Care Plans (EHCP), two leave in the summer. There were 49 1st choice applications for EYFS in September 2026. The school continues to receive requests for September places.

iii) Behaviour – There were two suspensions in the reporting period for the same child. The child is being supported, the school works with the family and external providers.

iv) Attendance – Overall attendance for the year to date is 96%. Persistent Absence is 8.1%. Emotionally Based School Avoidance (EBSA) is the key driver for children with poor attendance. The school works with a family and the mental health team at CAMHS. A severely absent child is now attending more consistently.

v) Current Challenges – These are

- Admissions numbers
- Financial planning, including flat funding rates and OCC communication regarding year-end carry forwards greater than 8%. There is evidence of the governing body's involvement with the strategic spend. No staffing restructure is anticipated. A teaching assistant seconded from another school will not be seconded next year
- Support for families whose children are refusing to attend takes up a lot of staff time.

The Headteacher answered governors' questions.

Q: What are the systems for praising and rewarding good behaviour?

A: The Headteacher gave information on the house point system and Friday assembly celebrations. Points can be accrued for certificates. Staff are encouraged to be proactive in this. There are individual systems for some children. The learning environment is designed to encourage pupils. A sticker system is in place, plus postcards from teachers to pupils.

Q: What is in place to support staff in years 2 and 6 where there are more behaviour incidents?

A: Most of the Year 6 incidents relate to one child. We are working with external providers, and the curriculum has been designed to give the pupil skills for life. The number of incidents is plateauing. In Year 2 it's a number of children. Support is offered to both teachers. The Headteacher and SENCO have done lesson observations and given feedback on strategies to help. The teachers use CPD time to observe their class with another teacher and are looking at behaviour plans with the SENCO.

Q: Has the pupil survey taken place?

A: This should happen before the next governing body meeting using the questions from the last survey.

Q: Could the Headteacher do a presentation on targets and planning at the next curriculum committee meeting?

A: The Headteacher will look into this. **ACTION HEADTEACHER AND CURRICULUM CMTE**

6.3 **Self Evaluation (SEF)** – The Headteacher advised that this will be updated after assessment point 2 and be shared with the curriculum committee.

6.2 **SDIP** – This has been updated as the work has progressed. Phonics for years 1 and 2 were good at the last check. Booster plans are in place. Work will take place at Easter to improve the EY environment. There is a visible increase in levels of engagement with

Outdoor Play and Learning (OPAL). New resources are being added, information will be shared in the newsletter. The Headteacher gave examples of extending the wider curriculum such as performances, competitions and trips for each year group. The Headteacher is trying to find someone to launch the STEM room.

Comment – These events are essential aspects to children's learning; oracy is part of communication, so events such as the poetry competition and Shakespeare trips help.

Q: Are parents informed that financial support is available for trips?

A: This is included in the letters for the individual trips and could be shared in the newsletter.

Q: Could other school data be included in reports?

A: Some data is available from the Department for Education, but is quite broad in terms of the school context. There are local and national comparisons, but more exacting comparisons would be better.

Q: Could the efforts given to the newsletter be used to share information on social media?

A: The Headteacher is talking with the school office about arranging this.

7 STATUTORY INSPECTION OF ANGLICAN AND METHODIST SCHOOLS (SIAMS)

- 7.1 Governors agreed that this item be covered in one of the summer term meetings. It will include a review of the planning for SIAMS and a reminder of what governors need to read.

ACTION DHT and clerk- agenda item

8 SAFEGUARDING

- 8.1 This had been covered in the Headteacher report.

9 GOVERNING BOARD STRATEGIC PRIORITIES AND COMMITTEE REPORTS

- 9 The Chair apologised for the lack of papers and late papers for this item. For future meetings the chair will send reminders earlier.

ACTION CHAIR

1) Updates and minutes from the committees

Curriculum – Minutes of the meeting held on 12-2-26 were available on GovernorHub. The Chair advised that they will need tweaking as they had been taken from a recording. SB reported that she had undertaken monitoring visits relating to OPAL, attendance and SEND, reports were in the monitoring folder on GovernorHub.

Resources – Minutes of the meeting held on 9-3-26 were available on GovernorHub. KM (committee chair) gave an overview as detailed in the minutes. A letter had been received from OCC regarding carry forwards of over 8%. Governors noted that around £200K of the carry forward is from the after school club, the remainder of the carry forward is less than 8%. The carry forward is used to balance the third year of the budget. The OCC finance accountant has agreed that the after school money is not part of the 8%. A grant from the Diocese will be used for something like the solar panels rather than the interactive panels.

The next 3-year budget will be scrutinised at the next resources meeting and be available for approval at the next full governing body meeting.

Personnel and Safeguarding – The committee had not met since the last meeting. The results of a staff survey will be reviewed at their next meeting.

Admissions – Minutes of the meeting held on 5-2-26 were available on GovernorHub. LF (committee chair) gave an overview. LF visited school on 10-3-26 to see the ranking process for September.

Q: Was there an appeal recently, what was the outcome?

A: There was a year 6 appeal in January which was unsuccessful.

Funding Working Group and Climate Action Group – The Chair advised that funding had been put on hold due to the OCC letter. Governors commented that money raised is not included in the 8%. It is now too late to use the STEM room as a pilot. Priorities need to be discussed with the SLT. The DHT reported that there is an ECT who leads on sustainability which includes the outdoor area and making the site greener. Sun shading and battery storage could be included in the Climate Action plan and link with funding.

HSm (sustainability lead) reported on training attended, there is a lot of flexibility regarding what can be done. The plan can include initiatives already in place. The DHT will link HSm with the sustainability lead in school.

ACTION DHT

Governors asked if the school had looked into the Eco School Standard which has stages to work towards. The DHT will send the information to the school sustainability lead.

ACTION DHT

The Chair suggested that the Diocese could provide project management support for the batteries. Quotes would need to be sought to ensure the best value for money in the long term. The resources committee could be involved with the tendering process.

2) **Updates from lead governors and monitoring visit reports.** These had been considered by the committees

3) **Confirmations on GovernorHub:** All declarations had been completed.

4) **Climate Action Plan** – See above.

10 COMPLIANCE

10.1 The OCC Governor Services Annual Schedule for 2025-26 was available on GovernorHub. Governors gave an update on the spring term statutory actions.

- 1) Ensure the school website is up to date, including publishing details of governing structures and people on the school's website: (item A1) *The Headteacher confirmed that this is compliant.* **COMPLETED**
- 2) Complete and agree the Schools Financial Value Standard (SFVS) – Confirm that this was approved by the Resources committee and submitted **COMPLETED**
- 3) Publish proposed admissions arrangements for subsequent academic years (for schools that are admissions authorities) in good time to ensure a transparent process **COMPLETED**

11 GOVERNING BODY MATTERS

11.1 **Membership of the Governing Body** – Governors noted the constitution available on GovernorHub.

Parent governor vacancy – An election will be arranged. **ACTION HEADTEACHER**

LA governor – LF's term of office ends on 30-3-26. LF confirmed that she would like to be reappointed for a further term of office. The governing body approved the reappointment subject to the local councillor making the nomination. The Chair had been in contact with OCC Governor Services about the process.

11.2 **Training log** – Governors noted the training log which the Clerk had downloaded from GovernorHub.

12 **Discussion** – social media, screen time, access and AI. Governors agreed to defer this discussion until the next meeting. **ACTION AGENDA ITEM**

The DHT reported that an interactive workshop has been arranged for years 5 and 6, and that the IT lead will be attending AI training.

13 DOCUMENTS FOR APPROVAL

13.1 There were no documents or policies for approval.

13.2 **Spreadsheet** - Governors asked if the spreadsheet listing policies and review dates could be circulated. The Headteacher advised that this is out of date and that options for tracking policies are being looked at with the website provider. A free trial is being used by the SLT.

14 ANY OTHER BUSINESS

14.1 **Governor visit day** – The Chair reminded governors that a visit day has been arranged for 13-3-26, a further visit day will be arranged for May.

Meeting dates for the current academic year

29th April 2026 online

15th July 2026 in person

Online meetings will start at 7.30pm and in person meetings at 6.30pm.

The Chair thanked all for their contribution to the meeting.

The meeting closed at 8.55pm.